



## PVG Disclosure Information for Clubs

### Introduction

With the new Protecting Vulnerable Groups Disclosure Scheme (PVG) coming into effect from February 2011, **triathlon**scotland has been working closely with Central Register Body Scotland (CRBS) and other organisations to find out exactly what implication the new scheme will have for our own policies and procedures and ultimately what it means for our member clubs.

We recognise that in order to protect children and vulnerable groups from potential harm, our sport needs to be committed to ensuring that all necessary steps are taken to protect them. These steps include a commitment from **triathlon**scotland to follow the PVG scheme rules and in doing so we are continually monitoring and adapting our policies and procedure where appropriate.

After discussions with CRBS, the PVG legislation identifies areas of activity under 'Regulated Work' that are common to triathlon activity within our clubs. The common areas are as follows

- Caring for Children/Adults
- Teaching, instructing, training or supervising children
- Being in sole charge of children
- Under arrangement made by a responsible person, unsupervised contact with children
- Providing advice or guidance to children

For people who have these roles within our sport, the necessary checks need to be made.

The purpose of this document is to give a 'practical' assessment of the PVG scheme requirements for our sport. In particular

- A. Who needs to be checked
- B. Implication of the PVG scheme and the practicalities for clubs
- C. Costs

**It is worth noting at this point that the law states that 'someone' has committed an offence if people who are barred from such work are appointed to work with vulnerable groups. Depending on circumstances, that 'someone' could be interpreted as either being the club and its committee/responsible person or triathlonscotland.**

## A. Who needs to be checked

We have created four main headings and types of regulated work that are common to triathlon clubs. Those who will be required to go through the PVG scheme can be categorised by the following

1. Childcare Supervisors
2. First Aiders
3. Coaches
4. Welfare Officers

### Childcare Supervisors

The role of a 'childcare supervisor' could come under many guises. However, those who are required to go through PVG will be individuals whose work within clubs is not 'merely incidental'. This type of wording can be interpreted in a number of ways but as examples, the following people should be checked under the scheme. Please give consideration to other people in your club who may have similar roles.

- People who regularly assist in club sessions and have responsibility for supervision i.e. someone who helps coaches on a regular basis during club training sessions but does not have a coaching role. **This role should be regular or when the individual has a specific role including unsupervised access to children**
- People who are **given a role** involving 'unsupervised' contact with children at events i.e. someone who may be asked to take children to and from changing areas where no other adults are present. **This is very rare but may happen**
- People who take groups of children from a club to and from an event i.e. a club outing with two coaches and 14 children and no parents present. **This does not include a personal arrangement between families/parents i.e. Parent arranging for their child to be picked up**

### First Aiders

As the name suggests, the PVG scheme has been set up to protect vulnerable adults as well children. Adults/Children who find themselves injured during an event/session will require first aid and medical support and under the legislation, adults could be deemed to be 'vulnerable'. Therefore, if there is a first aid contact within an event or club session, it would be appropriate to ensure that this individual has also been checked. Practically, this person is likely to be the coach (within the training environment) and may already have the scheme check. However, during an event it may be that the event organiser has organised external cover i.e. Red Cross and it would therefore be the responsibility of the employing company to have carried out the necessary scheme checks. However, for clubs who have their own first aid provision, it would be required that the individual would go through the scheme, unless from a professional medical background i.e. Doctor, as they should have the necessary check in place.

### Coaches

This is the most common area for checking. Practically, any coach who is working or intends to work with children requires a PVG check. On registering for a **triathlonscotland** UKCC Coach Education course, candidates will be asked to sign a self declaration intimating their intention to work with children or not. Those who do will be put through the PVG check by **triathlonscotland**. Those who don't will not go through the check. However, **it is the responsibility of any club** to ensure that coaches used within youth sessions have the necessary check in place. If not, contact **triathlonscotland** and we will arrange for this to be done.

### **Welfare Officer**

It will be a requirement for **ALL CLUBS** to have a dedicated welfare officer, regardless of youth participation or not. Part of this role will be to be the main contact for **triathlonscotland** for passing on legislation and updates on issues surrounding athlete welfare. However, only Welfare Officers within clubs who have either a youth section or youth activity will need to go through PVG.

### **B. Practical Implication for Clubs**

Clubs will be required to have a Welfare Officer who will take the lead on ensuring the above people are identified to be put through checks. Once this has been done, they will then need to speak with **triathlonscotland** to arrange for the checks to be completed. The check involves each candidate completing a 4 page form and evidencing the appropriate ID checks. This does not take long. As an example of good club practice, the candidate should then be given a role description in line with their role within the club of which **triathlonscotland** are developing examples. The Welfare Officer will be responsible for communication between **triathlonscotland** and the club on changes within club set up and it will be also be their responsibility to communicate and implement any legislation change from **triathlonscotland** to their club/committee.

In most cases, the PVG check will come back to **triathlonscotland** indicating that the person is suitable to work with children. On this knowledge, the person in question will be able to either work or volunteer for the club in line with their role.

There may be an instance where a person's PVG check comes back to **triathlonscotland** saying that they are not allowed to work with children. If this does happen, **triathlonscotland** will inform the Welfare Officer or committee that the individual is not suitable to work with children and they should be given another role within the club or not given a position.

There are 'Retrospective' PVG checks which can be used for people who have already been checked. Completion of this form allows **triathlonscotland** to be updated if there are any changes to individuals' circumstances which would prevent them from working with children/vulnerable adults.

### **C. Cost**

- It is **FREE** for volunteers to join the PVG scheme
- It costs £59 for paid staff
- It is **FREE** for volunteers to get a scheme record update
- It costs £18 for paid staff to get a scheme record update

### **Other Information**

Basic disclosures can still be carried out for people who will have other roles within clubs. This may be part of a club policy for certain position i.e. treasurer although there is no policy set by **triathlonscotland** or law for this to happen. This will cost an individual £25 and would be conducted through Disclosure Scotland.

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