

Education Procedure Manual 2/40

VOLUNTEER PROTECTING VULNERABLE GROUPS (PVG) SCHEME MEMBERSHIP: GUIDANCE FOR SCHOOLS AND EARLY YEARS CENTRE

For

**Teachers and Employees on Scottish Negotiating Committee
for Teachers (SNCT) Conditions of Service**

Effective from: April 2026

Education, People & Business 

This document can be provided in large print, Braille or on audio format and can be translated into other community languages. Please contact the Council's Corporate Communications Team at: East Dunbartonshire Council, 12 Strathkelvin Place, Southbank, Kirkintilloch G66 1TJ
Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुसोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

Contents

Version Control History	3
GDPR Statement.....	3
Policy Review Statement	3
1.0 Purpose	4
2.0 Scope.....	4
3.0 References & Related Documentation	4
4.0 Definitions	5
5.0 Introduction.....	6
6.0 Support and Guidance	9
7.0 Partnership Working	10
8.0 Procedures.....	10
9.0 Good Practice	12
10.0 Finance.....	12
11.0 PVG Renewals/Updates	13
Appendix 1: Example Risk Assessment.....	14

Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	-	This is a new Procedure Manual and is the first version.		

GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management.

1.0 Purpose

- 1.1 This procedure manual is intended to support schools and early years centres to effectively implement the Protecting Vulnerable Groups (PVG) scheme for regulated roles. It is designed specifically to support parents, carers and other adults who are not employed in the school, centre or local authority, but volunteer or hold a position of power or influence.
- 1.2 It sets out how schools and centres should work in partnership with parent led, voluntary groups to recruit members and process applications for the PVG scheme.
- 1.3 The organisation for which the individual is carrying out a regulated role is responsible for processing the PVG disclosure. For school/centre-organised events, this is the school/local authority; for parent-led events, it is the parent group and the parent group is responsible for disclosing volunteers who are recruited to supervise and support parent-led events.
- 1.4 It includes criteria to support schools and centres to make informed decisions about who requires PVG scheme membership, along with procedures and best practice

2.0 Scope

- 2.1 This procedure applies to all volunteers within all East Dunbartonshire Council Educational Establishments.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
 - [SNCT Handbook](#)
 - [Equalities Act 2010](#)
 - [General Data Protection Regulation \(GDPR\)](#)
 - [Data Protection Act 2018](#)
 - [Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
 - [Disclosure \(Scotland\) Act 2020](#)
 - [National Guidance for Child Protection in Scotland 2021](#)
 - [Scottish Schools \(Parental Involvement\) Act 2006](#)
 - [Children and Young People \(Scotland\) Act 2014](#)
 - [Getting it Right for Every Child \(GIRFEC\)](#)
 - [How Good is Our School 4 \(HGIOS 4\)/The Quality Improvement Framework](#)
 - [Procedure Manual 3/21 Child Protection Procedures](#)
 - [East Dunbartonshire Council Strategy for Parental Engagement and Involvement, 2025 – 2028](#)
 - [United Nations Convention on the Rights of the Child](#)
 - [Procedure Manual 3/17 Educational Excursions and Off-Site Activities](#)
 - [D01 Blank Risk Assessment Form](#)
 - PM 2/40/F01 PVG Membership Scheme Overview
 - PM 2/40/F02 School/EYC PVG Checklist-Event/Outing

- PM 2/40/F03 PVG Frequently Asked Questions

4.0 Definitions

4.1 Parent Council

A legally established body under the Scottish Schools (Parental Involvement) Act 2006 that represents parents' views, supports partnership with the school, and contributes to school improvement. Parent Councils are voluntary, parent-led organisations and are not managed by the school or local authority.

4.2 Parent-Led Group

Any voluntary group formed and run by parents or carers within the school or Early Years Centre. Examples include Parent Teacher Associations (PTA), Parents' Associations (PA), fundraising groups or event committees. These groups may operate under a single umbrella organisation for PVG purposes.

4.3 Umbrella Parent Group (Qualifying Voluntary Organisation)

A parent-led group established as the main voluntary organisation for PVG processing. The group must have a constitution and is responsible for enrolling with Volunteer Scotland Disclosure Services (VSDS), managing PVG applications and supporting parent volunteers.

4.4 Volunteer Scotland Disclosure Services (VSDS)

The service that supports qualifying voluntary organisations to access free PVG checks for volunteers and provides guidance, training and resources on PVG processes.

4.5 Disclosure Scotland

The national agency responsible for administering the Protecting Vulnerable Groups (PVG) scheme, carrying out criminal record checks, issuing disclosures and maintaining safeguarding information.

4.6 PVG Scheme Membership

A membership status under the Protecting Vulnerable Groups (Scotland) Act 2007 required for individuals undertaking regulated roles with children or protected adults.

From April 2026, PVG membership will be time-limited and require periodic renewal.

4.7 Regulated Role

A role that involves specific regulated activities with children or protected adults, as defined in legislation. These activities may include caring, supervising, guiding, teaching or being in sole charge, as well as roles that carry power or influence. Individuals in regulated roles must hold PVG scheme membership.

4.8 Incidental Contact

Contact with children or young people that is unplanned, irregular or occurs as a by-product of another activity. Incidental contact does not constitute a regulated role and does not require PVG scheme membership.

4.9 School/Centre Volunteer

An adult who supports school or Early Years Centre activities on a voluntary basis. Volunteers undertaking regulated roles must hold the appropriate PVG scheme membership, processed either by the school/local authority or the qualifying voluntary organisation, depending on the event or activity.

4.10 Recruiting Organisation

The organisation responsible for assessing the role, determining whether it is regulated and processing PVG applications. This is either the school/local authority (for school-organised events) or the umbrella parent group (for parent-led events).

4.11 Risk Assessment

A documented process used to identify potential risks associated with an activity, evaluate the likelihood and impact, and set out control measures to minimise risks and keep children and young people safe.

4.12 Time-Limited PVG (from April 2026)

A reformed PVG membership model where membership lasts for a defined period of five years and requires individuals to renew membership. The council, schools and parent groups must keep records of membership start and expiry dates.

4.13 Interested Party

An organisation named on an individual's PVG membership record because the individual carries out regulated roles for that organisation. When the individual leaves or no longer volunteers, the organisation must notify Disclosure Scotland.

5.0 Introduction

5.1 The Disclosure (Scotland) Act 2020 introduced key changes to the PVG scheme, to define regulated roles and ensure that safeguards are in place to protect children and young people. Changes include the introduction of time-limited PVG membership from 1 April 2026.

5.2 The safeguarding of children and young people is paramount. PVG scheme membership must be in place before any adult can undertake a regulated role in the school or centre.

5.3 Regulated roles

Disclosure Scotland has created [guidance](#) on regulated roles and an online guidance tool to help assess roles against the criteria for regulated roles. Advice is also available in determining if the role is regulated from Human Resources or Legal Services, the Parental Involvement Officer and the Education Quality Improvement Team.

There isn't a definitive list of regulated roles. Consideration should be given to the following when deciding whether or not a role is regulated:

- Does the role target vulnerable groups?
e.g. The role involves working with either children and young people (under 18) or protected adults (those needing care due to age, illness, or disability).
- What type of contact is involved? *E.g.*
 - Caring for or providing personal assistance – escorting/supervising on excursions, residential trips, learning in the community, transition visits to/from schools and centres, supporting outdoor play and learning.
 - Teaching, training, or supervising – examples listed above, plus delivering training, leading/assisting learning and teaching, clubs, tutoring, coaching, befriending, taster sessions, fundraising events, sporting events and social events.
 - Being in sole charge – adults not employed by the school, centre or local authority being in sole charge is not encouraged and requires consultation with the Head Teacher/designated Senior Leadership Team (SLT) to ensure that robust safeguarding measures are in place.
 - Frequency of Contact - the contact must be more than incidental; it is planned, intentional, regular and/or identifiable patterns can be established.
 - Holding Power or Influence – requires PVG scheme membership even though there may be no direct contact with children and young people if they are performing a regulated role.
- What is the frequency of the contact? Does the contact include identifiable patterns of contact?
- Does the role hold power or influence?

5.4 Examples of regulated roles include but are not restricted to parents, carers and adults who are members of:

- Parent Council when the Parent Council is carrying out activities with regulated roles. Parent Council chairs do not need PVGs unless they are then carrying out a regulated role. They do not have power or influence over children.
- Parent Council, Parent/Teacher Association (PTA) or Parents' Association (PA) where the member is expected to run events for children and their duties at the event(s) mean they are carrying out a regulated role.

5.5 Non-Regulated Role (Incidental Contact)

The legislation sets out that incidental contact is not deemed to be a regulated role and

therefore does not require PVG scheme membership. It can be challenging for schools and centres to make a clear distinction between regulated roles and incidental contact. Parental engagement and involvement is strongly encouraged to support learning and wellbeing for all. Schools and centres should continue to develop innovative and creative approaches to involving parents in the life and work of the school/centre.

It is accepted that adults who attend the school/centre to support their own child will invariably have incidental contact with other children. Hence, it is important to plan for and risk assess all activities, ensuring that staff have clear roles and responsibilities to safeguard children and young people and to reduce identified risks to the lowest level practically possible.

Examples of incidental contact for parents and carers include but are not restricted to:

- Attending performances/ceremonies/events/services in the school/centre as a spectator
- Attending events in the local community to support their child – competitions, festivals, religious observance and transition events
- Providing 1:1 health and wellbeing support to their own child in the school/centre/community
- A standalone visit to a class/playroom to present to children and young people – sharing skills for life, learning and work
- Participating in activities in the school or centre with their own child – family learning, stay and play and meet the teacher/key worker

Note: Consideration should be given to whether or not there are patterns of identifiable contact in activities that are planned for two or more sessions and associated risks.

Other examples of incidental contact that require clear planning and roles and responsibilities for staff to safeguard children and young people:

- Young people from secondary schools on work experience in a primary school/centre.
- Religious representative visiting the school/centre
- Third sector representatives visiting the school/centre

5.6 Parent Council and Parent-led groups

5.6.1 Parent Council

Parent Groups are responsible for ensuring they are complaint. It is not the responsibility of the Local Authority as they are a separate voluntary organisation.

5.6.2 Parent Led Groups

There may be a number of parent-led, voluntary groups running in the school/centre. The parent led groups could come together to form one umbrella group with a generic name. This umbrella group forms the qualifying voluntary organisation (registered

charity or not-for-profit) and can access free PVG scheme membership for volunteers via Disclosure Scotland. This is managed via Volunteer Scotland Disclosure Services (VSDS) to ensure that parent led groups:

- Comply with legal requirements when accessing PVG applications
- Access free PVG checks for volunteers and access the Disclosure Scotland online result service
- Access [guidance](#), support and training, as required
- Receive updates on changes
- As a qualifying voluntary organisation, the umbrella parent led group can carry out PVG scheme disclosure. For example, the parent led group may hold full responsibility for organising and managing events for children and young people. This means that the parent group are the recruiting organisation and carry out the PVG checks in its own name. Parent Groups who require support should be directed to VSDS or Connect (schools only) in the first instance. The Council/Head Teacher/SLT should not advise on PVGs.

6.0 Support and Guidance

6.1 [Volunteer Scotland Disclosure Services](#) (VSDS) and [Connect](#)

Connect and Volunteer Scotland offer specific advice for parent led groups to manage the application process for PVG scheme membership and to make informed decisions about regulated roles.

6.2 Registering with Volunteer Scotland Disclosure Services

Only one qualifying voluntary organisation can enrol with VSDS from each school/centre. The umbrella parent group are responsible for the following:

- Enrolling with the VSDS
- Creating a constitution for the umbrella group (useful to include separate constitutions for Parent Council and other parent led groups as separate appendices)
- Named lead person (usually chair of the Parent Council)
- Procedures for recruiting members and checking their identification
- Arrangements for communicating with the wider parent body

6.3 Connect Services

[Connect](#) is an independent Scottish charity focused on improving parental and family engagement in children's learning and school life. They support parents, carers, Parent Councils and other parent-run groups by providing advice, training, resources, and guidance that help strengthen home and school relationships and improve outcomes for young people. Their work includes offering membership services, running information sessions, supporting school and family partnerships, and promoting parents' voices in education policy. Organisations use Connect because they offer expert support, tools, and training that help schools and parent groups build stronger,

more effective engagement with families.

6.4 School and Early Years Centre support

6.4.1 Schools and Centres can use the support available from Disclosure Scotland and Schools can also access support from Connect Services.

6.4.2 EDC Central Support

In the event of a school not having a Parent Council, the Head Teacher/ SLT will advise any other parent led, voluntary group (PTA, PA or other) on procedures for becoming a qualifying voluntary organisation, if the parent led group wishes to do so. It may be helpful for the Head Teacher/SLT to liaise with the link Parental Engagement Officer to support the parent body to establish a PC.

Schools and centres can seek support and advice from:

- Quality Improvement Officer with responsibility for parental involvement and engagement
- Link Quality Improvement Officer
- Disclosure Scotland's [website](#) or by 'phone 0300 020 0040.

6.4.3 Frequently Asked Questions (FAQs)

Schools and Centres should refer to PM 2/40/F03 Frequently Asked Questions that provides examples of situations where Disclosure Scotland legislation requires PVG membership for a regulated role. These examples are not exhaustive and may be updated as further guidance becomes available. Schools and centres should seek advice, as required.

7.0 Partnership Working

PVG scheme requirements are subject to interpretation, and it will take time for schools/centres and parent led groups to develop a shared understanding of requirements. Scenarios will emerge that require further discussion with the Local Authority and/or Disclosure Scotland. Partnership working is key to safeguarding children and young people. Changes to guidance will be communicated by the Parental Engagement Officer with Senior Leaders and Parent Council Chairs.

8.0 Procedures

8.1 Schools and Centres Procedures

Schools and centres must undertake disclosure checks for additional volunteers to support with specific activities.

Schools/centres should:

- Work closely with the Parent Council and communicate the PVG requirements with the wider parent community. The Parent Council should continue to PVG parents

who wish to volunteer for parent group events. (There will be no cost for the PVG processed through Volunteer Disclosure Scotland.)

- Engage parents and carers who already hold PVG through the umbrella parent led group, wherever possible for school events. (A parent that holds a PVG for another organisation would require an EDC PVG update.)
- Plan ahead and confirm volunteers when the events calendar is created for the next academic session.
- Recruit a proportionate number of parents and carers to volunteer in regulated roles.
- Have clear procedures in place for managing paperwork (self-declaration forms and identity verification), with due consideration to confidentiality and data protection. Head teachers must check volunteer proof of identity.
- Identify a named person to carry out paperwork and liaise with Shared Services, as required.
- Meet child/adult ratios where possible with staffing, before then utilising volunteer PVG scheme members. A risk assessment ([D01 Blank Risk Assessment](#)), safeguarding procedures and roles and responsibilities should be discussed prior to the event/ outing. An example of a Risk Assessment can be seen in Appendix 1.
- Parents would not be part of residential excursions unless there is a requirement to support their child. Any parent attending a residential trip should be supervised at all times and only supervise/support their own child. If the parent is staying in the premises, they must have an EDC PVG scheme membership. A robust risk assessment will be required under these circumstances.
- Maintain an overview of PVG scheme membership (Form PM 2/40/F01 “PVG Membership Scheme Overview”), detailing start and finish dates for membership and ensuring that Disclosure Scotland is informed if parents leave the school or no longer wish to volunteer.
Note: There is a duty to report to Disclosure Scotland that the Local Authority is no longer an interested party in a PVG scheme membership, meaning that a volunteer has left the school or no longer wishes to be a volunteer.
- Schools and centres must process an ID badge for school/ centre volunteers. EDC PVG scheme member volunteers will be issued with Volunteer ID badges stating PVG scheme member, name and photograph. Parents must wear their badge to all events where they are participating in a regulated role. ID badges should be issued to parents and they should retain them for events. Schools/Centres must keep a record of badges issued to parents (Form PM 2/40/F01 “PVG Membership Scheme Overview”). Schools and centres must also collect any volunteer ID badges if the parent informs the setting that they no longer wish to volunteer.
- All outings must be registered on Evolve with appropriate paperwork including information of parent volunteers. (Refer to [PM 3/17 ‘Education Excursions and Off-site Visits’](#).)

8.2 Standalone Early Years Centres

For standalone centres, Head of Centres should encourage the development of a parent group. The parent group should be involved in the life of the centre.

Education Scotland has produced guidance ([“Engaging parents and families - A toolkit for practitioners”](#)) as has Disclosure Scotland ([“Guidance for Parent Run Groups”](#)). “Alternatively, assistance can be sought by contacting the Parental Engagement Officer.

The parent group and standalone centre would then follow the guidance above.

9.0 Good Practice

- Head Teachers/SLT work closely with parent led groups to plan, monitor and review requirements and procedures for the PVG scheme
- Effective planning is in place to support school/centre/community events, ensuring that parent/carer volunteers have availability and clear roles/responsibilities
- School/centre holds current information about who has PVG scheme membership in line with GDPR
- PVG is a standing item in Parent Council meetings to share updates and address matters that may arise
- Share information on the school website, handbook and newsletters, including FAQs, parent group constitution and procedures for parents who wish to volunteer
- Wherever possible, PVGs should be processed through the VSDS to minimise costs to the school/council
- Annual review of provision – number of volunteers, who does what and requirements for the next academic session
- Robust risk assessment procedures in place, including contingency planning to ensure that events run as planned
- Ensuring robust systems to evidence compliance with the legislation – appendices to support

10.0 Finance

10.1 Costs

Where possible the Head Teacher/SLT should prioritise parents who hold PVG membership scheme by the Parent Group and who would like to volunteer for school trips and events. This will reduce costs to the Council. The cost for the school/centre updating a PVG for a parent who holds a parent group PVG is £18. The cost to apply for a school/centre volunteer PVG membership that does not hold a parent group PVG is £59. To reduce costs this does mean that parents would be required complete one PVG scheme member application and one PVG scheme update application.

10.2 Budget

The cost for school organised PVG scheme memberships will be paid by school/ EYC budget. PVGs processed for parent volunteers should be recorded under the subjective budget line 303404.

Headteachers should take a measured approach to parent volunteer memberships for school organised events. Head Teachers/SLT should consider staff support to support

school events/outings in the first instance.


11.0 PVG Renewals/Updates

The EDC counter-signatory in shared services will be advised by Disclosure Scotland when a PVG renewal is due. Disclosure Scotland will also check with the volunteer if they require a renewal.

Schools and Centres must keep a register of parent volunteer PVG scheme members and contact shared services to check when a volunteer is due PVG renewal.

If a child is moving from one EDC educational setting to another EDC educational setting and the parent would like to continue to volunteer, the receiving school or centre should contact shared service to check the parent PVG and advise that they will be volunteering for the school or centre.

Appendix 1: Example Risk Assessment

		Late cancellation of PVG scheme parent volunteer for school organised events		ASSOCIATED DOCUMENTATION AND PROCEDURES			
Risk Assessment Number:		Version No. & Date:		Associated MS: Associated RA:			
Department: Education		Section/Department:		Associated Documentation:			
Task: Reduce the risk of school/ EYC outings being cancelled due to late volunteer cancellations whilst ensuring children's safety.							
Work Location:				Equipment/Plant:			
Persons Affected:							
Training or Competence Requirements:							
Ref	Activity	Hazards	Potential Loss	Control Measures	Residual risk rating		
					L	C	R (LxC)
1.	Late cancellation of a PVG scheme holder volunteer for a school organised event.	Violating PVG legislation No PVG membership through the school for school event. Safeguarding and Risk of harm to children	Children, staff, volunteers	<ul style="list-style-type: none"> All event planning should include contingency and flexibility Contingency planning – can a member of staff support? Is there another parent with PVG scheme membership who can help? If not, a parent can support with the following restrictions in place: Parent may assist under direct line-of-sight supervision by a PVG-checked staff member Parent must not be left alone with children at any time Safety briefing with parents and role No unsupervised contact, no toileting/personal care assistance If contingency arrangements cannot be put in place and an event has to be cancelled, parents and staff should be notified as soon as practically possible. Planning should be reviewed to prevent recurrence. If possible, the event should be rescheduled.	2	4	8

PVG Membership Procedure for Education Volunteers

Ref	Activity	Hazards	Potential Loss	Control Measures	Residual risk rating		
2.	Escorting children to the toilet.	<p>Parents that do not hold a PVG scheme membership for school events.</p> <p>Staff attending to toileting needs leaving other groups with parent volunteer.</p> <p>Risk of harm to children.</p>	Children, staff, volunteers	<ul style="list-style-type: none"> Staff must escort children to the toilets In the event the staff is with one parent then they should take all children to the toilet Staff use walkie talkies to radio for support Regular planned toilet breaks on excursions 	2	4	8
	Accidents	<p>Parents that do not hold a PVG scheme membership for school events.</p> <p>Staff attending to first aid needs leaving other groups with parent volunteer.</p> <p>Risk of harm to children.</p>	Children, staff, volunteers	<ul style="list-style-type: none"> Child to adult ratio will be met through staffing, to ensure that there is adequate provision in the event of an accident First aid trained member of staff in attendance Staff carry first aid pack for injuries Staff must escort children to the toilets In the event the staff is with one parent then they should take all children to the toilet Clear protocols in place for reporting accidents and contacting parents Only named members of staff can access pupil data to contact parents EV3 forms to be held securely by a member of staff on all excursions 	2	4	8

PVG Membership Procedure for Education Volunteers

Ref	Activity	Hazards	Potential Loss	Control Measures	Residual risk rating		
	Missing child	Parents that do not hold a PVG scheme membership for school events. Risk of harm to children.	Children, staff, volunteers	<ul style="list-style-type: none"> • Safety talk with the children and adults prior to the event/outing • Clear protocol in place • Regular head counting • Clear communication about walking with a partner and/or hand holding, as required • Clear communication about boundaries • Child to adult ratio will be met through staffing in the first instance. Staff, parent helpers and children will come together in the event of a missing child. • One identified staff follow EDC missing child safeguarding procedures • Mobile phone held by staff to call for help • School/centre to identify additional security measures - wearing of uniform/hi-viz vests for early years centre children 	2	5	10