

PVG Scheme Guide

Scottish Athletics Member Organisations Recruiting Volunteers for Events

The following information is in relation to PVG scheme membership checks for Volunteer Helpers (excluding licensed Technical Officials) at events (including competitions and holiday camps) run by **scottishathletics** (SA) member organisations (as defined by our affiliation categories and outlined in our guidance (<https://www.scottishathletics.org.uk/clubs/club-affiliation/how-to-affiliate/>)).

Please note that volunteer helper roles have always been deemed regulated: this was not introduced recently. The only change from 1st April (as with any/all regulated roles) is that PVG scheme membership is now a legal requirement. This is particularly important given the changes to legislation introduced from the 1st April, in relation to an organisation and the individual's legal responsibility to ensure that PVG scheme membership is in place before any individual is deployed.

Event Organiser, School and Associate Member Organisations

Recruiting Volunteer Helpers or Coaches from SA affiliated Clubs?

- There is no change to the process of requesting that an SA member club provide volunteers to assist in undertaking a regulated role (with children aged U18 or Protected Adults) at an event. The SA member club can be deemed responsible for providing individuals who are suitably PVG checked.
- This process is underpinned by the Safer Recruitment procedures*, which includes the PVG suitability checking process in place with SA.
- As per the process in place, any relevant information relating to PVG checked individuals will only be communicated to the club point of contact.

Good Practice

- Where relevant, we strongly advise that organisers ask SA member clubs to confirm, in writing, their agreement to ensure that all volunteer helpers they provide are PVG scheme members, either on an event by event or annual basis.

* Available here: <https://www.scottishathletics.org.uk/about/welfare/safeguarding/>

Recruiting Volunteers Helpers from Elsewhere?

- If volunteers are recruited to undertake a regulated role from outwith an SA member club*, the **organisation running the event would be responsible for ensuring that this individual is a PVG scheme member** (linked to their organisation) prior to deployment.
- Please note that this PVG check cannot be completed by, nor linked to, **scottishathletics**.

**This includes situations where an event organiser directly approaches an individual with a known association to an SA member club.*

i.e. David coaches at Club A and an event organiser approaches David directly to assist at an event they are running. As they have approached David themselves, the organiser is responsible for all aspects of the safer recruitment processes including PVG Scheme membership

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SA Affiliated Member Clubs

- When recruiting volunteers to assist at club-run events, please follow the usual processes and procedures in relation to PVG checks and suitability decisions.
- If requesting volunteers from an external organisation (e.g. Active Schools/Leisure Trust/College), to assist in undertaking a regulated role (with children aged U18 or Protected Adults) at your event, the other organisation can be deemed responsible for providing individuals who are suitably PVG checked.

Good Practice

- Where relevant, we strongly advise that SA member clubs ask external organisations to confirm, in writing, their agreement to ensure that all volunteer helpers they provide are PVG scheme members, either on an event by event or annual basis.
- If individuals are going to be volunteering regularly, we would advise that the club follow Safer Recruitment procedures, which includes the PVG suitability checking process.

Incidental Roles

The following applies to all SA member organisations:

- In relation to any role that is normally deemed regulated, where an individual is identified to assist as an **emergency replacement in advance of or on the day of the event** (i.e. as a one-off, to provide cover for someone, to make up numbers or ensure the activity can go ahead safely) this is considered incidental and a PVG check would not be required. They would, however, require a PVG should they wish to volunteer again in this, or a similar, regulated role.