

About

PVG Scheme Support



**Supporting Youth Organisations
and Groups in Fife**



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

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 both individuals and employers are legally obliged to ensure all volunteers and paid members of staff (who are in regulated work with children, young people and vulnerable adults) are members of the PVG Scheme. *(Please note that PVG stands for Protection of Vulnerable Groups).*

Key Facts about the PVG Scheme:

The PVG membership scheme is managed and delivered by Disclosure Scotland. Members have an obligation to update Disclosure Scotland about changes in their details. Youth 1st are registered with Volunteer Scotland who co-ordinate applications for Voluntary Organisations and Volunteers.

The membership scheme is for people who work directly **with or for children or vulnerable adults**. This includes, for example, a volunteer befriender of vulnerable adults, youth workers or committee members of organisations working with children.

The PVG scheme is linked to lists of people barred from working with children and/or vulnerable adults. If a person's eligibility to work with children or vulnerable 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'.)

Volunteers will still get their PVG scheme certificates free, but the price for paid staff will be £59 for the initial application, £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.

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 vulnerable 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 now 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.

Youth 1st 5 step process:

1 Applications to join the PVG Scheme or Applications for a Scheme Record Update can be processed either at our office in Kirkcaldy (for individuals) or at your group's meeting place (for larger groups). All visits are by appointment only as you must ensure that the relevant staff are available to process checks.

Youth 1st staff are there to make sure that the process is simplified. Our staff must check ALL the information on the applications are accurate and that the person who is completing the form is correct against ID shown. (NB Individuals must be seen by members of staff along with ID).

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3 PVG Scheme Records/Certificates are sent to each individual and a copy to Youth 1st usually within 3 weeks (can be longer depending on the applications etc). 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.

The named contact is responsible for ensuring that all information sent to them regarding the PVG Scheme is kept strictly confidential and used only for relevant purposes. The named contact signs a contract with Youth 1st and Volunteer Scotland which makes sure all the requirements are met.

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5 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.

This Youth 1st service is currently only available to Youth 1st member groups. For more information regarding membership please email admin@youth1st.co.uk.

Documentation & Identification

Youth 1st require the following information to be presented when completing a PVG Scheme Application:

- Passport
- Driving Licence (with or without photo)
- Birth Certificate
- Electricity Statement (which shows supplier number)
- Utility Bill
- National Insurance No (Payslip, NI Card, P60 etc)
- Previous Disclosure

If workers have all the above documentation then the process will run smoothly. However if there is difficulty with any of the above please contact the Operations Manager for advice and support.



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