

SAFE RECRUITMENT AND PVG

Volunteers are the lifeblood of athletics and their dedication and commitment is what drives our sport forward and delivers success. However, every club has a duty of care to its members which extends to ensuring that anyone recruited to undertake regulated work is a suitable person for the role.

PVG scheme membership is important in any recruitment process for staff and volunteers but it is only one part of it.

The checklist below gives essential steps to make sure the club meets its duty.

CHECKLIST FOR APPOINTMENT	
ESSENTIAL	DESIRABLE
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see 'PVG Explained' below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided
Self-declaration form completed and returned	Application form completed and returned
Informal interview & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
PVG scheme membership application	
PVG membership received by Club Child Wellbeing and Protection Officer	PVG membership received by Club Child Wellbeing and Protection Officer
Sign up to code of conduct & Fair Processing Notice	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

PVG Explained:

Your club has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The Children's List is a list of individuals who have been barred from working with children by Disclosure Scotland.

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The Club Welfare Officer will play an important advisory role in relation to appointments to work with children but will not usually be responsible for the final decision about appointments.

Where can I get help with the PVG scheme?

Contact the welfare team at Scottish Athletics who will advise on PVG matters you may have.

In addition, Volunteer Scotland Disclosure Services (VSDS),

<http://www.volunteerscotland.net/disclosure-services/>

supports and administers the PVG application processes for volunteers. They provide advice and guidance for clubs on how to manage the PVG scheme.

Who needs to join the PVG Scheme?

A role that needs the post holder to be vetted is known as 'regulated work' and it is defined in law. You must make sure that people who are doing 'regulated work' at your club have not been barred from doing this type of work with children. This is done using the PVG scheme.

Only people who do regulated work can be asked to join the PVG scheme. This includes those who have a DBS check from England, or non-Scottish equivalent. It is not legal to ask people in non-regulated positions to join the PVG scheme.

What is regulated work?

Contact the welfare team at Scottish Athletics for guidance on whether a specific position at the club is 'regulated work'. See also: Disclosure Scotland's regulated work assessment tool at <http://www.disclosurescotland.co.uk/disclosureinformation/training.htm>.

The questions below give a general guide only – please access the above links for full information

1. Is it work?

It has to be either paid or unpaid work- not simply an arrangement between friends/family.

2. Who are they working with?

It has to be with children under the age of 18 years.

3. What do they do?

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent
- directly managing or supervising someone doing regulated work with children

4. Is it their normal duties?

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

5. Are there any exceptions?

There are some exceptions, such as where the presence of children in the activity is 'incidental' (e.g. the activity is for adults, and is advertised as an adult club/activity, but has some U18s attending).

What does the PVG Scheme do?

When someone applies to join the PVG scheme, Disclosure Scotland carry out a criminal record check to confirm that they are not on the list of people who have been barred from this type of work. It provides the club with information to inform a decision on their suitability for the post.

All PVG scheme members are subject to ongoing monitoring by Disclosure Scotland. The PVG scheme application registers the interest of your club in the person who will be doing regulated work on behalf of the club. The club will then be informed directly by Disclosure Scotland if that person comes under consideration for listing.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK. You can then request a police check from the relevant country. For more information on how to go about this see the Centre for the Protection of National Infrastructure (www.cpni.gov.uk) and search for 'overseas criminal record checks'.

You may also request references from either:

- the sport governing body in the country where they previously worked/volunteered
- the international federation of the sport

Consideration for Children's List or Barred Individuals

If Disclosure Scotland informs the club that an individual is barred, that member of the sports volunteers/staff must be removed from regulated work with children immediately.

If Disclosure Scotland informs the club that a member is considered for listing, that person should be suspended from their role working with children as a precaution until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment.

New vetting information on PVG Scheme Records

It is a common misunderstanding that Scottish Athletics will be contacted by Disclosure Scotland in the event of any new information becoming available about a PVG Scheme Member. This is not the case. Scottish Athletics will only be informed by Disclosure Scotland if any relevant new information becomes available about a member of the sports volunteers/staff. For example, they will be contacted if the individual is being considered for listing because they have received a conviction for harming a child, but they will not be contacted if the PVG Scheme Member receives a dangerous driving conviction. Scottish Athletics as the intermediary body will advise the club concerned of any notification they receive under the scheme.

When a PVG Scheme Member leaves

If a PVG Scheme member is no longer in regulated work with children on behalf of the club, please inform Scottish Athletics welfare team who in turn will notify Disclosure Scotland.

Existing PVG Scheme Members

If the person you want to appoint to a position of regulated work is already a PVG scheme member, you should request a 'Scheme Record Update'. This is done using the 'Existing PVG Member Application' form submitted via Scottish Athletics. This will register your club's connection to and interest in this persons record and provide any relevant updated information since the application was made.

Self-declaration

This informs the club/Scottish Athletics of previous convictions or investigations that might be relevant when taking an employment decision. Self-declaration forms should be completed when an individual applies for a new PVG membership or a scheme record update prior to commencing work in a regulated role.

This step in the recruitment process has important legal implications. For more information please review the Safeguarding in Sport Self Declaration Briefing Paper:

http://www.children1st.org.uk/media/4265/sgb_self_dec_briefing_paper_jan_2016.pdf

References

Always try to request and check 2 references. At least one reference should be from a role that involved working with children. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

Induction & Training

When a new post holder starts at the club the Child Wellbeing and Protection Officer should:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the child protection policy and procedures, including the code of conduct
- get written agreement to abide by Child Protection and Wellbeing policies and the Code of Conduct for working with children

Trial period

It is recommended that the club and any new members of the sports volunteers/staff agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance review

The club should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.