

Developing Policy & Procedures FAQs

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Where can I get help in writing a child protection policy for sport?

If you are affiliated to a governing body or other organisation, check whether there is a child protection policy in place that is relevant to you and which you can adopt. If there is not, you can use the [10 Steps to Safeguard Children in Sport](#) resource as a starting point to develop your own. The Safeguarding in Sport Service may be able to help you with general advice – call us on 0141 418 5674.

Recruitment:

What is a PVG check?

This is the process to check that there is nothing in a person's history which might deem them 'unsuitable' to carry out regulated work with children (and/or protected adults). The person applying for the role (eg volunteer coach) and the 'employer' (it doesn't matter whether this is a paid position or not) jointly submit an application form. This goes to [Disclosure Scotland](#) (for paid roles) or [Volunteer Scotland Disclosure Services \(VSDS\)](#). A PVG Scheme Record is then opened in the applicant's name. The applicant's police record is checked and a Scheme Record certificate is issued. This is sent to both applicant and employer and will show: a) that the applicant is now a member of the PVG Scheme, OR b) the applicant is considered for listing OR c) the applicant is on the Children's List and hence barred from regulated work.

The Scheme Record certificate lists convictions information which may or may not be relevant to the role to which the application refers.

Applicants who are not barred or considered for listing automatically become members of the PVG Scheme. Full information is available from our [briefing paper](#). The FAQs on [legislation](#) also have information on the PVG Act (the Protection of Vulnerable Groups (Scotland) Act 2007).

What is the difference between Disclosure Scotland and Volunteer Scotland Disclosure Services (VSDS)?

Disclosure Scotland is the Scottish Government Agency which processes all Disclosure applications from individuals and employers. This includes checks under PVG Act 2007 and the Police Act 1997. Volunteer Scotland Disclosure Services (VSDS) is there to help voluntary organisations meet the requirements of PVG legislation. For more info, please visit www.disclosurescotland.co.uk.

How do we go about getting volunteers PVG checked?

Once you have recruited/selected the person you want for a regulated work role, Volunteer Scotland Disclosure Services (VSDS) provides an avenue for PVG checks for volunteers doing regulated work with children, young people and/or protected adults. Check first if there is an umbrella body, such as the Scottish Governing Body, your Local Sports Council or your local volunteer centre that can share the processing of disclosure checks with you. These checks are free for voluntary roles in [qualifying voluntary organisations](#).

Can we appoint someone under supervision while their PVG check is pending?

It is possible to appoint someone while their PVG check is pending. Organisations considering this are advised to ensure the full recruitment process has been completed, appropriate supervision is in place and to conduct a risk assessment of the specific position. The individual should also be advised that they would be committing an offence themselves, in terms of the Protection of Vulnerable Groups (Scotland) Act 2007, if they are on the Children's List (i.e. barred from working with children) and apply for a role working with children. It is recommended that organisations await the return of the PVG Scheme Record before appointing.

Do under 16s who help out at a club with children have to be PVG checked?

Any position working with children should be assessed to determine the risks involved, including the ability of the organisation to appropriately support and supervise at each session. Under the Children (Scotland) Act 1995, under 16s are themselves defined as children. There is no age restriction on PVG checking, however, it is not recommended that under 16s are left to work with children in a regulated work role, unsupervised. The adult providing that supervision would be in a regulated work role and should therefore be a PVG Scheme member. This is not to say that a child can't help out at a club - this should be encouraged both from a personal development perspective and to encourage new volunteers for the future.