

Denis Law Legacy Trust- Protecting Vulnerable Groups Scheme (PVG Scheme) Protocol

Statement:

Denis Law Legacy Trust aims to ensure that all children are kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we ensure our staff and volunteers are carefully selected, screened, trained and supervised as outlined in our Wellbeing and Protection of Children and Young People Policy. This Policy is available to you via the Volunteer Area of the Website -> [Volunteers Area — Denis Law Legacy Trust](#).

What is the PVG Scheme?

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.

It shares the results of these checks with you and the organisation that is providing regulated work. Organisations can use this information to help decide if you're right for the role you're applying for.

Disclosure Scotland keeps a list of people who are barred from working with children and protected adults. If the checks show you might be unsuitable for regulated work, you'll be considered for listing.

More information on the PVG Scheme can be found here -> [Protecting Vulnerable Groups \(PVG\) scheme - mygov.scot](#)

Why am I being asked to complete a PVG?

If you have completed your 'Taster Session' and are keen to become a volunteer with the Denis Law Legacy Trust then your role as a volunteer falls into the category of 'regulated work' outlined by Disclosure Scotland.

Duties classed as regulated work include:

- Caring for children
- Teaching, instructing, training or supervising children
- Being in sole charge of children
- Unsupervised contact with children under arrangements made by a responsible person
- Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training

What type of PVG Application do I need?

There are three types of application, please identify the one that applies to you. The volunteer Officer requires this information in order to request an application.

Scheme Record - required for new applicants joining the scheme

Existing Scheme Record - required for existing PVG scheme members applying to work with a new vulnerable group

Scheme Record Update - required for existing PVG members changing employer but still working with the same vulnerable group

What documents do I need to show?

The minimum identification to be checked is either one document with a photograph and one document with your current home address or 3 documents, 2 of which must have your current home address. Documents confirming the home address should be issued within the last 3 months.

Listed below are examples of documents you can use when verifying identification. The list is not exhaustive and there will be many other documents which you can use.

Photographic documentation that may be used	Address documentation that may be used
Passport	Utility Bill
Photographic Driving Licence	UK Driving Licence (either paper or photocard)
National Entitlement Card	Bank/Credit Card Statement
Photographic Membership Card	Store Card Statements
Employee ID Card	School Letter
Certified Photograph	Council Letter
Young Scot Card	Benefit Agency Letter
Student Card	Financial Statements

* Please note that a previous disclosure record cannot be used as proof of address history.

Online Application Process

1. Once you have selected the forms of ID you wish to use, you must arrange to show the physical copies to the Volunteer Officer. This can be done via video.
2. You must supply the Volunteer Officer with:
 - Your full legal name
 - Date of birth
 - Current home address
 - Working email address
 - The type of application you need
3. Once the Volunteer Officer is satisfied your documents are genuine, the online application request form will be completed and sent on your behalf.
4. You will be contacted via email by Disclosure Scotland and will have 14 days to complete the application. **These emails may go to spam/junk folders, so please make sure you/they regularly check.**
5. On full completion a paper certificate will be issued to the applicant (issued by Disclosure Scotland) and the organisation will receive an email certificate (Issued by Volunteer Scotland Disclosure Services).

What Next?

Provided a successful certificate has been returned and you are not barred from working with vulnerable groups you may continue to volunteer with Denis Law Legacy Trust.

Training

Opportunities to receive relevant training will be provided on a regular basis and communicated via relevant Denis Law Legacy Trust social media chats by the Volunteer Officer. Your attendance, whilst not mandatory is highly recommended to practise the skills needed to fulfil your role within Denis Law Legacy Trust.

You are now also eligible to access a Child Wellbeing and Protection in Sport Workshop (delivered by Sport Scotland). This three-hour online workshop will provide you with the knowledge on child wellbeing and protection that will give you the confidence to deal with issues that may arise in your role working with children.

A course list can be found by following this link [Training courses \(sportscotland.org.uk\)](https://www.sportscotland.org.uk/training-courses). Once you have identified a date, please contact the Volunteer Officer who can arrange booking and payment. Please note, prior to attendance an eLearning module must be completed.