



South Morningside Parent Council (SMPC)
C/O South Morningside School
Comiston Road
Edinburgh
EH10 5QN

Chair: Brian Sharp

Secretary: Ruth Campbell

Treasurer: Chris Hebden

Parent Council (SMPC) Clubs PVG Policy

What is the PVG scheme?

PVG (Protecting Vulnerable Groups Scheme) helps to ensure that those who have contact with children through paid and unpaid work do not have a known history of harmful behaviour. It is managed by Disclosure Scotland (<http://www.disclosurescotland.co.uk/>)

The South Morningside Parent Council (SMPC) is registered with the PVG scheme through Volunteer Scotland (previously referred to as CRBS - Central Registered Body in Scotland).

It is important to stress that PVG is a pro-active monitoring service. If at any point in the future an individual gains a criminal record or is added to an offender's register, the SMPC lead signatory will be notified that a flag has been raised against an individual.

Policy Scope

This policy applies to all clubs that operate on behalf of South Morningside Parent Council (SMPC).

Other clubs (e.g. school teams, school operated clubs) will have their PVGs managed directly by the school and are not covered by this policy.

This policy covers the following areas:

- **Coverage of Individuals** - Who needs to have a PVG
- **PVG Registration Requirements** – What PVG registration needs to be in place for individuals
- **Operating a Club** – What PVG needs to be in place for a club to run
- **Dealing with PVG Flags** – What SMPC will do if a flag is raised for an individual
- **PVG Lead Signatory Certification Requirement** – How SMPC can assure this key role
- **Secure Handling, Use, Storage and Retention of Disclosure Information**

Coverage of Individuals

All relevant clubs tutors and volunteers must have a PVG certificate. This applies to;

- All tutors AND
- Any assistant or volunteer who has **direct unsupervised** access to children.

If there are multiple individuals who have direct unsupervised access, they **all** require a PVG certificate.

PVG Registration Requirements

Normally, the PVG must also be registered with the SMPC.

By exception, where the club is purchased as a “professional service”, the PVG may be registered with a 3rd party. Where this is the case;

- The 3rd party organisation must clearly be an independent organisation, not a business operated by the tutor/individual being PVG'd
- The 3rd party organisation must provide written confirmation that they will ensure the tutor has a PVG **and** the 3rd party organisation will not provide a tutor for whom a flag has been raised
- This arrangement must be agreed with the SMPC PVG lead signatory and Clubs Coordinator

Operating a Club

As a minimum, at least one individual present must have a complaint PVG at all times.

Children must not be left supervised solely by an adult who does not hold a PVG certificate.

If a club does not meet the PVG requirement the club will not be allowed to operate

Dealing with PVG Flags

If an issue of concern is raised by Disclosure Scotland the following procedure will be followed:

1. Disclosure Scotland will advise The SMPC Lead Signatory that a flag has been raised. The details of the issue is not advised at this time
2. The SMPC Lead Signatory will advise the SMPC Chair and Head Teacher that a flag has been raised for this individual
3. The SMPC Chair will contact the individual. The individual has the following options:
 - a. They can authorise the SMPC to request further information from the Disclosure Scotland
 - b. They can contact Disclosure services directly to request further information
 - c. They can withdraw from taking part in the role/activity associated with the PVG
4. For their application/involvement to continue SMPC must be provided with the details related to the flag (i.e. complete step 3a)
5. The SMPC Chair, the PVG Lead Signatory and the School Head Teacher will review the details of the issue and decide if the individual can continue to be involved in that club

Issues with PVG applications will NOT be discussed nor minuted at SMPC meetings.

All information related to dealing with PVG Flags will be treated as confidential and managed in accordance with the “Secure Handling, Use, Storage and Retention of Disclosure Information” section of this policy

PVG Lead Signatory Certification Requirement

The SMPC Lead Signatory is a critical role in the PVG chain of trust. It is not a legal requirement for a PVG Lead Signatory to have a PVG certificate. However, to ensure the SMPC chain of trust is valid, the SMPC

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Lead Signatory must obtain a PVG which is registered directly with the School.

Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

SMPC will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. SMPC undertakes to make a copy of this policy available to any applicant for a post with SMPC that requires a Disclosure.

We are enrolled with Volunteer Scotland Disclosure Services to process disclosure checks for the purpose of assessing individual's suitability for paid and/or unpaid work with us. This policy has been developed to ensure that we comply with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for volunteering/recruitment purposes.

SMPC will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment/volunteering.

Furthermore, SMPC will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process. Disclosure information will only be shared with those authorised to see it in the course of their duties. Disclosure information accessed by SMPC will be retained and shredded by Volunteer Scotland

Disclosure Services as per the requirements of the Code of Practice, in that the disclosure information will be destroyed immediately after it has been disclosed to the relevant person at SMPC.

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