

# About PVG Scheme Support



**Supporting Youth Organisations  
and Groups in Fife**



A Scottish Charitable Incorporated Organisation (SCIO)  
Registered Charity: SC006872

**[www.youth1st.co.uk](http://www.youth1st.co.uk)**



Youth 1st process PVG Scheme applications/Scheme Record updates for our member groups as part of the service we provide.

The PVG Scheme is a vital part of any Child Protection Policy and employers are legally obliged to ensure all volunteers and paid members of staff, who are in regulated work, are not on the list(s) which 'bar' them from working with children and protected adults.

## Key Facts about the PVG Scheme:

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps ensure people whose behaviour makes them unsuitable to work with children and protected adults cannot do 'regulated work' with these vulnerable groups.

The PVG membership scheme is for individuals who work directly with children or protected adults carrying out 'Regulated Work'. Regulated work is usually jobs including: caring responsibilities; teaching or supervising children and/or protected adults; providing personal services to children and/or protected adults; working directly with children and/or protected adults. The Youth 1st team will be able to help you determine what is classed as 'Regulated Work' within your organisation.

Organisations working with **pre-existing scheme members** can simply request an 'update' to ensure that the individual is still eligible to work with children and/or protected adults, and to see if there have been any changes to their criminal record. This also 'ties' the organisation to the individual so that they will be notified if the individual's status changes.

Organisations have a **legal responsibility** to ensure they are not offering regulated work to a barred individual, and **it is an offence** for an organisation not to refer an individual to Disclosure Scotland if you have dismissed them for any of the defined 'grounds for referral' in the PVG Act. These include causing harm, placing someone at risk of harm, engaging in inappropriate sexual conduct or providing inappropriate medical treatment.

If a person's eligibility to work with children or protected adults changes, all organisations that they are registered as working for through the PVG scheme will be informed within 24 hours. **Note:** The automatic update will only happen if the individual's *eligibility to work with children and/or vulnerable adults changes*, NOT if there is any change to their criminal record. (This will only become apparent if you choose to request an 'update').

Youth 1st are responsible for storing all the copies of certificates on your group's behalf and reporting back to a '**named contact**' within your group. The named contact must be someone who is agreed by your committee/management group and is usually your Chairperson, Child Protection Officer, Lead Worker etc.

**PVG applications for Volunteers are FREE.** For paid workers there is a fee of £59 for the PVG Scheme join application and £18 for a scheme record update, and £42 if the update indicates a change to the individual's criminal record and you want a full scheme record disclosure.

## Youth 1st PVG Support - the process:

1	Member Group recruits applicant (Paid or Voluntary) and gets in touch with the Operations Manager to start the PVG process for the applicant.
2	Youth 1st will email a link to a form requesting details of the applicant such as name and email address.
3	Applicant or group completes form and submits. Youth 1st will then get in touch with applicant to arrange an Online ID Check. (See below)
4	Youth 1st will then send information to Volunteer Scotland who will input data provided by Youth 1st to Disclosure Scotland's PVG Online Application Portal.
5	Disclosure Scotland's automatically generated link will be sent to applicant. Applicant will have 7 days to complete this link.
6	Applicant completes personal information via email link. If applicant is a paid worker they will pay for the fee during the online process. Volunteers will continue to receive free PVGs. Applicant information is then submitted directly to Disclosure Scotland.
7	Disclosure checks undertaken by Disclosure Scotland.
8	Certificate issued to Volunteer Scotland and the applicant.
9	Volunteer Scotland issue certificate to Youth 1st. Youth 1st will then report to the ' <b>named contact</b> ' at the group about the PVG scheme membership. Please note that Youth 1st are obligated to pass on relevant information contained in the certificate to the named contact only. This would usually be done by telephone.

## Documentation & Identification

Youth 1st require the following information to be presented when completing the PVG Scheme process: **1 form of Photo ID such as a Passport or a Driving Licence and 2 forms of proof of address such as Utility Bill and a Bank Statement.** If there is difficulty with any of the above please contact the Operations Manager for advice and support.

## Personal Responsibilities

All individuals who join the PVG Scheme are legally obligated to update Disclosure Scotland when their situation changes. Youth groups who sign up to the Youth 1st system must keep Youth 1st informed of any changes to staff and volunteers or indeed the group itself.

## Group Responsibilities:

- Each group accessing the PVG Support service must select a 'Named Contact' who signs a Secondary Organisation Contract with Youth 1st and Volunteer Scotland.
- The named contact should keep Youth 1st informed of any changes to staff who require PVGs.
- Groups have a legal responsibility for 'Making Referrals' to Disclosure Scotland. Please refer to the Making Referrals policy.
- Groups have a legal responsibility to keep all PVG information confidential.
- Groups have a legal responsibility to have the appropriate PVG policy in place.

## Other support:

As part of Youth 1st's PVG support service we also offer the following:

- Regular information about PVGs and updates from Volunteer Scotland/Disclosure Scotland.
- Policy support.
- Regular contact with the 'named contact' of the group to remind them to apply for PVG Updates. We advise groups and individuals to go through the process every three years.
- We offer access to Child Protection Training and Child Protection Officer Training. We also work in partnership with Volunteer Scotland to provide training.

**This Youth 1st service is currently only available to Youth 1st member groups. For more information regarding membership please email [admin@youth1st.co.uk](mailto:admin@youth1st.co.uk).**



New Volunteer House, 16 East Fergus Place,  
Kirkcaldy, Fife, KY1 1XT

Telephone: 01592 645355 email: [admin@youth1st.co.uk](mailto:admin@youth1st.co.uk)

[www.youth1st.co.uk](http://www.youth1st.co.uk)



@Youth1stfife



@Youth1st1938

