**PVG secondary organisation membership**

**For club Child Protection Officers and club members working with children (known as Athlete Support Personnel)**

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| **1** | **Introduction** |
|  | Those members of the SAA who work with children have previously been required to hold an enhanced disclosure certificate. This was primarily aimed at coaches, who required the certificate for the granting/renewal of their AGB coaching licence. Providing that there was one member with an enhanced disclosure present, other members could work with children without requiring a disclosure check. |
|  | Following the introduction of the Protecting Vulnerable Groups legislation (PVG) there is now a requirement for every person carrying out what is known as ‘Regulated Work’ to become a member of the PVG scheme, to ensure that they are suitable to work with and pose no risk towards children and protected adults.  A child is defined as any person under 18 years of age, i.e. all junior members.  A protected adult is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service. |
|  | As the SAA does not provide a service to those classed as protected adults, means that members only need to become members of the PVG scheme in relation to work with children.  ‘Regulated work’ with children is defined by [Schedule 2 of the Protection of Vulnerable Groups (Scotland) act 2007](http://www.legislation.gov.uk/asp/2007/14/schedule/2) |
|  | Persons deemed unsuitable to work with children are listed on what is known as the ‘Barred list’. Where investigations are being carried out by Disclosure Scotland into the suitability of a person to work with children, they may be flagged as being ‘considered for barring’. Whilst this does not stop such a person from continuing to work with children, should the SAA be notified that a member is ‘being considered for barring’, they will be given a precautionary suspension from working with children until such time as the investigation is completed. |
|  | The PVG Act makes two distinct offences; to employ a person who is barred from Regulated Work with children; and for a person who is barred from Regulated Work with children to attempt to, or to gain employment with children. The two step selection process, self-declaration then PVG application, is in place to protect clubs from employing such persons. |
|  | The Board of the SAA have taken the decision that the SAA will be the ‘employers’ of all coaches within the SAA and those working directly with children on behalf of the SAA, namely Academy staff who are not coaches and the SAA Child Protection Officer. |
|  | This means that clubs will have to take on the role of ‘employer’ for club members, other than coaches, who are working with children and the clubs’ Child Protection Officer. |
|  | All clubs, where there are junior members, either as affiliated junior members or ordinary junior members, as defined by the SAA Byelaws, must ensure that those members working with juniors become members of the PVG scheme. |
| **2** | **Obtaining PVG membership** |
|  | The SAA is registered with Volunteer Scotland Disclosure Services (VSDS) to obtain, free of charge, PVG membership from Disclosure Scotland for its members who work on its behalf with children. |
|  | The SAA has become an Intermediary Body to allow affiliated clubs to obtain PVG memberships, through the SAA, for their members who work with children |
|  | The role profiles for the Club CPO and for Athlete Support Personnel (formerly known as a club volunteer) are shown in the **Role Profile** document |
|  | In order for a club to obtain PVG membership for its members, a club representative should sign a contract with VSDS, as shown in **Appendix 1**. The Board of the SAA also wish clubs to formally adopt the SAA Child Protection and associated policies and guidelines as part of this process. This can be initially by being minuted in minutes of a club committee meeting, and thereafter added into the clubs constitution.  The contract should be completed and returned to the SAA CPO, either before or at the time of the first applications for PVG membership are submitted.  To comply with the VSDS contract, the Club CPO should read the **Ministerial Code of conduct**, and read the SAA’s Child Protection[[1]](#footnote-1), PVG Disclosure Handling[[2]](#footnote-2), Recruitment of Ex-Offenders[[3]](#footnote-3) and Information Security[[4]](#footnote-4) policies, which are available on the SAA website |
| **3** | **How the process will work** |
|  | The single point of contact for all correspondence will be the club CPO, unless in relation to the CPO when it will revert to the club Chair/President. |
|  | All completed documents in relation to the application will be retained in a secure container by the club CPO until the process is complete. |
|  | No personal information will be shared with other parties, without the consent of the applicant, and only then for the process of recruiting to the position applied for. The information contained in any PVG application or associated form WILL NOT be used for any other purpose other than for obtaining a PVG scheme membership. |
|  | Those club members working with children (referred to as Athlete Support Personnel) or being appointed as Child Protection Officer will complete the SAA Application for regulated Work (**Appendix 2**) form, together with the Self Declaration Form (**Appendix 3**) |
|  | The members identity will be verified and recorded on the Identity Verification form (**Appendix 4**) |
|  | References will be taken up and recorded on the Referees tracking form **(Appendix 5**) |
|  | Once references have been checked and the club are satisfied that the applicant is a suitable person to work with children, they will be invited to complete a PVG membership application form, either for a scheme record or a scheme record update, if they are already a scheme member. |
|  | Once the PVG application form has been completed, the SAA Cover sheet (**Appendix 6**) will be completed and signed by the club CPO and submitted together with PVG application form(s) and each Identity Verification form to the SAA CPO for processing and forwarding to VSDS. |
|  | On receipt of the copy of the PVG certificate by the SAA CPO, contact will be made with the club CPO. Where there are no recorded convictions or vetting information, the CPO will be informed that the PVG is ‘clear’. |
|  | If there are previous convictions or vetting information shown on the PVG certificate, the club CPO will be asked to confirm if these have been self declared.  Vetting information is information held about an individual on their PVG scheme record and comprises:   * convictions held on central records in the UK; * whether the individual is included in the sex offenders register; * relevant non-conviction information provided by police forces; and * prescribed civil orders.   Vetting information is disclosed only on a Scheme Record, but its existence and additions or deletions are flagged on the Scheme Record Update. The existence of vetting information may trigger a consideration for listing when an individual applies to join the PVG Scheme. New vetting information received about a scheme member as part of ongoing monitoring can also trigger a consideration for listing. |
|  | Where there are any concerns about previous convictions or vetting information in relation to the applicant’s suitability to work with children, the applicant will be invited to a meeting, either face to face or online utilising Skype or similar, with the Club CPO, SAA CPO and a member of the SAA Child Protection committee to discuss the concerns raised. |
|  | The applicant will only be permitted to take up the post if those involved in the meeting are satisfied that the member is suitable to work with children. |
|  | Once the process has been completed, all documents, i.e. application, self declaration, identity verification forms and copy PVG certificate will be destroyed by shredding. |
|  | **Appendix 7** is a flow chart showing the whole process |
| **4** | **Update of vetting information** |
|  | Should information be disseminated from Disclosure Scotland that new vetting information about a member means they are being considered for barring, or have become barred, the SAA CPO will be notified. The club CPO will then be notified and steps taken immediately to stop the member from working with children, either by means of a precautionary suspension in the case of a ‘consideration for barring’, or a permanent suspension in the case of a ‘full barring’ having been imposed. |
| **5** | **Security of Personal Information** |
|  | All personal information in relation to PVG application forms and associated documents will be kept secure until destroyed by shredding. Paper records will be kept in a secure non moveable container, or if it is retained as electronic data, it will be kept in an encrypted folder, as per SAA Information Security and PVG Handling policies.  The only information which will be retained is:  The members name;  PVG membership number;  Date certificate issued;  Whether applicant is offered post  This information will only be retained whilst the applicant is in post. |
|  | As stated previously, the information contained in any PVG application or associated form WILL NOT be used for any other purpose other than for obtaining a PVG scheme membership. |

1. http://www.scottisharchery.org.uk/cp/Policy\_Child\_Protection.pdf [↑](#footnote-ref-1)
2. http://www.scottisharchery.org.uk/cp/Policy\_PVG\_Handling.pdf [↑](#footnote-ref-2)
3. http://www.scottisharchery.org.uk/cp/Policy\_PVG\_Recuritment-of-exoffenders.pdf [↑](#footnote-ref-3)
4. http://www.scottisharchery.org.uk/newdocs/SAA\_POLICY\_INFORMATION\_SECURITY.pdf [↑](#footnote-ref-4)