



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Education Service

Volunteers in Schools and ELCs Policy

Guidance for head teachers, establishment managers and volunteers on recruitment, roles and support for Parent / Carer / Community Volunteers (excluding volunteers for sports clubs or community learning and development volunteers who may be deployed across several locations etc.)

January 2023

Introduction

Clackmannanshire Council wants to encourage parents, carers and members of our communities to volunteer in our educational establishments. Volunteers bring a wealth of experience, skills and talents to their role and are dependable, reliable and motivated to enhance the learning of our pupils.

The involvement of parents, carers and other volunteers will benefit our learning communities, enriching the curriculum and encouraging a wider understanding of schools, ELCs and the education system in general.

Volunteering brings benefits to the volunteers themselves, supporting their personal development, health & wellbeing and helping them to feel included in the learning community. Volunteers may come from a wide range of backgrounds and abilities, and so we will ensure our volunteering opportunities are as accessible as possible.

We will make sure that volunteers do not replace paid staff and volunteers will not find themselves out of pocket because of their volunteering role.

At the same time, we must protect children by making sure that those who volunteer and come into contact with them are suitable for this type of role. The membership scheme established by the Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Act) ensures that those who have regular contact with vulnerable groups through carrying out 'regulated work' (paid or unpaid) do not have a history of inappropriate behaviour. It excludes people who are known to be unsuitable, on the basis of past behaviour, from 'working with' children and / or protected adults and detects those who become unsuitable. Where permitted by law, we ensure that volunteers are members of the PVG scheme to ensure they are suitable for volunteering with children and we will register our interest with Disclosure Scotland to receive any subsequent information if any of our volunteers are barred from working with children in future.

This document seeks to give guidance to schools / ELCs on how to recruit volunteers, arrange PVG scheme membership where necessary, and how to support volunteers effectively so they become a real asset to the school or ELC. It also contains information of interest to volunteers: what they can expect, what they need to know and how they will be supported to have an enjoyable, meaningful experience as a volunteer.

Please take the time to read this guidance and remember that there are staff in Kilncraigs and in partner agencies who can advise and support schools, ELCs and volunteers with this. Please feel free to contact them if you have any questions and they will be happy to help.

Colin Bruce, Chief Education Officer

All references to 'Volunteers' throughout this document apply to Parent / Carer Helpers or anyone else undertaking a regular voluntary role in a school or ELC (except sports club volunteers for which there is a specific policy).

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Recruiting Parent / Carer / Community Volunteers

Finding / becoming a volunteer

Throughout this document 'volunteer' describes anyone who will be assisting in a school or ELC without payment being made for their time – this includes parent / carer helpers, members of the local community and individuals seeking work experience.

Schools and ELCs may recruit their volunteers in many ways. Parents or carers (or any member of the community who is interested in volunteering) may simply offer their help directly to the school or ELC. Some schools / ELCs actively ask for volunteers via the school / ELC newsletter, social media, notice boards, word of mouth, open days etc. Some may be referred from CTSi (Clackmannanshire Third Sector Interface) in Alloa or RSVP (Retired Senior Volunteer Programme) in Stirling. Other parents / carers or community members may volunteer to work with the Parent Council or PA (Parents Association) or PTA (Parent Teacher Association). Some people may be seeking work experience as part of college or university and offer to volunteer in school or ELC as part of their qualification.

If you would be interested in finding more volunteers for your school / ELC, you can contact CTSi as they have volunteers registered who may be a good match for you. Contact details for CTSi are shown at the back of this document.

If you wish to volunteer in a school or ELC, please contact them and ask about any volunteering opportunities they may have.

In order to determine if a PVG check is required and who is responsible for arranging and paying for that the first question is - who is "recruiting" the volunteer? Please refer to the separate guidelines section and flowchart in this document. Schools and ELCs should carry out a risk assessment on the role of the volunteer to determine if PVG Scheme membership is necessary.

It is important that schools / ELCs do not use volunteers as a replacement for paid staff. Volunteer roles should enrich what schools and ELCs normally offer where volunteers make an additional contribution to children's learning. An example of this may be a volunteer who is a skilled gardener wanting to help the school / ELC create a vegetable garden, working alongside pupils and school / ELC staff.

Potential volunteers should be clear about what they will be asked to do when they decide whether they wish to volunteer. What would their role be, why are they needed, what impact will they have on improving children's learning? General 'we need volunteers' posters etc. are less likely to interest potential volunteers as they don't know what they are volunteering for.

Induction and Support

Volunteer Role Description and Volunteer Agreement Form

Volunteers should have a clear idea of what role they are volunteering for. They should receive a written role description and volunteer agreement with information about the role they are expected to undertake and a clear idea of their responsibilities, the time commitment and who they report to / are supported by.

Example of a Volunteer Role Description

1) Preparation of materials and other support

It is very helpful to teachers to ask volunteers to work in the school library e.g. shelving books or to prepare resources and to work in the resource area, laminating and photocopying materials.

2) Curricular and extracurricular activities for children

Teachers may invite volunteers into school / ELC to contribute to various aspects of the curriculum. This might be in the form of providing an extra pair of hands relating to an area of work such as art and craft, science or technology, reading to children etc. – volunteers can additionally contribute their skills on ‘World of Work’ days by talking about their jobs.

3) Supervision of children on educational or social excursions

Volunteers may be asked to assist school / ELC staff in the supervision of pupils on outings organised as part of the school’s / ELC’s educational provision e.g. zoo visit, church services, pantomime outings etc.

The Role Description should include the following –

- A description of what the volunteer will do
- The skills they will need to do it
- When and where the volunteer is required
- Who the volunteer will work with
- Who will support the volunteer and how they will do it
- What the volunteer will gain from carrying out the role e.g. reference, training
- If the role requires PVG Scheme Membership
- If the role is restricted to e.g. volunteers over the age of 16

It is important that volunteer roles do not replace paid staff such as Learning Assistants.

Volunteer Agreement Form

Name of Volunteer _____

Name of Volunteer Supporter _____

This agreement should be read alongside the role description for (enter role description title) _____ and this Volunteer Policy. This agreement is designed to assure you of our appreciation of your volunteering with us and indicates our commitment to do the best we can to make your volunteering experience a positive and rewarding one.

Please note that this is a voluntary agreement only and does not constitute a contract of employment.

The following has been agreed between (enter name of school / ELC) _____ and the volunteer named above.

Main Responsibilities

The main responsibility of the volunteer is to be a (enter role description title) _____ in accordance with that role description. The volunteer agrees to carry out their role to the best of their ability and within the aims and values of (enter name of school / ELC) _____.

Time Commitment

Following initial induction and training, your agreed time commitment is (enter time commitment / days of the week) _____

Trial Period

All volunteer roles are subject to an initial trial period. For this role, there will be trial period of _____ week(s) at the end of which you will have your first support session.

Support and Ongoing Training

(enter school / ELC name) _____ agrees to fully support you. Your Volunteer Supporter will have regular support sessions with you, while you are volunteering with us. These will help you get the most from your volunteering, allowing you to raise any issues you wish to talk about, solve problems and also to help identify any relevant training opportunities.

(enter school / ELC name) _____ will provide you with information with details about your role, any health and safety or other information relevant to your role.

Expectations

Volunteers can expect communication and information from the school / ELC on any issue that affects their role as a volunteer. They can expect support and help from any member of the school or ELC team. Volunteers are expected to contact the school / ELC if they will be absent for any reason. Any out of pocket expenses will be paid, references will be provided when volunteers leave and the volunteer's commitment and they will be thanked for their contribution. Volunteers can also expect to be involved in consultation and decision making processes in the school / ELC in relation to their volunteering role and asked for their opinions and ideas.

PVG Scheme Membership

I understand that this volunteer role *requires / *does not require PVG Scheme Membership. If the role requires scheme membership, the volunteer agrees to apply for this with support from the school / ELC.

Guidelines

In classes, I understand that the class teacher is in charge of all activities and discipline in the class. It is not the responsibility of the volunteer to discipline pupils.

I understand that classroom matters and the children's work are confidential and not to be discussed out with the school / ELC, even with parents and carers.

If I have any concerns, I will raise them with my Volunteer Supporter _____ or the Senior Management Team.

I agree with the conditions set out above.

Signed _____ (volunteer) Date _____

Signed _____ (volunteer supporter) Date _____

Emergency Contact details for the Volunteer

Name and relationship to volunteer

Emergency contact telephone number

Supporting volunteers when they are with you – Volunteer Supporter

It is essential to assign volunteers a Volunteer Supporter who they can go to for help and support. This is in addition to information on who to contact if they are unable to carry out their planned volunteering due to illness or another emergency situation.

It is also recommended that a regular 'how are you getting on' session is arranged with the person who is supporting the volunteer. This will help the volunteer raise any issues they are unsure about and also encourage them to stay as a volunteer if they feel well supported.

Like all parents, carers, pupils and staff – volunteers can and should be consulted on issues such as the vision, values and aims of the school / ELC and also be able to contribute to the development of the School / ELC Improvement Plan. They may also be invited to participate in staff training such as child protection or training which has a clear link to their volunteer role. You may also wish to invite them to staff meetings where issues may be discussed of interest to them or impacting on their role.

Induction

Prior to the volunteer starting in your school or ELC, the Volunteer Supporter should meet with them and outline the role they will be expected to do (and what they won't be expected to do), their hours, who will support them, who to go to if they have any questions and highlight the issues of equality, Child Protection, confidentiality and Data Protection. In particular it should be explained to volunteers who are not required to be PVG Scheme Members that they should not allow themselves to be left with pupils unsupervised.

Induction Checklist

You should make sure that any volunteers have the skills and training for any role you are expecting them to carry out. You should also tell volunteers about policies and procedures they should know about. This list below is not exhaustive and other issues, relevant to your school / ELC, should also be covered at induction.

General

- Tour of the school / ELC / kitchen / toilet facilities
- Introduction to staff / other volunteers and Volunteer Supporter

School / ELC Policies

- Health and Safety
- First Aid
- Equality and Equity
- Confidentiality
- Data Protection
- Child Protection
- Environmental
- Fire Procedures
- Equal Opportunities
- Calling in sick
- Emergency Contacts
- Expenses claims

Volunteering Information

- Trial Period
- Volunteer Support Arrangements
- Explanation / demonstration of tasks particular to volunteer's role

Travel Expenses / Out of Pocket Expenses

We do not expect volunteers to incur expenses in carrying out their volunteering role in a school / ELC. If they do incur any expenses, receipts should be provided and volunteers should be re-imbursed from the school / ELC account. The school or ELC should explain to the volunteer how to claim e.g. provide receipts / tickets, forms to be filled in, how often to submit claims etc.

Equality, Child Protection, Confidentiality and Data Protection

You should outline at induction Clackmannanshire Council's expectation that the volunteers acts in accordance with any existing equality, Child Protection, confidentiality or Data Protection legislation.

Equality and Equity

Clackmannanshire Council has an obligation to meet a number of duties under the Equality Act 2010 and expects staff, pupils and volunteers to behave in a way which helps us meet these duties. In particular, volunteers must not behave in a way which discriminates against anyone on the grounds of the following protected characteristics:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion or belief;
- Sex;
- Sexual orientation.

Treating someone differently is not necessarily discrimination, as long as it doesn't mean they are treated worse than someone else. As an example, a pupil may be offered a different activity because of a disability, but it must be similar to what other pupils are doing.

Child Protection

When volunteers start at the school / ELC, they should be told who the Child Protection Co-ordinator at the school / ELC is. If the volunteer has any concerns about a pupil, they should tell the CP Co-ordinator or another member of staff, as soon as possible. Assure the volunteer that if they raise concerns, we will not tell the parent(s) or carer(s) of the child who the volunteer is, but we may need to tell other Council staff.

Confidentiality

While working in a school / ELC, the volunteer may find out information about pupils which is confidential. For example, they might be told about the nature of a child's medical condition. The volunteer must not tell anyone else anything they find out about another pupil in the school / ELC. Additionally, they should not discuss with a parent / carer information they have found out about their child while volunteers in the school / ELC. Even comments such as, 'wee Jimmy is good at reading' are a breach of confidentiality.

Data Protection

You can assure the volunteer that minimum details are held about them. This includes the Volunteer Agreement and Volunteer Risk Assessment form for their role. Once the volunteer has left, these forms and any record of the PVG scheme number will be destroyed in accordance with the Data Protection Act 2018.

When the volunteer no longer volunteers with the school or ELC, they should contact Disclosure Scotland and let them know so the school and ELC no longer receives any updates.

Insurance and Health and Safety

The school / ELC should take all reasonably practicable steps to ensure the volunteers' health, safety and welfare in accordance with Clackmannanshire Council's Health and Safety policies.

Volunteers are entitled to the same Health and Safety measures as employees and pupils and should be included in any risk assessment, i.e. when accompanying an excursion. They should be supplied with the same protective equipment as an employee, where appropriate.

While volunteers are carrying out their role in a school / ELC, they are covered by Clackmannanshire Council's Public Liability Insurance.

If anything should happen which may result in a claim on this insurance, please contact Clackmannanshire Council's insurance section for advice. Contact Gillian Brown, Insurance Officer, Kilncraigs, (01259) 452070, gbrown@clacks.gov.uk

Solving Problems

We do not expect that Volunteers will have any problems during their time volunteering in a school / ELC. However, in case there is a problem or a complaint arises, here is the procedure to be followed.

If a volunteer has a problem with a task, member of staff or another volunteer they should first discuss any problems they may have with their Volunteer Supporter as soon as possible.

If the problem is not resolved or the problem is with their Volunteer Supporter, the volunteer should speak to a senior member of staff or the head teacher or establishment manager.

If the problem is that you are unable to carry out the role you have been assigned, please speak to your Volunteer Supporter who will see if changes can be made to your role to enable you to continue as a volunteer at the school / ELC.

Disciplinary issues

Informal

Where minor problems of conduct or performance of the volunteer are alleged, the Volunteer Supporter should hold an informal discussion with the volunteer to decide on the appropriate remedial action. The kinds of things identified as minor problems could be:

- Poor timekeeping – such as being regularly late
- Poor conduct – such as inappropriate behaviour
- Poor performance – such as regular incompleteness of tasks or repeated mistakes

Your Volunteer Supporter will work with you to identify future expectations, set clear goals and tell you about future action that will be taken if expectations are not met.

Formal

If serious problems of conduct or performance are alleged, your supporter will investigate the matter, arrange to meet with you and a member of the senior management team or head of establishment and agree on a course of action. A decision may be taken to issue you with a formal warning or your volunteer agreement may be terminated with immediate effect.

Very Serious Problems

You may be suspended from volunteering with immediate effect, pending investigation of very serious allegations. Serious problems would include:

- Theft, fraud, deliberate falsification of school / ELC documents

- Violent behaviour, fighting, assault on another person
- Deliberate damage to school / ELC property
- Breach of confidentiality or data protection
- Harassment based on any protected characteristics in the Equalities Act
- Being unfit for the role through alcohol or illegal drugs
- Being found in possession of alcohol or illegal drugs
- Gross negligence
- Gross insubordination

If a member of the senior management team or head of establishment considers these allegations to be upheld, your volunteer agreement may be terminated with immediate effect.

Celebrating Achievement and Moving on

Schools and ELCs can measure the impact of their volunteers in several ways.

They can keep records of the number of volunteers they have and the number of hours they have contributed over the course of the school / ELC year. This can be expressed as a figure showing how much all the volunteers' donated time would have cost the school or ELC.

The Volunteer Supporter can ask class teachers and other members of school / ELC staff what difference the volunteer(s) have made and how they have contributed to the educational experience of children in the school or ELC.

Schools and ELCs can also ask the volunteer themselves how they feel they have contributed and what they have gained from volunteering. They may wish to have an 'exit interview' with the volunteer to gather their views.

Celebrating Achievement – Volunteer Recognition

It is important that volunteers feel valued and that they are thanked for the time and effort they have given to the school / ELC.

Your school / ELC may decide to nominate volunteers for a Volunteer / Citizenship Award or choose to recognise them at a school / ELC assembly or end of session prize giving.

CTSi in Alloa hold an annual volunteer award ceremony where volunteers are acknowledged for the roles they carry out. Contact CTSi for more detail on this and how you can nominate your volunteer for an award.

Moving on / Requesting a reference

It is hoped that volunteers enjoy their role and stay for a reasonable length of time but, of course, they may choose to leave at any time if their circumstances change. They have the right to request a reference for the role they have carried out if it has been for three months or longer. Under normal circumstances the Volunteer Supporter would provide this reference.

Schools and ELCs may also wish to have an exit interview or issue an exit questionnaire when the volunteer leaves so that they can learn what worked well from the volunteer's perspective or what they can do to improve volunteering opportunities in the future.

PVG Section

Volunteers – who has recruited them?

If PVG scheme membership is required, it is first of all necessary to assess who is requesting this on behalf of the volunteer. This will depend on who the volunteer is 'working' for. For PVG purposes, unpaid work is still potentially 'regulated work' covered by the PVG Act.

Parent Council or PA / PTA

If the Parent Council or PTA has recruited the volunteers, e.g. to help out at PTA-run school discos, supervise children at Parent Council organised events etc., the volunteers may be eligible to join the PVG scheme for free through Volunteer Scotland - <http://www.volunteerscotland.net/disclosure-services/>.

The Parent Council / PTA can enrol with Volunteer Scotland and seek to have their volunteers join the PVG scheme through them. See the enrolment section on the Volunteer Scotland website – link above - to begin the enrolment process.

This guidance does not go into the full details of how to do this but schools / ELCs can also signpost their Parent Council, PA or PTA to the IO Engagement Officer, Kilncraigs for further information.

Local Voluntary Organisation

If a local voluntary organisation, working with the school / ELC on a specific project, provides one of their own volunteers to come into the school /ELC to carry out that volunteering role then it is usually the responsibility of that organisation to ensure that their volunteer joins the PVG membership scheme if it is appropriate.

The focus will be on the role that the volunteer is carrying out: their interaction with the pupils, the duration of the project and the role itself.

For further information and support please contact CTSI <http://ctsi.org.uk/volunteering/> or the organisation providing the volunteer.

School / ELC

For all other school/ELC-based volunteers (except sport related – contact Sports Development Team) – as the school / ELC is deemed to be 'recruiting' them.

If the volunteer needs to join the PVG scheme, the school / ELC will normally pay for it. In some instances the volunteer may offer to pay for their own PVG membership.

International Volunteers

It is not usually practical to obtain PVG membership for volunteers from other countries. Instead they are asked to provide their local equivalent to a PVG scheme

membership. This means that these volunteers will not be able to be left in sole charge of pupils, nor should they have unsupervised access to pupils. For further information contact the IO Engagement Officer, Kilncraigs or the international co-ordinator arranging the volunteer.

What is a PVG scheme membership?

The PVG scheme checks the suitability of people working with children and adults at risk. The PVG scheme ensures that those who either have regular contact with vulnerable groups through the workplace, or who are otherwise in 'regulated work' (paid or unpaid), do not have a history of inappropriate behaviour. It excludes people who are known to be unsuitable, on the basis of past behaviour, from working with children and/or protected adults and detects those who become unsuitable while in the workplace.

The PVG scheme offers the following -

- Effective barring – Disclosure Scotland does not just collect vetting information, it also assesses it so that individuals who are considered unsuitable on the basis of vetting information are prevented from entering the workforce;
- Continuous updating – continuing to collect vetting information about an individual after the initial PVG check has been made so that new information indicating that they might be unsuitable can be acted upon;
- Streamlined processes – recognising that some people may have several roles (e.g. a volunteer in several different locations and a scout leader in their spare time) and that people move and change jobs over time.

Once volunteers are PVG scheme members and Clackmannanshire Council has a registered interest in them as an 'employer', we will be notified by Disclosure Scotland if a volunteer is barred from working with children during the term of their membership. It means that repeated 'snapshot' checks are not necessary, as the 'recruiting' organisation will be notified if the volunteer is barred from 'regulated work' or placed on the sex offenders register.

If a volunteer is already a PVG scheme member, for example, if they are a scout or guide leader, Clackmannanshire Council can apply to Disclosure Scotland for a 'Scheme Record Update' and thereby register their interest as a 'recruiting organisation' and would therefore be notified should that volunteer be barred from 'regulated work' while the person is volunteering with Clackmannanshire Council.

If you have any questions about existing or new parent / carer volunteers, please phone the IO Engagement Officer for advice.

Who needs to be a PVG scheme member?

The PVG scheme means many people may no longer need to be checked. The key is whether a volunteer is carrying out 'regulated work'.

This is a complex issue and there are tools and flowcharts available to help with this decision.

See also Disclosure Scotland Information for organisations – <https://www.mygov.scot/pvg-scheme/>

Some general guidance is shown below and a simple flowchart is included in appendix B.

There are 5 steps in assessing whether a volunteer is carrying out 'regulated work':

- 1) Is it 'work'?**
- 2) Who are they working with?**
- 3) What do they do?**
- 4) Is it their normal duties?**
- 5) Are there any exceptions which apply?**

The first question is – is the volunteer doing 'work'?

'Work' has a very broad meaning as work of any kind. 'Work' includes paid or unpaid roles.

The second question is – who will volunteers be working with?

To be eligible to join the scheme, the volunteer must be working with children.

If the volunteer is not working with children they do not need to be a PVG scheme member simply because they will be on the school / ELC premises. An example of this is that Parent Council members do not need PVG scheme membership automatically as they are generally only in school / ELC for meetings with other adults.

The third question is – what will the volunteer do?

- Caring for children?
- Teaching, instructing, training or supervising children?
- Being in sole charge of children?
- Unsupervised contact with children?
- Providing advice or guidance to children?

If the answer is yes to any of these questions, see the fourth question below.

The fourth question is – will it be the volunteer’s normal duties?

It is likely to be their normal duties when:

- It is in their ‘role descriptor’ – all volunteers should have a description of what they are expected to do
- It can be reasonably anticipated
- It occurs regularly

It is unlikely to be their normal duties when:

- It is done in response to an emergency.
- It is arranged at the last minute to stand in for someone who is ill or other unexpected absences.
- It is done as a one-off activity of short duration which is not part of the individual’s normal routine or occupation.

If the answer is ‘yes’ to any of these last three statements, the volunteer is not carrying out ‘work’ as part of his or her normal duties, and the role is not deemed to be ‘regulated work’.

The fifth question – are there any exceptions which apply?

a) Incidental test

Some, but not all, activities are excluded from being regulated work if the activity is occurring incidentally.

An activity is likely to be incidental when:

- It is a public event – e.g. school fete or Christmas fayre
- It attracts a wide cross-section of society
- The children’s attendance is discretionary

An activity is unlikely to be incidental when:

- It is targeted at children
- It is more attractive to children
- The children’s attendance at the event is mandatory

b) Children in work or employment

Any 16/17 year olds who are working are excluded.

c) Opportunity for contact

If the volunteer is supervised at all times. In practice this may be difficult to guarantee.

d) Limitation on work in establishments (e.g. schools / ELC)

The volunteer is supervised at all times and / or there are no children present e.g. at an evening Parent Council meeting.

If any of these exceptions apply, the person is not doing regulated work.

It is an offence to ask to see a PVG record for a volunteer if you have no requirement to do so.

Case Studies

The following case studies from Disclosure Scotland's PVG Guidance may be of assistance.

Classroom parent helper at school

- A. Ailsa has been asked to be a parent helper at school. Ailsa will be assisting in the classroom every Wednesday afternoon during topic time. The teacher will be in the class at the time but Ailsa will have responsibility for completing various activities with small groups of pupils.
- B. Assessment – 1. Ailsa is doing 'work'. 2. She is working with children. 3. She is teaching and supervising children and working in a specified establishment (school). 4. It is her normal duties. 5. She may not have the opportunity for unsupervised contact (depending on the arrangements made) but this is irrelevant as she is anyway carrying out specified activities of teaching and supervising children.
- C. Answer – Ailsa is doing 'regulated work' with children (and requires PVG scheme membership).

Ad hoc parent helper at school

- A. Mid morning, Jenny receives a call from her daughter's head teacher asking if she can help on a school trip that afternoon as one of the volunteers has phoned in unwell. Jenny agrees.
- B. Assessment – 1. Jenny is doing 'work'. 2. She is working with children. 3. She is likely to be caring for, in sole charge of and having unsupervised contact with children under arrangements made by a responsible person. 4. It is not, however, her normal duties as there was no way that the situation could reasonably have been foreseen. (But if the school had maintained a list of volunteers who could be called at short notice to help out and Jenny had

featured on that list, then it would be her normal duties.) It is not necessary to consider step 5.

- C. Answer – Jenny is not doing regulated work with children (and does not require PVG scheme membership).

Administrative parent helper at school

- A. Graeme is a parent helper at school. One day per month he works with the school secretary assisting with uniform orders. Graeme's role consists of taking payment from pupils and, once their uniforms are delivered to the school, he hands them out to the relevant pupils but does not fit them. He is based at the front reception office and is not allowed access to other parts of the school.
- B. Assessment – 1. Graeme is doing 'work'. 2. He is working with children. 3. Graeme is not carrying out any of the specified activities but he is working in a specified establishment. 4. It is his normal duties. 5. As he will always be working with the school secretary (a responsible person, acting on behalf of the head teacher) and is prohibited from wandering round other parts of the school, then nothing permitted or required in connection with his position gives him the opportunity to have unsupervised contact with children.
- C. Answer – Graeme is not doing regulated work with children (and does not require PVG scheme membership).

Criminal Offences

It is important to note that it is an offence for anyone to attempt to see a PVG record, or to use such a record, other than for the purpose of checking an individual's suitability to do 'regulated work'.

Carrying out a Risk Assessment and / or Requesting PVG scheme membership

To carry out a Risk Assessment and to decide if PVG scheme membership is necessary, Head Teachers / Establishment Managers / DHTs should complete a Volunteers Risk Assessment (VRA) Form – see appendix C. This form should be completed for all volunteers. It is not acceptable for the VRA form to be completed and signed off by the school / ELC admin / clerical assistant.

PVG scheme membership not necessary?

If, having completed the VRA Form, the head teacher, DHT or establishment manager deems that PVG scheme membership is not necessary, the VRA form should be kept on file in school / ELC for as long as the volunteer is working in the establishment. It is evidence that you carried out a risk assessment for the volunteer.

PVG scheme membership necessary?

Once the head of establishment etc. has decided that PVG scheme membership is necessary, he / she should ask the IO Engagement Officer to instigate an online PVG Scheme Membership Application. Some volunteers will already be members of the PVG Scheme.

Complete a Volunteer Risk Assessment (VRA) Form for the volunteer and send a copy to the IO Engagement Officer along with the other information noted on the form.

What you have to send to Kilncraigs – IO Engagement Officer

- A copy of the Volunteer Risk Assessment (VRA) Form
- Budget code to pay for the PVG application
- Name, Address, E-mail and DOB of the volunteer
- If they are already PVG Scheme Members or not

The head of establishment should complete the Volunteer Risk Assessment form and note that they have seen three original forms of identification. The head of establishment should photocopy the ID and return the originals to the volunteer. If the Volunteer Risk Assessment Form is incomplete, the application cannot be processed.

The identification provided must include photographic ID e.g. a passport, driving licence and something with their current address on it e.g. a utility bill, bank statement. Birth Certificates and other official letters are also acceptable forms of ID. We cannot process any applications for volunteers who do not have any form of photographic ID.

A common problem, when using a driving licence as ID is that they have not updated it with the DVLA when they have moved house. You can advise them as a courtesy

that they should notify the DVLA of any change of address – it may prevent problems for them in the future if they have a car accident, for example.

Please do not send originals or copies of ID to Kilncraigs. Schools / ELCs should keep copies of ID on file until the application is completed, then dispose of the copies securely.

What happens next and timescales

Once the request is sent to Kilncraigs, the Volunteer Risk Assessment will be checked to ensure that everything has been completed satisfactorily, and an online PVG Scheme application will be instigated for the volunteer. This is usually done within a week of receipt although staff holidays may delay this occasionally.

Something missing, wrong or more information needed?

If there is anything missing, the head of establishment or the applicant will be contacted.

If anything has been completed incorrectly, it will be returned to the head of establishment to be corrected.

Sometimes the head of establishment or the applicant may need to be contacted for further information. The application request will be placed on hold for a maximum of three months until that additional information is received.

Everything ok?

Once the application is instigated with Disclosure Scotland it generally takes around three weeks for the PVG scheme record to be returned.

If the scheme record shows no cause for concern, the IO Engagement Officer will then e-mail the head of establishment with confirmation that the volunteer is approved for work. This should be noted in the appropriate box on the original Volunteer Risk Assessment Form kept in school / ELC.

Any concerns?

If there are details of convictions on the scheme record which cause concern, the IO Business Manager will decide if that volunteer is suitable for volunteering in that role in the school / ELC. The head of establishment will be advised if the volunteer is not suitable and that should also be noted in the appropriate box on the original Volunteer Risk Assessment Form. The volunteer will be told they are not suitable for the role by the head of establishment.

Who pays for PVG scheme membership?

Schools / ELCs must pay for the PVG memberships of any volunteers unless the volunteer offers to pay for it themselves. They can fill in the appropriate section on the PVG Application so that the amount (£59 for a new scheme membership, £15 for existing scheme members update) can be debited from the volunteer's bank account by Disclosure Scotland.

If the school / ELC is paying, details of the full budget code must be provided to the IO Engagement Officer before applications can be processed. The cost will be debited from the establishment's budget.

It is a good idea to ascertain how long volunteers wish to volunteer / participate in your school / ELC and why they wish to volunteer e.g. college placement, employability goals etc. PVG membership costs the Education Service to arrange so it is common sense to make sure that volunteers give a reasonable time commitment to their volunteering. One possibility may be to give them a supervised trial period volunteering to make sure they enjoy it and know what is expected of them, then arrange for the PVG check to be done. We don't want establishments to pay for their volunteer's PVG check to be done, only to find that they leave the following week!

Please note that you cannot ask them to volunteer to do 'regulated work' during their trial period. 'Regulated work' requires PVG membership BEFORE they start volunteering. See section below on non eligible volunteers for ideas on what they could do during their trial period.

Non eligible volunteers

Volunteers can still volunteer/participate in activities pertaining to the school / ELC if they are not eligible for PVG membership e.g. fundraising.

It is up to the head of establishment and depends on the nature of the role that the volunteer is undertaking, what procedures and risk reduction measures need to be put in place to allow the volunteer to continue working.

A risk reduction measure might be –

- The volunteer is never left in charge of children or unsupervised by staff. The head of establishment must make sure that staff are aware the volunteer must be supervised or not left in charge.

Keeping records

Files (at centre)

The copy of the Volunteer Risk Assessment Form is deleted once the Scheme Membership application process is completed. A record of the Scheme Membership ID and certificate number is kept in a secure file at centre.

Disposal of PVG Scheme Record Certificates (at centre)

As soon as the applicant is cleared for work and the file is updated with the Scheme Membership and Certificate Numbers, the PVG Scheme Record Certificate sent by Disclosure Scotland is deleted.

Hard copy file (in schools / ELCs)

The school / ELC should keep the original Volunteer Risk Assessment Form on file for as long as the volunteer is volunteering with them.

Appendix A

Contacts at centre and in partner agencies who can help you

Education Service

Advice and Support at centre on parent/carer volunteers – Diane Cherry, IO
Engagement Officer – dcherry@clacks.gov.uk

Counter Signatory at centre (school/ELC-based volunteers / parents / carers) –
Michael Boyle, IO Business Manager – mboyle@clacks.gov.uk, (01259) 452454

Address – Education Service, Kilncraigs, 4th Floor, Greenside Street, Alloa FK10
1EB

CTSI – Clackmannanshire Third Sector Interface

<http://ctsi.org.uk/> – 01259 213840, admin@ctsi.org.uk

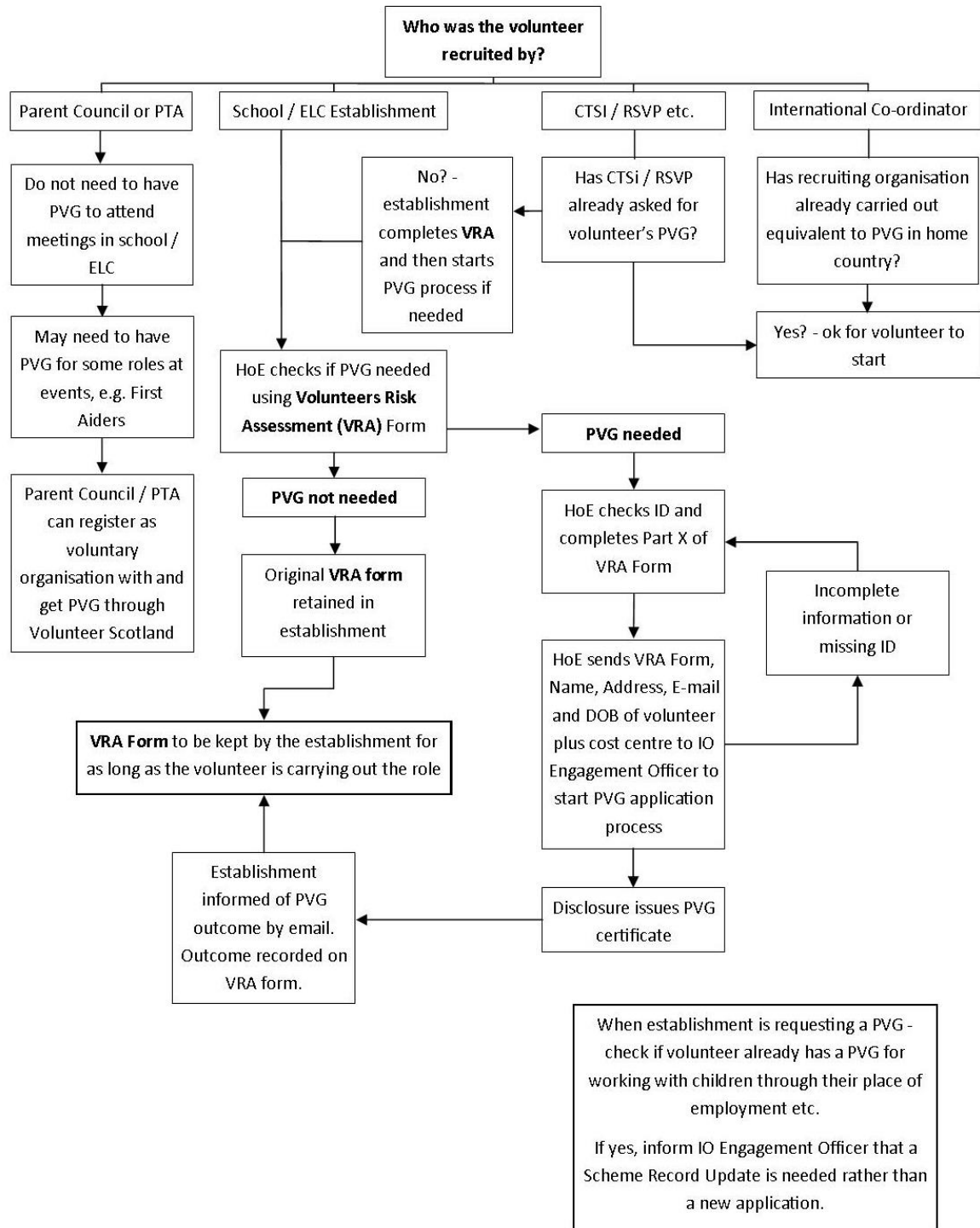
Volunteer Scotland

<http://www.volunteerscotland.net> – 01786 849777,
disclosures@volunteerscotland.org.uk

E-mail – hello@volunteerscotland.org.uk

Appendix B

PVG Check Flowchart



Volunteers Risk Assessment (VRA) Form

Volunteers Risk Assessment Form

1. Applicant's Name

Position (e.g. Parent Helper)

School / ELC

Heads of establishment have a responsibility for ensuring that all people in schools / ELCs are **appropriately** vetted and supervised, however it is an offence to require someone to be a member of the PVG Scheme if they are not doing "Regulated Work". The following form will help you assess whether a volunteer needs to be a member of the PVG Scheme to volunteer in your school / ELC.

2. Please provide a brief overview of what the volunteer will be doing in the school / ELC – **please note that volunteers must not be used to replace paid members of staff.**

The following questions relate to things volunteers are expected to do as a **normal** part of their duties on a **regular** basis. Yes No

- Will they be caring for any individuals?
- Will they be teaching, instructing or supervising children?
- Will they be in sole charge of children?
- Will they be in unsupervised contact with children?
- Will they be providing advice or guidance to children?

If you have answered yes to any of the above questions, it is likely that a PVG check is necessary. However, this is only the case if it is a normal part of their duties. The following questions will help you decide whether this is the case.

Yes No

3 Would carrying out these duties only happen in response to an emergency?

Would these duties only be arranged at the last minute, to stand in for someone else?

Is this just a one-off activity of short duration?

If you can answer Yes to any of the questions in section 3, a PVG check may not be necessary. Please seek further advice from the IO Engagement Officer, Kilncraigs.

If you have answered No to any question in section 3, you should have the volunteer complete the PVG application process.

4 PVG required Yes No

You should complete the following sections of this form for all volunteers, whether or not the individual needs to be PVG checked.

5 For what duration will the volunteer be working within the school / ELC?

Start date End date

6 **Identification check**

You should check the identity of every volunteer within your school / ELC, whether they need to be a member of the PVG scheme or not. Disclosure Scotland recommend that **3 pieces of original identification** be checked. One must have a photograph and one must have their current home address. A list of acceptable forms of identification can be found on the PVG online application form.

Please complete the following as appropriate:

Birth Certificate Certificate No

Passport Passport No

Country of issue if not UK

Driving Licence Driving Licence No
Photo licence Paper licence

Other
(please include account/certificate number

I confirm that the above form(s) of original identification for the applicant have been seen.

Signature of a member of the Senior Management Team
Name (in capitals) Date

If a PVG check is required, please submit this VRA form to the IO Engagement Officer, Kilncraigs (dcherry@clacks.gov.uk) and a request for an online PVG application along with the following information -

- a copy of this form
- a budget code
- full name, address, e-mail and DOB of the applicant
- note if the applicant already a PVG Scheme member in any capacity?

The original of this form, whether a PVG check is required or not, must be retained by the school / ELC for as long as the individual is volunteering within the school/ELC and for at least a year thereafter.

When confirmation that a PVG check has been completed is received it should be noted below

PVG confirmation received Date