



Seagate PVG (Protecting Vulnerable Groups) Policy

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Published by Alan MacLeod
Seagate Safeguarding
Coordinator

Signed

Handwritten signature of Alan MacLeod in black ink.

Date 10.03.2023

Approved by Mark Inglis
on behalf of Seagate Elders

Signed

Handwritten signature of Mark Inglis in black ink.

Date 10.03.2023

Approved by Dave Tudor
on behalf of Seagate Trustees

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Seagate PVG Policy

This document establishes the policy for Seagate Evangelical Church with regard to PVG Scheme membership requirements.

The following statement is taken from Seagate's Safeguarding Policy:

A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

Anyone carrying out a regulated work activity with children or protected adults regularly will be required to complete and have a fully processed PVG disclosure with regard to Seagate. That is they will have become a PVG Scheme Member for Seagate (this is still required even if the applicant is already a PVG Scheme Member for another organisation in Scotland).

Seagate uses the services of Volunteer Scotland to process our Disclosure Scotland PVG checks. Each applicant will be PVG checked for Children or Protected Adults appropriate to their role.

Activity Leaders are required to consider the subsequent requirements of their teams. This should take into account if the PVG check is required for working with Children, Protected Adults or both. Also the nature of the activity, exposure of an individual team volunteer to risk, presence of leaders (who are already PVG Scheme Members as directed by this policy) during the activity etc. The activity leader is required to submit their policy for that particular activity with regard to PVG Scheme Membership to the Seagate Safeguarding Coordinator via email for approval by Seagate Trustees. Examples of how this might be applied by different groups are given in the appendix.

Applying above policy, activity leaders (or can be delegated to rota builder) must ensure that their agreed policy is applied. For example if a person is required to have a PVG Scheme Membership for a group, they cannot take that role until PVG membership has been confirmed.

Barred and under Consideration for Listing

Disclosure Scotland continually monitor scheme members suitability to carry out regulated work and will notify Seagate Church if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

If Seagate are notified that an individual is barred from a regulated work type that they do or have applied do, the individual will not be recruited to do, or will be removed from that type of regulated work. Our organisation will be committing an offence by engaging or failing to remove someone who is barred from the relevant regulated work, after notification from Disclosure Scotland.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If Seagate are notified by Disclosure Scotland that an individual

is under consideration for listing, our organisation will refer the matter to the Safeguarding Co-ordinator or Senior Safeguarding Leader who will take the following action:

At recruitment stage

Decide on a case by case basis. Options may include continuing with the recruitment but ensuring the individual is supervised at all times until the final determination is made, suspending the recruitment decision until the final determination is made or placing the individual in a non-regulated work role until the final determination is made.

As a result of on-going monitoring

Decide on a case by case basis. Options may include allowing the individual to continue in their role but with supervision at all times until the final determination is made, suspending the individual until the final determination is made or placing them in a non-regulated work role until the final determination is made.

Record Keeping

Seagate will keep records of PVG membership in the individuals Churchsuite data. A Disclosure Tracking Record will also be maintained in a secure location.

PVG Scheme members should maintain their details (e.g. address, email address, contact number) with Disclosure Scotland (<https://www.mygov.scot/manage-pvg>).

If a PVG Scheme member stops performing regulated work in Seagate Church, the Lead Signatory or Additional Signatory will inform Disclosure Scotland (dsupdate@disclosurescotland.gov.uk) of this change along with our enrolment code (AA number).

Seagate Safeguarding Coordinator will be informed by Volunteer Scotland of any changes that may be required by future legislation and will amend this policy as necessary.

Appendix

Examples of how group leaders might apply this policy.

1. Creche Leader – only two or three volunteers rostered, high individual exposure to children, leader not present at each session. All volunteers should be PVG Checked.
2. Tuesdays at Ten – Leaders and volunteers are not performing regulated work with protected adults. Their normal duties do not involve provision of a welfare service for adults with particular needs. Tuesdays at Ten is open to all and, if some protected adults attend, this is incidental, therefore no protected adult PVG check of leaders/volunteers is required.
3. Family service – very remote risk of having children or protected adults under our direct care, PVG Membership not required. It still complies with this policy because it was considered by Leaders and Compliance Team
4. Ad Hoc events – for example Holiday Club. Same process applies; leader will understand the roles of what volunteers are doing and consider a proposal of who needs to be checked. Risk assessment of those not checked.

These are just some examples to show how leaders could manage their activity in different ways and still comply with our policy. Please consider these in relation to the circumstances of your group and submit your policy proposal to Seagate Safeguarding Coordinator via email.