



The Protection of Vulnerable Groups (PVG) Scheme Guidance for applicants and organisations

The Protection of Vulnerable Groups Scheme was introduced in February 2011 under the Protection of Vulnerable Groups (Scotland) Act 2007. It replaced the previous Disclosure arrangements. The Scheme is operated on behalf of the Scottish Government by Disclosure Scotland. For the voluntary sector, the process is administered by Volunteer Scotland Disclosure Services (VSDS). The RYA is enrolled with VSDS and can act as an 'intermediary body' for affiliated clubs and recognised training centres.

The intention is that all individuals undertaking 'regulated work' with vulnerable groups should be PVG Scheme members by October 2015. If an individual is recruited to a paid or voluntary role involving 'regulated work' with children or protected adults, the organisation they work or volunteer for should check whether they are a member of the PVG Scheme. They should then be asked to apply either for a **Scheme Record** if they are joining the Scheme for the first time, or for a **Scheme Record Update** if they are an existing PVG Scheme member. The Update links the individual's record to the organisation's, so that the organisation would be informed if the individual were subsequently disqualified from undertaking 'regulated work' with the relevant vulnerable group.

It is an offence for someone who is disqualified from regulated work to do, or seek to do, that type of regulated work. It is an offence for an organisation to employ an individual in regulated work if they are disqualified. Any other criminal record will only be taken into account when the conviction is relevant and will not necessarily be a bar to employment or volunteering.

The process will operate as follows:

1. The organisation should decide whether the paid or voluntary role involves 'regulated work'. An individual is undertaking regulated work with children if their normal duties involve teaching, training, instructing, supervising, caring for, being in sole charge of, or having unsupervised access to, children or young people under the age of 18, or managing others who undertake these duties. The individual may themselves be aged under 18; there is no minimum age for PVG Scheme membership.
2. An individual is only defined as a protected adult at the time that they are receiving a registered care, health, community care or welfare service. Some roles assisting sailors aged 16 or over with particular needs may qualify as providing a welfare service, but teaching or supervising do not. Contact the RYA for further information.
3. During the recruitment procedure the organisation should explain to the applicant that the role involves regulated work and that they are required to be a PVG Scheme member.
4. Having decided that the applicant is suitable in all other respects, the organisation should offer the paid or voluntary post to the applicant, subject to satisfactory pre-employment checks including membership of the PVG Scheme. Other pre-employment checks should include checking relevant qualifications and seeking references.
5. The organisation should provide the applicant with a PVG Scheme application form (stocks are available from the RYA).

6. The applicant completes the relevant sections of the form (see attached guidance) and takes it to the designated person in the organisation who will check their identity documents and record them in sections E7-E9 of the form.
7. There is no charge for volunteers. For work in a paid, rather than voluntary, capacity a fee of £59 is payable for an applicant joining the PVG Scheme. The fee for a Scheme Record Update for an existing PVG Scheme member is £18. Volunteer Scotland will no longer accept payment by cheque. You should either complete the credit card section or, if that is not possible, enclose a cheque payable to RYA and we will forward the fee.
8. The organisation returns the form to the Safeguarding Manager at the RYA in Hamble (see address below), with a Coversheet listing the applications enclosed and whether they are for New or Retrospective checks.
9. The RYA checks the form, counter-signs the Coversheet and forwards the form to Volunteer Scotland Disclosure Services, who counter-sign it and pass it on to Disclosure Scotland.
10. Disclosure Scotland sends the applicant their Scheme Record Certificate, with a copy to VSDS who forward it to the RYA Safeguarding Manager. If the applicant thinks any of the information contained on the certificate is incorrect, they should follow the Disputes process set out on the Disclosure Scotland website (see below).
11. The RYA contacts the designated person at the organisation and states whether or not the Certificate contains any relevant offences. The RYA will not provide the organisation with a copy of the Certificate or divulge any other information about its contents.
12. Based on all the available information, and having discussed any concerns with the applicant, the organisation makes a final decision on whether to confirm their appointment. The RYA is not responsible for the decision to appoint or for any consequences arising from that appointment.

The RYA undertakes to comply with the Disclosure Scotland Code of Practice. The Code can be obtained from Jackie Reid at the RYA, or viewed on the Disclosure Scotland website (details below).

Contacts for further information:

Jackie Reid, RYA Safeguarding Manager
Royal Yachting Association, RYA House, Ensign Way,
Hamble, Southampton, SO31 4YA
Tel: 023 8060 4104

E-mail: disclosure@rya.org.uk Website: www.rya.org.uk/go/childprotection

RYA Scotland
Tel: 0131 317 7388 Fax: 0131 317 8566
E-mail: admin@ryascotland.org.uk

Volunteer Scotland Disclosure Services
Tel: 01786 849777 Fax: 01786 849767
Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland
www.disclosurescotland.co.uk Helpline: 0870 609 6006

(Note: this form is only to be used if applying to join the Scheme for the first time – existing members can apply for a Scheme Record Update on the shorter form)

Sections to be completed by the individual Applicant

Please use BLACK OR BLUE INK and BLOCK CAPITALS

Part A – Type of Application

- A1 Cross 'Scheme Record' if you will be working or volunteering for an organisation.
A2 Cross 'Children' or 'Protected Adults' or both, as appropriate (NB. The only activity in a sailing context that might be 'regulated work' with protected adults is 'providing a welfare service', eg. putting on clothing, hoisting into a dinghy, physically supporting a sailor in the boat.)
A3 This is not yet available so the answer is 'No'.

Part B – Personal Details

All lines highlighted in yellow must be completed. Completing B19 and B21 assists us if we have queries about your form.

- B38 The proposed ISA registration process was never implemented, so the answer is 'No'.
B47 onwards – please list your most recent past address first and work backwards.
B83 This refers to membership of bodies such as the General Medical Council, General Teaching Council for Scotland, Scottish Social Services Council – for a full list check with the Disclosure Scotland website, or the RYA.

Part C – please sign and date here.

Parts D1 – D9 – Payment

D1 If you are a volunteer, cross 'Yes'. If you receive payment for the regulated work, cross 'No'. Leave D2 blank. If you are paying to join the Scheme, cross the appropriate box in D3 and complete D3 - D9, or enclose a cheque for £59 payable to RYA. If your organisation is paying for your Scheme membership, the designated person should complete D2 – D9.

If you have any queries on completing the form, e-mail disclosure@rya.org.uk or call 023 8060 4104.

For guidance on the sections to be completed by the organisation, please see next page.

Sections to be completed by the organisation

Coversheet

Please ensure that you use the latest version of the Coversheet, available from the RYA. You only need to fill in the Applicant's names and state whether it is Retrospective (ie. the person is already doing the role but has never been checked, or had an old Disclosure check) or New (ie. the person is new to the role). Police Act applications do not apply. All other parts of the Coversheet are completed by the RYA.

Part D – Payment

For a volunteer, cross 'Yes' in D1.

For a paid member of staff: check that 'No' has been crossed in D1. If the organisation is paying, cross D2 and complete D3 – D9. If the applicant is paying, leave D2 blank and check that D3 – D9 have been completed. Volunteer Scotland will no longer accept payment by cheque. If it is not possible for you to pay by credit card, enclose a cheque for £59 payable to RYA and we will forward the fee to them.

Part E – role details

Please ONLY complete:

E1

E2 Will always be 'No' for sailing and boating activities

E3 The name of your club, training centre or organisation

E5 **IMPORTANT** – please use one of the following titles which have been agreed with VSDS as involving 'regulated work': Instructor, Coach, Safety Boat Crew, Safety Officer, Youth Organiser, Welfare Officer, Principal, Youth Volunteer Helper, Sailability Volunteer.

E7-E9 Confirm that you have checked the applicant's identity. This is now done on the form itself, not on the Coversheet.

At least **three** forms of identification must be checked, one of which should contain a photograph (passport, photo driving licence, employee ID card etc) and at least one of which should show the applicant's current address (eg. bank statement, utility bill, official correspondence received within the last 3 months). If it is not practical for the designated person in the organisation to check original documents, please contact the RYA on 023 8060 4104 to make alternative arrangements.

PLEASE DO NOT SIGN OR FILL IN ANY OTHER SECTIONS OF THE FORM

The Coversheet is counter-signed by the RYA, the application form is counter-signed by VSDS.

If you have any queries on completing the form, e-mail disclosure@rya.org.uk or call 023 8060 4104.