

## PVG SCHEME Q&A GUIDANCE NOTES - TEMPLATE

The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.

For the purposes of our organisation and in line with our Procedure for the Recruitment and Selection of Members of Staff/Volunteers in regulated work with children, we require you to become a PVG Scheme member.

Regulated work with children includes:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

### *1. Does the legislation state I need to be a PVG Scheme member to work with children?*

No. It is not a legal requirement for you. However, it is a legal requirement of our organisation to ensure that we do not employ an individual (paid or unpaid) who is on the Children's List and therefore barred from working with children. That is why we are asking you to become a PVG Scheme Member. This is the only way we can check you are not barred. We want to ensure that we are safeguarding children in our organisation to the best of our ability.

### *2. What do I need to do to become a PVG Scheme member?*

We have identified that the role you are applying for is regulated work with children. If we wish to appoint you to this post you will have to be a PVG Scheme member. To join the PVG Scheme, it is necessary to complete a form applying for a Scheme Record and have your identification verified. A copy of your Scheme Record, with your own unique identification number, is then issued to you and to this organisation. You will remain a Scheme member for life or until you are no longer involved in regulated work with children.

### *3. What if I have previous convictions/non-conviction information?*

Having a criminal record will not necessarily prevent you from working in our organisation. Any relevant vetting information disclosed on your Scheme Record will be considered in relation to the position you have applied for. By disclosing this information in the self-declaration form, you will have had the opportunity already to

make us aware of this information and provide some details. If required, we will invite you to a meeting to discuss this further (if this did not happen at interview) to ensure we have as much of an understanding as possible with regards to your situation.

#### *4. What are Scheme Record Updates?*

As part of our ongoing commitment to safeguard children, we will require those in regulated work with children to complete self-declaration forms every two/three\* years as well as complete a Scheme Record Update. This provides both you and our organisation with any updated information on your Scheme Record.

#### *5. How much will it cost?*

*Insert here the costs your organisation will charge for a Scheme Record and a Scheme Record Update or state that there is no charge.*

For more information and details on PVG:

<http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/>

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\* delete as appropriate to your organisation