Auchinairn Early Years Centre

PVG Volunteer Policy

Purpose:
To ensure that volunteers in regulated roles with children are appropriately vetted, safeguarding children, staff, and the nursery.

1. Scope

- Applies to all volunteers who may have regular, unsupervised, or supervised contact with children.
- Occasional parents helping only with their own child do not require PVG but must follow supervision rules.

2. Volunteer PVG Requirements

- Volunteers undertaking regulated roles must hold a current PVG certificate or be registered with the PVG Update Service.
- The nursery may register as a Qualifying Voluntary Organisation (QVO) to access free volunteer PVG checks.

3. Roles Allowed with Volunteer PVG

Volunteers may:

- Assist with learning, play, and group activities.
- Help small groups under staff supervision.
- Support nursery outings under staff-led supervision.
- Participate in community events involving children.

4. Restrictions

- Volunteers cannot replace staff in regulated duties.

- No unsupervised personal care or toileting.
- Cannot be counted in staff:child ratios.
- Must adhere to nursery safeguarding policies, confidentiality, and behaviour codes.

5. Supervision & Record-Keeping

- Volunteers must always have a host staff member assigned.
- PVG status and volunteer roles must be recorded in the nursery log.
- Volunteers must sign Dos & Don'ts guidance before starting.

6. Review

- PVG records and volunteer roles should be reviewed annually or whenever legislation changes.

Contacts for Questions

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