



Seagate PVG (Protecting Vulnerable Groups) Policy

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Published by Alan MacLeod
Seagate Safeguarding
Coordinator

Signed

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Date 20.05.2025

Approved by Mark Inglis
on behalf of Seagate Elders

Signed

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Date 20.05.2025

Approved by Dave Tudor
on behalf of Seagate Trustees

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Date 20.05.2025

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)

It is a legal requirement for individuals, aged 16 years and above, carrying out a regulated role (paid or voluntary) with children and/or protected adults to be a PVG scheme member for the type of work they are carrying out. It is also a legal requirement for organisations to receive their own copy of the PVG scheme disclosure for an individual. Any regulated role offer to a potential new employee or volunteer must be conditional on them receiving a satisfactory PVG check and they must not start work until that has been confirmed.

The requirement for an organisation to confirm PVG scheme membership before an individual carries out a regulated role extends to situations where individuals intend to undertake a 'trial/taster session'. PVG scheme membership is still required before the individual carries out a regulated role, even when they are doing the role on a trial basis.

Application for PVG scheme membership can occur once a child is aged 15 years and 8 months if they are carrying out activities amounting to a regulated role and they anticipate continuing this beyond their 16th birthday.

Seagate Church uses the services of Volunteer Scotland to process our Disclosure Scotland PVG checks.

Activity Leaders are required to consider the safeguarding requirements for their teams. This should take into account if a PVG check is required for working with Children, Protected Adults or both. 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.

To qualify for a PVG Scheme Disclosure for a regulated role with children (under 18 years) and/or protected adults, four criteria must be met:

1. You must be working with children/ protected adults
2. There must be contact with children/ protected adults (contact can be physical, written, verbal, visual, or exercising power or influence)
3. There must be a regulated activity with children/protected adults
4. Work with children/protected adults must be the regular and normal duties for the role and contact must be more than incidental.

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 undertake 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 roles and will notify Seagate Church if someone is barred as they have become unsuitable to do that type of regulated role 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 role(s).

If Seagate Church are notified that an individual is barred from a regulated role that they do or have applied to do, the individual will not be recruited to do, or will be removed from that type of regulated role. Our organisation will be committing an offence by engaging or failing to remove someone who is barred from the relevant regulated role(s), 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 role(s). If Seagate Church 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 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 role until the final determination is made.

Record Keeping

Seagate Church will keep records of PVG membership in the individual's 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 a regulated role 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 Volunteer – Volunteers have physical contact with children and are in charge of and provide care for children. The contact is not incidental and working with children is considered the regular and normal duties for the role. This qualifies as a regulated role with children and so all creche volunteers must be PVG Scheme Members for Children.
2. Tuesdays at Ten – Although leaders and volunteers may have contact with protected adults, they are not providing a social activity targeted specifically for protected adults. Tuesdays at Ten is open to all and, if some protected adults attend, this is incidental, therefore no protected adult PVG Scheme Disclosure is required.
3. Family Service – Although Family Service Leaders may have contact with children or protected adults, they are not providing a religious activity or service targeted specifically at children or protected adults, so no PVG Scheme Disclosure is required.

These are just some examples to show how leaders could manage their activity in different ways and 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.