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Generations Working Together

The Scottish Centre
for Intergenerational Practice

An introduction to the protection of
vulnerable groups scheme



Acknowledgements

We would like to acknowledge the following people who assisted in reading and commenting on this booklet.

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Contents

Introduction	4
Overview of the protection of vulnerable groups scheme	5
Difference between enhanced disclosure and the PVG scheme	6
What you need to do now (if anything)	6
What is 'regulated work' in relation to intergenerational activities?	7
Who should join and when?	10
Applying to join the scheme, fees and the scheme record	13
What will I receive, what should I do with the information and who can I share it with?	15
The lists	16
Registration for organisations, individuals and voluntary organisations	17
Useful contacts and web addresses	17
Glossary	18
Further information	19

Introduction

There has been a growing recognition of the need for, and importance of, intergenerational projects and activities. These programmes bring people from across the age spectrum together to participate with each other for mutual benefit. For the purposes of this booklet we will not include the numerous encounters between people of different ages that occur informally on a daily basis but use the term 'generations working together' to describe activities and programmes which are purposefully planned and designed to deliberately bring generations together.

'Intergenerational practice aims to bring people from different generations together in purposeful, mutually beneficial activities which promote a greater understanding and respect.'

Generations working together can also be seen as a way of creating cohesive communities with opportunities to learn, grow and contribute meaningfully for all. Activities can be found in a wide range of settings including, arts and community centres, libraries, schools, clubs, workplaces, allotments, health care settings and retirement communities.

At the planning stage of an activity there are a few questions which need to be asked about disclosure and actions which you may need to take.

Do you need to request information from Disclosure Scotland, or is there an umbrella organisation which offers guidance to your organisation, or is there a person designated to liaise with Disclosure Scotland on your behalf?

The Protection of Vulnerable Groups (PVG) Scheme has been introduced by the Scottish Government and an understanding of the scheme will help in making decisions about who needs to register as a member.

The PVG Scheme ends the use of disclosure checks (normally Enhanced Disclosure) under the Police Act 1997 for work with 'children and adults at risk'. The disclosure checks for these groups are replaced by new types of disclosure records under the PVG Act and the scheme is run by Disclosure Scotland. The PVG Scheme ensures that those who either have regular contact with 'vulnerable groups' through the workplace, or who are otherwise in regulated work, do not have a history of abusive behaviour. It excludes people who are known to be unsuitable, on the basis of past behaviour, from working with children and/or protected adults and detects those who become unsuitable while in the workplace.

Disclosure Scotland has introduced guidance for: individuals; organisations (employers, agencies and voluntary organisations) and personal employers. The PVG Act introduces the new concept of 'regulated work'. This is explained in further detail later and includes paid and unpaid (voluntary) work.

Disclosure Scotland keeps a list of individuals who are considered to be unsuitable to work with children, "the children's list". Under the PVG Act, Disclosure Scotland keeps for the first time in Scotland, a list of those who are barred from working with protected adults, "the adults' list".

Overview of the protection of vulnerable groups scheme

As with previous arrangements, organisations need to be either registered with Disclosure Scotland or make applications through an umbrella body e.g. CRBS (Central Registered Body in Scotland). Many organisations will have someone dedicated to disclosure issues.

An individual will join and become a member of the PVG Scheme:

- When asked to do so by an organisation (who are themselves members);
- When asked to do so by a personal employer;
- In anticipation of undertaking 'regulated work'.



The application form resembles the enhanced disclosure form and is countersigned by the organisation/personal employer in the same way. Individuals receive a Scheme Record (for undertaking work with an organisation) or a Scheme Record Statement (for individual employers). The fee to join the PVG Scheme is £59, unless the individual is a volunteer for a qualifying voluntary organisation, in which case it's free. Organisations can request a Scheme Record Update, for a cost of £18, once the individual is a member of the scheme.

Please note that an enhanced disclosure is still available for those not working with vulnerable groups should it be required. If you as an employer feel that it would help with your decision making process regarding suitability for the work being offered you may apply for an enhanced disclosure in the normal manner e.g. if the position requires handling money or driving. If working with vulnerable groups (children and protected adults) then the PVG Scheme membership is required.



PVG Scheme Aims:

- To ensure that individuals who are unsuitable do not gain access to children or protected adults through their work;
- To ensure that individuals who become unsuitable are detected early and prevented from continuing to work, or seeking to work, with children or protected adults;
- To minimise bureaucracy.

Difference between enhanced disclosures and the PVG scheme

The PVG scheme improves on the current system by:

- **effective barring** – Disclosure Scotland will not just collect vetting information, it will also assess it so that individuals who are considered unsuitable on the basis of vetting information are prevented from entering the workforce;
- **the adults' list** – a new list of individuals who are unsuitable to work with protected adults;
- **continuous updating** – continuing to collect vetting information about an individual after the initial disclosure check has been made so that new information indicating that they might be unsuitable can be acted upon;
- **streamlined disclosure processes** – recognising that some people may have several roles (for example, a supply teacher in several different locations and a scout leader in their spare time) and that people move and change jobs over time;
- **access to disclosure for personal employers** – they can check that the person they are seeking to employ is not unsuitable, e.g. a parent employing a sports coach for their child or someone buying a care service directly.

The PVG Scheme provides an organisation with a means of satisfying itself that those doing regulated work on their behalf are not barred from doing so. This might prove helpful when an organisation is deciding whether an individual is suitable for the specific work being offered. **The fact that they are not barred and that vetting information has been checked does not necessarily make them the best candidate, or even suitable, for the post.** It is important to carry out proper recruitment checking of aspects such as skills and qualifications and following up references.

It is an offence to ask individuals to undertake regulated work from which they are barred.

What you need to do now (if anything)

Individuals currently in post do not need to do anything. Individuals will move over to the new scheme, if required, when their disclosure is due to be updated or asked to do so by their organisation. Disclosure Scotland will move individuals and organisations to the new scheme over a three – four year period. Organisations currently registered do not need to re-register.



What is 'regulated work' in relation to intergenerational activities?

There are two types of regulated work:

- **Regulated work with children; and**
- **Regulated work with adults.**

The reason that there are two types of regulated work allows for the fact that unsuitability to work with one group does not always go hand in hand with unsuitability to work with the other. An individual may be doing both types of regulated work as part of the same intergenerational activity (a community learning development officer working with children and protected adults in care homes), or in differing contexts (a teacher in a school who volunteers for an intergenerational activity in the evening which requires undertaking regulated work with adults).

It is not possible to provide a definitive list of volunteering or intergenerational roles, positions and types of employment that constitute regulated work as descriptions are constantly changing.

The PVG Act defines regulated work by reference to:

- **the activities that a person does;**
- **the establishment in which the person works;**
- **the position that they hold; or**
- **the people for whom they have day to day supervision or management responsibility.**

The PVG Act provides for the protection of two vulnerable groups:

- Children – individuals aged under 18 years of age;
- Protected Adult – an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service. There are four categories of services, receipt of any one of which makes an individual a protected adult:
 1. Registered Care Services
 2. Health Services – provided by public health bodies and independent health care providers
 3. Community Care Services – social work or mental health services or self directed support
 4. Welfare Services – any service which provides support, assistance, advice or counselling to individuals with particular needs, meeting the criteria set out in the regulations.

An individual is only a protected adult at the time they receive the service. For example, care home residents are protected adults at all times in their care home. Some adults will only be protected for limited periods, for example, when in hospital receiving treatment for a broken leg. Once they are at home they will not be a protected adult unless they are receiving any other kind of service.

Example:

Mary is taking a small group of children along to a local care home to undertake a digital photography project. There are two gentlemen who have a keen interest in photography and the children will be working with them on the project, producing computer images. The sessions will be led by Mary who will teach the children and older people how to use the cameras and the computerised digital package. Both the children and the care home residents will take photographs which will be brought together to form a digital collage for the wall of the residents' sitting room.

Assessment:

- Mary is doing work.
- Mary is working with children and adults in a care home, unsupervised.
- Mary is teaching them to use the digital camera and computer package and will supervise the group.
- This is part of Mary's normal duties as the activities are planned.

Answer:

Mary is doing regulated work with children and adults and will therefore need to apply to the PVG Scheme to join both vulnerable groups. The two gentlemen are participants, i.e. not teaching, instructing or supervising the children, so do not need to join the scheme.

The concept of normal duties is extremely important. For an activity or work in an establishment to be regulated work, the carrying out of the activity or work must be part of the individual's normal duties. That is something an individual might be expected to do as part of their post on an ongoing basis and for example appearing in a job description.

An activity is likely to be 'normal duties' when:

- **It appears in a job description or task description or contract;**
- **It can reasonably be anticipated (or is planned);**
- **It occurs regularly.**

Normal duties exclude one-off occurrences and unforeseeable events. However, no frequency for undertaking the work or duration of the work, are specified in the Act. It is unlikely to be normal duties when it is done in response to an emergency or arranged at the last minute or is done as a one off activity of short duration which is not part of the individual's normal routine or occupation.

Examples of regulated work with children are:

- **child care;**
- **teaching, instructing, training or supervising children;**
- **being in sole charge of children;**
- **providing guidance or advice to children;**
- **moderating electronic interactive communication service which is intended for use wholly or mainly by children;**
- **providing or working for an organisation which provides a care home service or health care service for children;**
- **work on any part of day care premises at times when children are being looked after in that part;**
- **being a host parent.**

An individual may be doing regulated work with adults if they are:

- **caring for protected adults;**
- **in sole charge of protected adults;**
- **providing assistance, advice or guidance to protected adults which relates to physical or emotional well-being.**

An individual may be doing work with protected adults if they work in any of the following establishments (as part of their normal duties): a care home; a residential establishment or accommodation occupied exclusively or mainly by individuals aged 16 or over which is provided by or the provision of which is secured by a council under social work or mental health legislation.

Example:

Stephen and a group of recent retirees are involved in an intergenerational computing activity. They visit their local care home once a week to teach the older residents how to send emails, use Skype to talk to relatives abroad and use the internet. They undertake their activities with the residents unsupervised. Stephen and the volunteers need to be members of the PVG Scheme for adults as they are teaching in a care home, unsupervised.

Stephen and his volunteers also undertake this activity in their local community centre and advertise the classes as designed for older adults new to computing. They do not need to be members of the PVG Scheme in this instance as the course is open to the general public.

If an individual is responsible for the day to day supervision or management of another individual doing regulated work through the activities the individual performs or the establishments in which the individual works, then that manager or supervisor will also need to register as they too are doing regulated work.



Who should join and when?

The PVG Scheme will affect a wide and diverse range of organisations, groups and individuals across the statutory, voluntary and private sectors that provide services, activities and amenities for children and protected adults. If you are currently covered by a Standard or Enhanced Disclosure for the work you are doing and that has not changed you need do nothing.

In deciding on whether or not you need to apply to the PVG Scheme it is suggested by Disclosure Scotland that you follow these 'Five Steps' below. We recommend that you ask yourself the question, is your intergenerational project working with a vulnerable group and do you need a PVG disclosure?

Five step process:

1. Is it work (paid or unpaid)?
2. Who are they working with?
3. What do they do?
4. Is it their normal duties?
5. Are there any exceptions which apply?

It may not be necessary to complete all these steps to rule out a position of needing membership of the PVG Scheme.

Step 1. Is it work?

Work is very broad and includes paid, unpaid, under contract, statutory office, foster care, caring for or supervising any individuals participating in any organised activity. It is very important to ask yourself this question 'is it work?' as it is likely in a number of instances that participants involved in the intergenerational activity are not working but those in charge of the activity are working. If participants are not working they do not need to become members of the PVG scheme.

Work excludes: any work for a family member; mother; uncle; grandparent; sibling and individuals in same household who treat each other like family or unpaid work for a personal friend for no commercial consideration.

Step 2. Who are they working with?

- a. Children? Defined as an individual aged under 18 years.
- b. Protected adults? An individual aged 16 or over in receipt of one or more of: registered care services; health services; community care services; welfare services.
- c. Both?

It is possible for children aged 16/17 to be both protected children and protected adults. When the intergenerational activity involves the general public then the work is not with the vulnerable groups.

Step 3. What do they do?

They may be doing regulated work with children and/or regulated work with adults depending on which of these applies:

- a. Activities (e.g. teaching).
- b. Establishments (e.g. care homes).
- c. Positions (e.g. trustees of certain charities).
- d. Day to day supervision or management.

These are different for work with children and protected adults – it is important to identify the specific provision which applies and these are detailed in the guidance provided by Disclosure Scotland.

Step 4. Normal duties

The work i.e. doing an activity, in an establishment, or day to day supervising or managing must be the individual's normal duties for it to be regulated work. There is no particular frequency or duration specified for something to be normal duties. As previously stated, normal duties exclude one-off occurrences and unforeseeable events. It is likely to be normal duties when the work:

- a. appears in a job or task description or contract.
- b. can reasonably be anticipated, or
- c. occurs regularly.

An activity or work is unlikely to be “normal duties” when: done in response to an emergency (unless by an emergency worker); arranged at the last minute to stand in for sickness or other unexpected absence of another worker or volunteer; or done as a one-off activity of short duration which is not part of the individual’s normal routine or occupation.

Step 5. Are there any exceptions which apply?

Incidental activity – limits **certain** activities with children and/or protected adults. For example, a college lecturer running an intergenerational activity where young adults are teaching older adults computer skills over a number of weeks in the evening is outside the scope of regulated work, even if one or two children attend this activity. This is because the presence of children (and the teaching of children) is incidental to the main activity and purpose of the class which is to teach adults and the class is open to the general public.

Children in work or employment – 16 or 17 year olds who are themselves working. This means, for example, that a shop

manager recruiting or supervising children aged 16 or 17 as assistants (whether as employees or volunteers) is not within the scope of regulated work with children. This is also true for employers of children of any age in employment e.g. 14 year olds undertaking paper rounds.

Opportunity for contact – limits **certain** activities with children i.e. where there is a reasonable expectation, but not necessarily certainty, of contact with children.

Limitations on work in establishments – Work in an establishment is not regulated work unless doing anything permitted or required in connection with the position gives the person the opportunity to have unsupervised contact with children/protected adults. Additionally, with respect to protected adults, it is not regulated work unless the contact with protected adults is more than incidental. The PVG Act defines unsupervised contact with children and protected adults differently and you should refer to the guidance for further information.

Below and over the page are some examples which follow the five steps.

Example:

Kathleen brings together a group of adult volunteers and they organise a series of intergenerational events to encourage a small group of visually impaired and blind children to learn to play bowls. Kathleen is doing this under the auspices of her local bowling club. The intention is that each child will have one volunteer assigned to them who will teach and instruct them. Kathleen arranges a basic training session for the volunteers before the first event.

Assessment:

1. Kathleen and the volunteers are doing (unpaid) work.
2. They are working with children. Additionally the volunteers are providing a welfare service. The service they provide is to children under 18 years of age, is delivered on behalf of an organisation (the bowling club), has required some basic training, is an organised series of events (frequency and formality) and specifically for the blind (tailored to individuals’ needs). Kathleen is therefore providing a welfare service and working with children.
3. The volunteers are teaching and instructing the children.
4. It is normal duties as it is their principal role in this intergenerational activity.
5. It is not incidental to teaching or instructing the general public.

Answer:

Kathleen and the volunteers are doing regulated work with children.

Example:

Jean is a volunteer on a local allotment and Joe is the local community learning development officer working for the local council. Together they approach the local primary school to establish regular visits of a group of children and their teacher to the allotment to cultivate an overgrown area with assistance from adult volunteers from the allotment.

Assessment:

1. Jean, Joe and the volunteers are working.
2. They are working with children.
3. They are teaching children (but not in an establishment named by the PVG Scheme).
4. It is their normal duties as these visits are planned.
5. There are no exceptions which apply.

Answer:

Jean, Joe and the volunteers are doing regulated work with children. Jean and the volunteers may have, or need to apply for, a Scheme Membership Statement for work with children which they should make available at the school. Joe in his role of a community learning development officer may already be registered with the membership scheme through his work with the council if he is undertaking work with children or protected adults. However, if for example his Scheme Record is only for protected adults then he will need to apply for membership for undertaking regulated work with children. The teacher will have a Scheme Record for regulated work with children as she teaches within a specified establishment, the school.



**Example:**

Mary, a home economics teacher at a local secondary school decided to organise an intergenerational project around nutrition of older adults with the help of the children's grandparents and the residents from the care home next door. The children undertook class work around nutrition of older adults and made up a questionnaire for the older people to complete around their likes and dislikes. When the information was collated the children chose a range of dishes to make and invited a group of the grandparents and residents from the care home to lunch in the main lunch hall during a normal school day.

Assessment:

1. Mary is undertaking work.
2. The work is with children and adults. Mary is teaching the children but is not teaching the adults.
3. Mary, the children and the adults have lunch together and talk about the project.
4. It is Mary's normal duties.
5. No exceptions apply.

Answer:

Mary will have a disclosure as she is teaching children in a specified establishment. She does not need a PVG disclosure for adults as she is not teaching them.

Adults attending the lunch are the general public. The residents will be protected adults while in the care home as they are receiving a service. It is the older person's choice to attend the lunch (or not).

Applying to join the scheme, fees and the scheme record

An application form is completed which is very similar to the current application form (similar to a passport form) and an example is available on the PVG Scheme section of the Disclosure Scotland web site (see web address at the end). The PVG Scheme can only be used for regulated work in Scotland. It is possible to be banned in Scotland and the rest of the UK.

When Disclosure Scotland receives the application for membership they will do the following:

- **Authentication – this helps confirm that the person is who they claim to be;**
- **Check that the applicant is not already barred from doing the type of regulated work they have applied for. If the individual is barred, they will be refused PVG Scheme membership and may be referred to the police;**
- **Create a scheme membership number – a unique ID number;**
- **Undertake vetting searches (convictions; sex offender; other relevant information supplied by police forces and civil orders);**
- **Update the scheme record with any vetting information (in 90% of cases there will be none);**
- **Consider any vetting information (review any information which may suggest unsuitability and consideration for listing);**
- **Consider for listing;**
- **Issue a disclosure. If the applicant has been placed under consideration for listing then the record disclosed will state this;**
- **If an applicant is already barred a letter confirming that rather than a disclosure record will be issued.**

There are three types of PVG Disclosure records:

- The Scheme Record;
- The Scheme Record Update;
- The Scheme Membership Statement.

The Scheme Record and the Scheme Record Update are designed to be used by organisational employers who are either registered with Disclosure Scotland or make use of an umbrella body. The Scheme Membership Statement is designed for use by personal employers or individuals. The information which appears on the scheme record will only relate to the type of regulated work applied for i.e. work with children, protected adults or both.

The Scheme Record is designed for use by organisations when an individual joins the PVG Scheme for the first time. A Scheme Record costs £59 (free to voluntary organisations).

Once the individual is a member of the scheme and requires another disclosure for another organisation, then the second organisation, if it wishes to, can apply for a Scheme Record Update which costs £18. If the Scheme Record update reveals a change to the vetting information then the organisation, if it wishes to, can apply for a new Scheme Record which will cost £41 (£59 – £18).

Once a member of the PVG Scheme, Disclosure Scotland will keep the scheme record for that individual up to date continuously.

What will I receive, what should I do with the information and who can I share it with?

Example:

Gillian works as a senior carer in a care home and volunteers teaching children at her local swimming club. She wishes to volunteer with Kathleen at the bowling club for the activity with the partially sighted children. Gillian has a Scheme Record for regulated work with adults and children. At the first meeting Gillian takes along the copy of her Scheme Record to show to Kathleen. As the Scheme Record has been issued recently and there is no vetting information contained on it Kathleen takes a copy for her file.

If the Scheme Record had been issued some time ago Kathleen could apply for a Scheme Record Update to find out if there had been any additions to the vetting information.

Scheme Record - copies of the Scheme Record are issued to the applicant and the employer and contain:

1. Personal Identification Information.
2. Scheme membership information including the type of regulated work for which the individual is a member and consideration status.
3. Vetting Information (if any exists).

The Scheme Update Record – this provides quicker and cheaper access to information and copies are issued to the applicant and the employer. It contains the same information as points one and two above along with any changes to the Scheme Record and the date the Scheme Record was last disclosed. It also contains a statement as to whether that Scheme Record contained vetting information along with dates when any new items of vetting information were added (and dates when any items of vetting information were deleted).

Note: The Scheme Record update does not include any vetting information. One reason for this is to allow it to be viewed on-line through a normal web browser as part of the on-line functionality to be made available during 2011.

The Scheme Membership Statement – this shows the same basic membership information along with the types of regulated work in respect of which the PVG is a PVG member and if the individual is under consideration for listing for the type(s) of regulated work.

Individuals can show their Scheme Record, Scheme Record Update or Scheme Membership Statement to anyone they need to in respect of undertaking regulated work for an intergenerational activity.

Scheme Members should:

- **Look after their record as the information contained on it is unique to them and will be used in future applications;**
- **Notify Disclosure Scotland of any changes to personal information;**
- **Notify Disclosure Scotland when they stop doing regulated work for an organisation;**
- **Notify Disclosure Scotland if they wish to leave the Scheme;**
- **Dispute any vetting information which they believe to be incorrect.**

Organisations or personal employers are only entitled to use the information on the Scheme Record or the Scheme Record Statement to inform an employment decision. The information should not be shared with a third party unless there is a requirement in connection with an employment decision. There is a code of practice which sets out requirements for safe storage and disposal of records for organisations. It is important to notify Disclosure Scotland when a PVG Scheme member leaves the organisation or personal employer.

The lists

The PVG Act requires two lists to be maintained: one which contains the names of those individuals who are unsuitable to do regulated work with children and another for those who are unsuitable to do regulated work with protected adults. An individual can be added to, or removed from, either list. The decision to list lies with Disclosure Scotland who, following a full assessment of all the information, will decide on the balance of probabilities i.e. that the individual is unsuitable to do regulated work with children and/or protected adults or to dismiss the case.

If placed on the list then that individual is barred from working with children and/or protected adults. Disclosure Scotland notifies the individual, the organisation and any appropriate regulatory bodies. Individuals can appeal the decision, but it is an offence to employ someone who is barred in either category. If someone is barred from the children's category and is applying for a position within the protected adults category (where they are not barred) the Scheme Record or Statement will not state that they are barred from the children's category as that is not relevant when the application is covering protected adults.



Registration for organisations, individuals and voluntary organisations

The PVG Act defines regulated work to include both paid and non paid work. The same offences of working while barred or employing a barred person to do regulated work apply regardless of whether the work is done on a paid or unpaid basis. Volunteers doing regulated work as part of an intergenerational activity within a qualifying voluntary organisation can have their applications processed at no cost.

Voluntary organisations can register directly with Disclosure Scotland to receive free checks or make use of a free service

offered by the Central Registered Body in Scotland (CRBS). Details of CRBS are available online at www.crbs.org.uk alternatively you can visit your local Volunteer Centre. CRBS enrol voluntary organisations and act as the registered body for them; countersign applications and forward them to Disclosure Scotland; return disclosure records to those organisations; assist voluntary organisations to assess the suitability of applicants to undertake the work (if requested to do so) and advise voluntary organisation on broader measure of child and adult protection.

Useful contacts and web addresses

This booklet provides an introduction of the PVG Scheme. Disclosure Scotland provides information and training materials on its web site: e-learning modules of 15-25 minutes in length; a PowerPoint presentation and a comprehensive guidance document. You should refer to the guidance document for further information. CRBS organise training events for voluntary organisations free of charge covering a variety of aspects of the PVG Scheme.

Disclosure Scotland
<http://www.disclosurescotland.co.uk/>
Tel: 0870 609 6006

PVG Scheme, this page will direct you to relevant sites
www.infoscotland.com/pvgscheme

Central Registered Body in Scotland (CRBS)
www.crbs.org.uk

Volunteer Scotland
<http://www.volunteerscotland.org.uk/>

Glossary

Adults' List	The list maintained by Disclosure Scotland of individuals who are unsuitable to work with protected adults. Being barred from working with protected adults is the consequence of being listed.
Children's List	The list maintained by Disclosure Scotland of individuals who are unsuitable to work with children. Being barred from working with children is the consequence of being listed.
Continuous Updating	Once an individual becomes a member of the PVG Scheme, Disclosure Scotland will add any new vetting information to their scheme record as and when it arises. Where that information suggests that the scheme member may have become unsuitable to work with either children or protected adults or both, there will be a consideration of the case and if appropriate, the individual will be listed on one or both lists. (Remember being barred from working with one group does not stop the individual from seeking and being employed to work with the other group.)
Disclosure Certificate	Issued by Disclosure Scotland in response to an application for a basic, standard or enhanced disclosure. (i.e. those not working with protected vulnerable groups.)
Disclosure Record	Any Scheme Record, Scheme Record Update or Scheme Membership Statement issued under the PVG Scheme.
Protected Adult	A person (aged 16 or over) protected by the PVG Act because they are receiving certain services i.e. registered care services, health services, community care services, welfare services.
PVG Scheme	This scheme is administered by Disclosure Scotland and allows organisational employers and personal employers to satisfy themselves that an individual to whom they are offering regulated work is not barred from doing that type of regulated work. Any individual who is not barred may apply to become a member.
Qualifying Voluntary Organisations	The PVG Scheme provides three different disclosure records for this purpose. PVG Scheme members are continuously monitored for new vetting information and any information which comes to light which may indicate that they are unsuitable to do regulated work will lead to a consideration for listing (and potentially barring).
Regulated Work	Volunteers doing regulated work for a qualifying voluntary organisation are eligible for PVG Scheme membership and disclosure records at no charge. Regulated work means regulated work with children or regulated work with adults. Children are individuals under 18 years of age. Protected adults are individuals (aged 16 or over) protected by the PVG Act because they are receiving certain services i.e. registered care services, health services, community care services, welfare services.

Scheme Membership Statement	This is a disclosure record that shows that a named individual is a member of the PVG Scheme and the workforce(s) to which the membership relates. It also shows whether or not they are under consideration for listing for that workforce.
Scheme Record	This is a disclosure record which contains a scheme membership statement and any vetting information that is held about a scheme member. In response to a disclosure request, the content of the scheme record can be disclosed to scheme members and registered persons employing them in regulated work or acting for anybody employing the individual.
Scheme Record Update	This is a disclosure record that contains a more limited summary of the information held in an individual's scheme record. The scheme record update provides the scheme membership statement, the date that the last full scheme record was issued, whether it contained any vetting information, and whether any vetting information has been added to or removed from the scheme record since that date.
Umbrella Body	An umbrella body is a registered body that countersigns disclosure applications for organisations which are not themselves registered bodies.
Vetting Information	Information held about an individual on their PVG scheme record and comprises: <ul style="list-style-type: none"> • 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; • Prescribed civil orders.

Further information:

<http://www.bccare.ca/toolkit>

<http://www.scotcip.org.uk/home.html>

<http://templecil.org/>

<http://www.eagle-project.eu/welcome-to-eagle>

<http://www.centreforip.org.uk/>



You can receive regular updates from the Scottish Centre for Intergenerational Practice by joining the Scottish Intergenerational Network. Joining the Network is free, and you will receive the regular Newsletter, information on funding, meetings, new publications and updates on research and examples of best practice.

To join, simply email or write to Generations Working Together with details of your name, organisation and address.

Generations Working Together
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Tel: 0141 559 5024
Email: admin@scotcip.org.uk

More information is available on the ScotCIP website.

www.scotcip.org.uk

The Scottish Centre for Intergenerational Practice is managed by Scottish Mentoring Network and supported by the UK Centre for Intergenerational Practice.

