



PVG AND CHILD PROTECTION RESOURCE PACK

Contents

CONNECT GUIDANCE ON THE PROTECTION OF VULNERABLE GROUPS (PVG) MEMBERSHIP SCHEME FOR PARENT GROUPS	2
Key things you need to know.....	2
Regulated Roles.....	3
Steps to Assess if a Role is A Regulated Role	3
Definition of Terms.....	5
Who counts as a parent group volunteer?	7
Further Links	8
A Model Child Protection Policy For Parent Council and PTA/PSA Paid/Unpaid Staff	9
You can download an editable version of this policy as a separate document	9
A Model Child Protection Policy For Parent Council/PTA/PSA Volunteers.....	11
You can download an editable version of this policy as a separate document	11
Child Protection Policy Agreement Form	13
You can download an editable version of this policy as a separate document	13

CONNECT GUIDANCE ON THE PROTECTION OF VULNERABLE GROUPS (PVG) MEMBERSHIP SCHEME FOR PARENT GROUPS

The Protection of Vulnerable Groups (PVG) Membership Scheme is for people who work with vulnerable groups – both children and protected adults. The good news is that there is no fee for volunteers in groups who meet the Qualifying Voluntary Organisation criteria, such as a Parent Council or PTA, if they register through Volunteer Scotland.

The Disclosure (Scotland) Act 2020 made the PVG Scheme a legal requirement for everyone carrying out a 'regulated role' with children or vulnerable adults. It came into force 1 April 2025. This means if your parent group is carrying out events and activities for children and your volunteers are carrying out a role that meets the legislative criteria you **will be required by law to be a PVG Scheme member**.

- The PVG Scheme applies to voluntary, statutory, and private sector organisations providing services and/or activities which have regulated roles and are targeted at children and/or protected adults.
- It aims to ensure that those who are carrying out regulated roles with vulnerable groups do not have a history of harmful behaviour.
- It requires Parent Councils/PTAs to consider their child protection policies and procedures carefully. Remember, PVG membership is only one part of the recruiting and safeguarding process.

This Connect resource is intended to be an introduction to PVG for parent run groups. Disclosure Scotland has created specific guidance for parent groups [here](#) which goes into more detail.

Key things you need to know

1. It is an offence to knowingly recruit a person who is barred from working with children.
2. It is an offence for a barred individual to put themselves forward for a regulated role from which they know they are barred from doing
3. It is a legal requirement for an individual carrying out a regulated role to join the PVG scheme. This includes those working directly with children, and those who have direct management or supervision over the individuals carrying out the work.
4. It is an offence to carry out the activities of a regulated role before joining the PVG Scheme

5. It is an offence to ask a person who does not meet the legal requirements of undertaking a regulated role to join the PVG Scheme.
6. If an individual already holds a PVG for a regulated role in another organisation, they still need to apply for PVG through your parent group. This is so you can confirm their PVG membership, and the PVG scheme knows where the individual is carrying out regulated roles to inform each organisation if the individual is ever barred from carrying out a regulated role.
7. If your group enrolls with Volunteer Scotland to carry out PVG checks and has concerns about the behaviour of one of your staff or volunteers, and the group has permanently removed the individual from carrying out a regulated role because they have caused harm to a child or protected adult or placed a child or protected adult at risk of harm, this is called the 'referral grounds'; you are legally bound to make a 'referral'. This may lead to the individual being placed under consideration for listing and subsequently barred from carrying out a regulated role with children or protected adults. In this situation, contact Volunteer Scotland for advice.

Regulated Roles

A role is classed as a regulated role with children if an individual as a necessary part of their role have contact with a child or children and is carrying out at least one of the regulated activities mentioned in [Schedule 2 of the Protection of Vulnerable Groups Scotland Act 2007](#)

They may be for example in a [specific role](#) (eg teacher or school worker), or working or volunteering in a named location (i.e. a school).

There is further information on the activities [listed in the Act](#) by following this link.

While Parent Council membership isn't considered a regulated role specifically, when individual members do meet the legal requirements of a regulated role when supporting activities/events for children they will be required to be a PVG Scheme Member before doing a regulated role.

You should review the roles carried out by your parent group regularly to assess if they qualify as a regulated role or not.

Steps to Assess if a Role is A Regulated Role

Before you follow these steps, please be aware that the terms 'contact with children,' 'power and influence' and 'necessary part of the role' have specific definitions regarding regulated roles, which are explained in more detail in the next section.

Step 1: Does your parent group role take place in a school (even partly)? If it does, do you have an opportunity for unsupervised contact with children (ie with no teachers or parents present) as

a necessary part of your parent group role? This means that the activity and contact is something that the individual expects to do as part of their role.

If yes to both, you are carrying out a regulated role with children and require to apply for PVG scheme membership. If no, move to step 2.

Please note: while Parent Council meetings often take place in a school, this would not qualify as a regulated role as long as they are not having unsupervised contact with children. If a meeting happens during the school day attendees are met at the door and escorted to and from the meeting room by school staff, or when meetings take place after the school day when children are no longer in school, PVG membership would not be required just to attend the meeting.

Step 2: Are you carrying out any of the most common activities with children as a necessary part of your parent group role?

- Teaching, instructing or delivering training to children
- Holding power or influence over a child for the purpose of an activity in which the child is taking part or seeking to take part in
- Being in charge of or caring for children, other than acting as a foster carer
- Providing cultural, leisure, social or recreational activities for children
- Coaching children in relation to sports or physical activity
- Holding a position of responsibility in an organisation which has **as one of its main purposes the provision of benefits for or to children** (regardless of whether the organisation has an additional purpose of providing benefits for or to another group of persons) (see dedicated section further below)

If yes, move to step 4. If no, move to step 3.

Step 3: Are you carrying out another activity under [Schedule 2 of the PVG Act](#) as a necessary part of your parent group role?

If no to steps 1, 2 and 3, you are not carrying out a regulated role and cannot apply for PVG scheme membership.

Step 4: Do you have physical contact, or verbal, visual or written communication with children as a necessary part of your parent group role?

If yes to steps 1, 2 or 3 and yes to step 4, you are carrying out a regulated role with children and require to apply for PVG scheme membership. If no to step 4, move to step 5.

Step 5: Are you exercising power and influence over children as a necessary part of your parent group role?

If yes to steps 1-3, no to step 4, and yes to step 5, you are carrying out a regulated role with children and require to apply for PVG scheme membership. If yes to steps 1-3 and no to steps 4 and 5, you are not carrying out a regulated role and cannot apply for PVG scheme membership.

Definition of Terms

'Contact with children' means that is more than incidental to the carrying out of the activity and includes physical contact with children, written or verbal communication with children, and exercising power or influence over children.

It is unlikely to be a regulated role if contact with children is only occurring incidentally.

Contact is **likely** to be incidental when:

- It is a public event attracting a wide cross-section of society, not just children
- The children's attendance is discretionary
- It is not an activity involving contact with children as a necessary part of the individual's role but where children are in the general vicinity when the individual is carrying out their role

Contact is **unlikely** to be incidental when:

- It is targeted at children
- It is more attractive to children than others
- The children's attendance is mandatory

'Exercising power or influence' means:

- assisting, facilitating, permitting or impeding progress towards a desirable objective or outcome for a particular child
- making decisions of an operational or strategic nature that could have an impact on a number of children – **this means if your group carries out events/activities with regulated roles, other group members would require PVG if they are making decisions about how these activities are run, even if they are not having direct contact with children themselves. See also 'Holding a position of responsibility in an organisation which has as one of its main purposes the provision of benefits for or to children' below**

- persuading or putting pressure on a particular child to behave or act in a certain manner for the financial gain or personal gratification of a person other than the child

Please note: 'power or influence' in the context of PVG means the individual or group is having a direct impact on the objective or outcome. Providing feedback to a school for the school management team to, for example, make a decision on their operational processes or strategies is **NOT** considered to be power and influence as the parent group are not the body 'making decisions'

'Necessary part of the role' means it is an expected part of the role ie their normal duties.

It is **likely** to be a necessary part of their role when:

- It appears in a person's job description, task description or contract
- It is an anticipated part of their role
- It includes being a stand in or substitute for someone carrying out a regulated role

There's no rule about how long the activity is carried out – it may be daily, weekly, monthly, or yearly, or even one day.

It is **unlikely** to be a necessary part of the role when:

- It is done in response to an emergency
- It is arranged at the last minute to stand in for someone who is ill or other unexpected absences
- It is not expected as part of the individual's normal routine or occupation

'Holding a position of responsibility in an organisation which has as one of its main purposes the provision of benefits for or to children'

This listed activity refers to organisations such as charities whose main purpose is to provide benefits for children, and the principal means of delivery of those benefits is by carrying out regulated roles with children.

There are four steps to help determine whether a role is a regulated role with children under this activity:

Step 1: Is the person's role a "position of responsibility" within the organisation?

Step 2: Is one of the organisation's main purposes the provision of benefits to children?

Connect is a trading name of Scottish Parent Teacher Council
Company No SC151086 Scottish Charity SC019168

Step 3: Do they have physical contact with children as a necessary part of their role or do they have visual, written or verbal communications with children as a necessary part of their role?

Step 4: If no to step 3, does the role involve exercising power or influence over children or protected adults as a necessary part of their role?

If the answer is 'yes' to Step 1 and Step 2 and 'yes' to either Step 3 or Step 4, it will be a regulated role. If the answer is 'no' to any of these steps, it is not a regulated role under this activity.

If you believe that you need to ask for a PVG check

If your Parent Council/PTA is carrying out activities or events with regulated roles and needs volunteers or staff to join the PVG Scheme, Volunteer Scotland provides free disclosure checks and guidance, advice, and support for voluntary groups. You can find more information on its website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/> and contact directly at disclosures@volunteerscotland.org.uk

Important Note: teachers or school staff who are involved with or helping the parent group in their professional capacity, such as a headteacher at a Parent Council meeting or teachers helping at their school's parent group event **DON'T** have to get PVG'd by the parent group. This is because the school employee is carrying out this work as part of their role in the school, and they will be following the school's safeguarding procedures.

Who counts as a parent group volunteer?

When it comes to PVG applications, parent groups can only apply for PVGs when the parent group is the recruiting organisation ie for its own volunteers for activities and events the parent group is responsible for. When it comes to volunteers for the school it is the school/local authority which must carry out its own checks for its volunteer roles. **PVG disclosures can only be viewed by the recruiting organisation.**

In terms of the membership-linked insurance, a volunteer would be anyone who is doing work on behalf of the Connect Member who is not making a personal profit for their services. The Connect Member may cover their expenses, however.

This will include people helping the Connect Member to organise an event, running a stall at a fete, acting as a DJ, or doing some gardening work, provided the person in question is doing the activity on behalf of the Connect Member and does not:

- have a stall or performs at 10 or more events a year

- have their own trading name
- have a website or online page set up specifically to promote the trading activity (eg a Facebook page in the name of their "business").

then we would still classify them as a volunteer. Anyone (including children) attending an event alongside a volunteer who is not a volunteer themselves would not be covered under Connect's Membership-linked insurance.

Further Links

You can find specific guidance for parent run groups by Disclosure Scotland [here](#), more general guidance on regulated roles [here](#), and online tool to check if a role is a regulated role [here](#)

Connect has been supported by Disclosure Scotland which has provided advice on the content in relation to the Disclosure Process, in particular PVG, contained in this guide. There is other information contained in this guide where it wouldn't be appropriate for Disclosure Scotland to provide advice on.

You are welcome to use information from this resource. However, if you do, please acknowledge Connect. We welcome your comments and feedback.

January 2026

Connect www.connect.scot

Email us at info@connect.scot

 [ConnectScot](#)
 [@connect_scot](#)
 [@connect_scot](#)
 [@connect.scot](#)

A Model Child Protection Policy For Parent Council and PTA/PSA Paid/Unpaid Staff

You can download an editable version of this policy as a separate document

A paid/unpaid member of staff is a person who takes up a post on a regular basis (for example to run a club) and who has a job/role description, responsibilities, and defined hours.

Click or tap here to enter text. aims to ensure that children and young people are protected and kept safe from harm while they are with paid/unpaid staff in this organisation. In order to achieve this we will ensure our staff are carefully selected, supervised, screened and trained where necessary.

Selection

- All potential paid/unpaid staff for a "regulated role" with our organisation will complete an application form.
- All short-listed applicants to a paid/unpaid post will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- If necessary, an interview will be held.

Screening

Applicants for a "regulated role" will be asked to join the Protection of Vulnerable Groups (PVG) Membership Scheme, which is a legal requirement. PVG Membership must be confirmed before they can commence in the role.

Training

The successful applicant will be given an overview of the organisation to ensure they know its aims and values. When necessary, training and support will be provided on an ongoing basis.

Supervision

- All paid/unpaid staff should operate a system of mutual supervision at every event, ie every adult should make sure that other adults are acting appropriately and are not placing a child or themselves in a risky situation.
- The work of the paid/unpaid staff member will be reviewed on an annual basis. Annual reviews will be minuted and copies made available to the paid/unpaid staff member.

Click or tap here to enter text. shall hold an incident book and it must be used to record any

incidents which take place in the course of normal duties. If any inquiries are raised later then the incident book will be used as evidence.

Click or tap here to enter text. will ensure that all paid/unpaid staff are aware of this child protection policy, and they will be asked to sign the policy agreement form.

Click or tap here to enter text. will comply with the requirements of the Protection of Vulnerable Groups (Act) in that:

- All those in a regulated role will be required to join the PVG scheme
- We will not allow anyone who is barred from working with children, or is under consideration, to work in a paid/unpaid post with our organisation.
- We will make a reference to Disclosure Scotland if an individual harms a child or puts a child at risk of harm. If necessary, the police will also be informed. The Parent Council/PTA may take the decision to remove the person from their post or they may leave of their own accord.

This policy was adopted on Click or tap to enter a date.

A Model Child Protection Policy For Parent Council/PTA/PSA Volunteers

You can download an editable version of this policy as a separate document

Click or tap here to enter text. aims to ensure that children and young people are protected and kept safe from harm while they are with volunteers in this organisation. In order to achieve this, we will ensure our volunteers are carefully selected, supervised, screened and trained where necessary.

Selection

All potential volunteers for Parent Council/PTA activities will sign a policy agreement form.

Screening

Volunteers for a 'regulated role' will be asked to join the PVG Membership Scheme., which is a legal requirement. PVG Membership must be confirmed before they can commence in the role.

Supervision

- All volunteers should operate a system of mutual supervision at every event, ie every adult should make sure that other adults are acting appropriately and are not placing a child in a risky situation or putting themselves in a situation where they could be accused of harming a child.
- Click or tap here to enter text. shall hold an incident book and each event will have a separate entry, giving the date and type of event and whether there were any incidents: this should be signed by two helpers. If any enquiries are raised later, then the incident book will be used as evidence.
- If an adult needs to deal with an incident during an event, then they should inform another adult helper what they are about to do and why and then report back once they have dealt with it. This should be recorded in the incident book.

Click or tap here to enter text. will ensure that all volunteers are aware of this child protection policy and that they sign the agreement form to confirm this.

Click or tap here to enter text. will comply with the requirements of the Protection of Vulnerable Groups Act in that:

- All those in a regulated role will be required to join the PVG scheme

Connect is a trading name of Scottish Parent Teacher Council
Company No SC151086 Scottish Charity SC019168

- We will not allow anyone who is barred from working with children, or under consideration, to work in a volunteer role with our organisation.
- We will advise Disclosure Scotland if an individual harms a child or puts a child at risk of harm.

This policy was adopted on [Click or tap to enter a date.](#)

Child Protection Policy Agreement Form

You can download an editable version of this policy as a separate document

The following person wishes to help at events organised by [Click or tap here to enter text.](#)

Name: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Contact details

Telephone number [Click or tap here to enter text.](#)

Email address [Click or tap here to enter text.](#)

Declaration

I have read the Child Protection Policy of the above-named organisation and agree to all the terms in that policy. I am aware how my personal information will be handled.

I am not on the list of those barred from working with children.

Signed: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)