



PVG IN SCOTLAND

Introduction

Following the Protection of Vulnerable Groups (Scotland) Act 2007, a new scheme was introduced 28th February 2011, called the PVG Membership Scheme. This replaces the previous CRB scheme in Scotland, with an aim to improve upon the CRB disclosure arrangements for people who work and volunteer with vulnerable groups.

It is a requirement of RDA Membership that anyone who volunteers or works with an RDA group is CRB checked (or equivalent i.e. PVG). Checking staff and volunteers is an important part of safe recruitment and the PVG Scheme will verify that a person is not barred from working or volunteering with vulnerable groups.

The key difference between PVG and CRB is that once someone is a member of the PVG scheme their records will automatically be updated if any new vetting information arises. Vetting information is conviction and non-conviction information held by the police that's considered relevant. This means that new information indicating a member may pose a risk to vulnerable groups can be acted upon promptly.

In addition, PVG membership is transferrable between organisations with only a Scheme Record Update needed. This means in the longer term, PVG will reduce the need for people to complete detailed application forms, as membership is moved between groups and organisations.

There has been a delay in getting RDA accepted onto the PVG scheme – this has meant an inevitable delay in being able to get Groups registered. We have had confirmation from PVG that applications can now be processed.

The timeline for registration is:

Year 1 from 28.2.11: Membership is open to only those new to RDA. Applications will need to be completed on paper format.

Year 2 and 3 from 28.2.12: Applications and responses will be available online. Membership will open to existing staff and volunteers. This will be planned and phased over a 3 year period; more details are yet to be announced. ***Those with an existing CRB Check (enhanced disclosure) for RDA cannot join the PVG scheme at this time.***

There are 2 options for Groups when they have a need to register on the PVG Scheme:-

1. Register via Horsescotland
2. Register direct with CRBS

1. Register via Horsescotland (Recommended)

- Register with **Bill McKinlay** at Horsescotland who will then act as the Intermediary Body, accessing and managing the applications and disclosure records.

Bill can be contacted at: kilblanekatz@btinternet.com

Tel: 07884 438 150 or 01475 540 500 (before 8pm)

- He will ask you to:-

1. Appoint a Lead Person (Child Protection Officer) within the Group and provide their details
2. Complete a "Secondary Organisation Contract"

When you contact Bill he will talk through what he needs and send you any forms for completion.

- Once your registration for PVG is confirmed at Horsescotland you will be able to complete PVG application forms, as needed for individuals new to the Group. These forms, along with guidance notes, can be obtained from Horsescotland. Guidance can also be obtained from Nikkie Scotchmer at RDA National Office.

Nikkie can be contacted at: nscotchmer@rda.org.uk

Tel: 01926 405 973

- Membership of the PVG Scheme is free for volunteers and costs £59 for those in paid employment. In addition, if the application is processed via Horsescotland, there is an administration fee of £3 per application.
- Someone may already be a PVG Scheme member when they come to join your Group, e.g. because they are a Guide leader and joined the scheme through that role. If that is the case, you will be able to apply for a "Scheme Record Update". Although this still involves a form and identity check it is a much simpler and cheaper process. Please contact Bill at Horsescotland for details.

2. Register direct to CRBS

- To register direct with CRBS you will firstly need to agree who will be the lead role (Child Protection Officer) within the Group. This person will be responsible for the enrolment process and also ensuring that the Group complies with the requirements of the CRBS Codes of Practice. This person should ideally be someone involved in the recruitment of staff and/or volunteers.
- You can register either:
by requesting a form at www.crbs.org.uk (enrolling with CRBS – how to enrol)
or phoning CRBS telephone enrolment service on 01786 849 777 (option 1)
- You will need to provide the following information:-
 - Group contact details
 - Details about your Group – funding and management structure (in addition to details about your own group, tell them you are also a member of the RDA, charity no SCO39473)
 - Group purpose
- You will be asked what positions the Group will need disclosure records for.
For the purposes of PVG registration we have had 2 role descriptions “signed-off” and these should be used without any amends. They are:-
 - Session Volunteer
 - Session Coach/InstructorWhilst we appreciate they may not fit all individual roles completely, we are hoping they are generic enough for the purposes of getting registered with PVG. When setting up your registration with PVG advise them that these are the two roles you need.
- You will need to confirm the Group’s Lead role and they will need to provide identification details – N.I. number, passport number, driver’s licence number and 5 years address history.
This identification will need to be verified by taking the original documentation to the CRBS Office in Stirling (appointments can be made Monday to Friday, 09.00 to 16.00) or taking to one of CRBS’s approved trust partner organisations (a full list is on the CRBS website).
- In addition you will be asked for:-
 - Details of your Secure Handling Policy. If you do not have one there is a template available from the CRBS website.
 - Children Checklist (where applicable)
 - Welfare Checklist
- Once your registration for PVG is confirmed by CRBS you will be able to complete PVG application forms, as needed for individuals new to the Group. These forms, along with guidance notes, can be obtained from CRBS or Nikkie Scotchmer at RDA National Office. Nikkie can be contacted at: nscotchmer@rda.org.uk
Tel: 01926 405 973
- Membership of the PVG Scheme is free for volunteers and costs £59 for those in paid employment.

Applicants (New Staff and Volunteers)

- Applicants can apply for PVG membership if they are new to RDA, once the RDA Group is registered with CRBS.
- To become a member of the PVG scheme a person must complete a form and have their identity verified by an authorised counter-signatory (a nominated person at the RDA Group – Lead Role) before it is sent for checking.
- Once someone becomes a member of the PVG scheme they will be sent a “Scheme Record Document”. They need to keep this safe as it is evidence they are a Scheme Member and therefore entitled to work or volunteer with children and / or protected adults.

CONTACTS:

RDA National Office Nikkie Scotchmer
01926 405 972
nscotchmer@rda.org.uk

Horsescotland Bill McKinlay
07884 438 150 or 01475 540 500 (before 8pm)
kilblanekatz@btinternet.com

CRBS PVG Enrolment Service
01786 849 777 (option 1)
www.crbs.org.uk