

## Auchinairn Early Years Centre



## PVG Policy

### **Nursery PVG Policy for Staff, Volunteers and Parents/Carers**

**Effective Date:** 1 July 2025

**Applies to:** All staff, volunteers, and parents involved in activities where children under 18 are present.

**Reviewed annually by:** Head/Depute Head of Centre and Family Partnership team

### **Purpose of this Policy**

This policy ensures that all individuals working or volunteering in our nursery, particularly in roles involving contact with children, are appropriately vetted through Disclosure Scotland's PVG (Protecting Vulnerable Groups) Scheme, in line with legal requirements.

### **Legal Framework**

This policy follows the Disclosure (Scotland) Act 2020, which makes it a criminal offence, from 1 July 2025, to:

- Perform a regulated role with children without PVG scheme membership.
- Offer someone a regulated role if they are not a PVG scheme member.

## Who Needs PVG Membership

### a. All nursery staff (paid or unpaid)

- Must be PVG scheme members for working with children.
- Includes: Early years practitioners, support staff, supply staff, students on placement, and managers.

### b. Parents or volunteers helping in a regulated role

PVG is required if a parent or adult volunteer:

- Supervises, cares for, teaches or has responsibility for children who are not their own, even once.
- Assists on walks, trips, or learning activities where they are responsible for children.
- Takes part in personal care, e.g., helping in toilets or changing.
- Regularly volunteers within the nursery environment (e.g., once a month or more).

## When PVG Is Not Required

Parents do not need PVG membership if:

- They are attending the nursery with only their own child, e.g. stay-and-play sessions or open days.
- They attend events like family discos, workshops, or parties, where contact with other children is incidental and staff retain responsibility.
- They help with setting up events, serving refreshments, or admin tasks with no direct care or supervision of children.

## Definitions

Term	Meaning
Regulated Role	A role involving caring for, supervising, or being responsible for children.
Incidental Contact	Unplanned, occasional contact not part of the main purpose of the activity.
Family Relationship	Caring only for your own child—not regulated and PVG is not required.

## Comprehensive Examples of PVG Requirements

### PVG Required (Regulated Role)

Activity	Explanation
Helping supervise on a nursery walk (e.g. to the library or park)	Involves responsibility for other children.
Assisting regularly in classroom (e.g. reading, crafts)	Ongoing supervision and teaching.
Leading a group activity or learning station	Direct engagement in children's learning.
Helping with personal care (e.g. changing clothes or toileting)	Intimate care triggers PVG requirement.
Volunteering in nursery library or garden with children	Regular contact and supervisory role.
Supporting on multiple school trips throughout the year	Regular regulated activity.
Member of nursery management or fundraising committee with child safeguarding remit	Governance with influence over children's services.
Running or leading after-hours children's clubs linked to nursery	Organised activity involving responsibility for children.

### PVG Not Required (Not Regulated)

Activity	Explanation
Attending family disco, picnic, or party with own child	Family relationship; no supervisory role.
Sitting in a learning session with child during parent event	Passive, incidental contact only.
Helping set up events, decorating or cleaning	No direct contact with children.
Serving tea/coffee at a parent meeting	No supervisory role over children.
Helping on a trip with only your own child, not assisting staff	Covered by family relationship exemption.
Attending parent committee without decision-making over child welfare	Governance without regulated responsibility.

Observing a session (with staff supervision, not engaging)	No child care or supervision duties.
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## Our Responsibilities

The nursery will:

- Ensure all staff and regular volunteers are PVG-checked before starting.
- Keep a secure and up-to-date PVG register of all approved individuals.
- Review volunteer roles regularly to determine if PVG is needed.
- Make parents aware of PVG rules before any event or outing involving children.
- Not allow non-PVG individuals to supervise or be alone with any children other than their own.

## How to Apply for PVG (for parents/volunteers)

1. Express interest in helping regularly or in a supervisory role.
2. Nursery management will confirm if a PVG is required.
3. Complete PVG application through the nursery or Volunteer Scotland (if unpaid).
4. Await PVG clearance before starting role.

## Failure to Comply

From 1 July 2025, it is a criminal offence to:

- Work or volunteer in a regulated role without PVG membership.
- Assign or permit someone to take on such a role without PVG.

## Contacts for Questions

- **Head/Depute Head of Centre** – Michelle Torrie/Lauren Brown (0141 955 2289)
- **Disclosure Scotland** – [www.mygov.scot/pvg-scheme](http://www.mygov.scot/pvg-scheme)
- **Volunteer Scotland** – [www.volunteerscotland.net](http://www.volunteerscotland.net)

CI Quality Framework – Safe recruitment & Safe Care, 3.1, 4.3

HGIOELC - QI 1.1, 1.3, 2.1, 3.1

UNCRC – Article 19

Health and Social Care Standards: 3.14, 4.24, 3.1, 4.9

This policy has reviewed and updated following consultation with staff and parent/carers

Signed .....

September 2025