



## **Criminal Record Checks Scotland Protecting Vulnerable Groups Scheme – Accredited Professional Coaches**

### **What is the PVG Scheme?**

The aim of the scheme is to ensure those who have regular contact with children and protected adults, through paid or unpaid work, do not have a known history of harmful behaviour.

The BHS in conjunction with horsescotland provides a complete checking service for BEF member bodies, BHS Approved Centres, BHS Affiliated Riding Clubs (BRC) and other Equine organisations.

### **Do I need to join?**

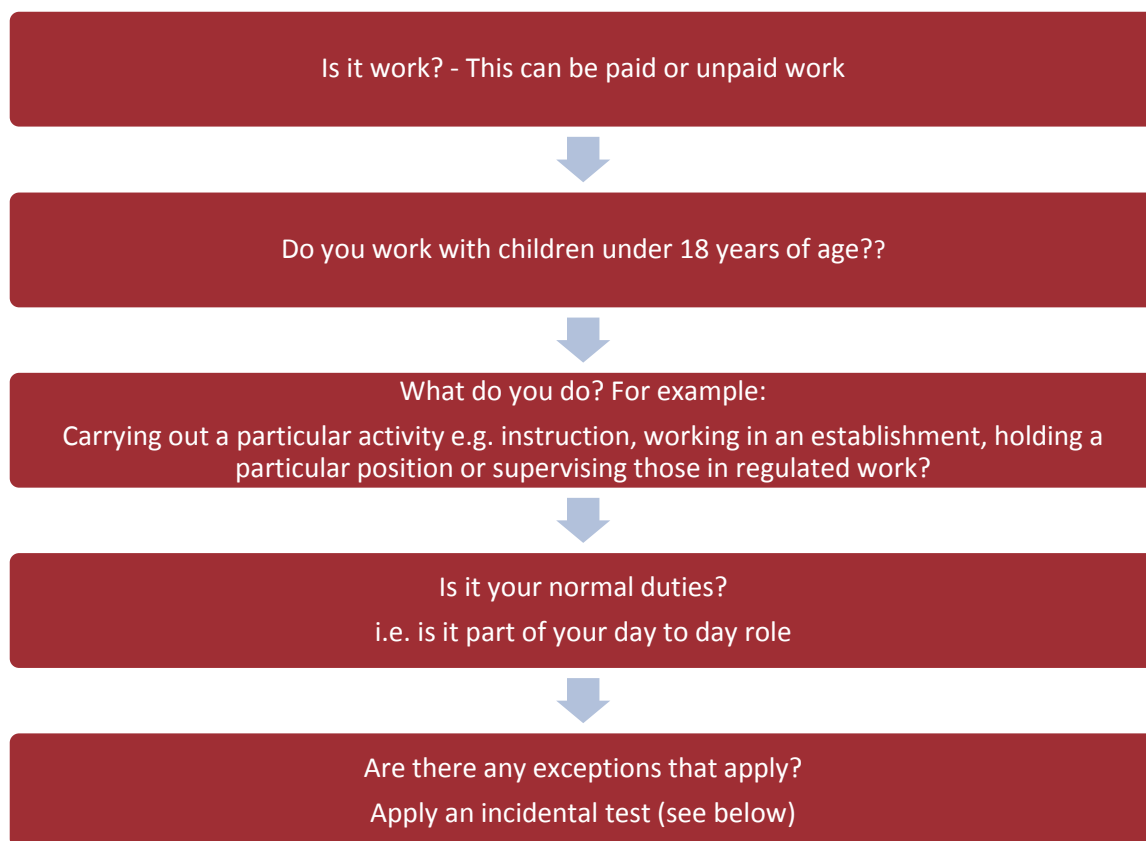
Individuals who are self-employed, or expect to become self-employed, in a capacity which involves regulated work, may wish to join the PVG Scheme for, or in anticipation of, such work. This includes BHS Accredited Professional Coaches:

*It is likely that as a freelance riding instructor, if you are working with children you will need to join the PVG scheme. However, it is your responsibility as a self-employed individual to ascertain whether you are required to join the PVG scheme. The following information has been provided so you can decide whether you meet the criteria for regulated work and therefore are eligible to join the PVG scheme. The BHS Safeguarding team are happy to discuss your role in more detail with you. Please use the contact details at the end of this information to get in touch.*

### **What is regulated work?**

Regulated work with children:

There are 5 steps to assessing whether an individual is doing regulated work:



### **Regulated work with adults**

A protected adult is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, health, community care or welfare service.

If you offer an activity that is aimed at protected adults then a PVG check may be required but will have to also satisfy the 5 criteria above but in relation to protected adults.

### **Further explanation on what they do in relation to the equine industry:**

An individual maybe doing regulated work with children if their work involves any of the following activities (as part of their normal duties):

- Caring for Children
- Teaching, instructing, training or supervising children
- Being in sole charge of children, unsupervised contact with children under arrangements made by the responsible person
- Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being
- Education or training
- Moderating a public electronic interactive communication service (e.g. social media) which is intended for use wholly or mainly by children

### **Further explanation of normal duties:**

Normal duties can be considered as something the individual might be expected to do as part of their post on an on-going basis, for example appearing in a job description. Normal duties exclude one-off occurrences and unforeseeable events.

**Exceptions:**

Incidental test:

An activity is likely to be incidental when: open to all, attractive to a wide cross-section of society or attendance is discretionary. If an activity is aimed at children or is likely to be more appealing to children it is not likely to be incidental.

**Types of registration/certificate**

There are four types of disclosure records available

**Scheme Record**

This provides any information which is held on the individual's criminal record including any previous convictions or other information which is held by Disclosure Scotland. It may also include a statement to say that they are not barred from carrying out regulated work with children or protected adults. The Scheme Record is sent to both employer and employee.

**Scheme Record Update**

This allows a company or organisation to register an interest in an individual and provides the assurance that the company or organisation will always find out if the individual subsequently becomes barred or placed under consideration.

*Note: Self-employed individuals cannot apply for Scheme Records on their own. The Scheme Record is only available where the applicant is being offered work by an organisation. Where the applicant is self-employed or working for a personal employer (not an organisation) they can only apply for a Scheme Membership Statement.*

**Scheme Membership Statement**

A Scheme Membership Statement is more appropriate for those individuals who are self-employed or employed by a personal employer asking an individual to do regulated work for them. While a company or employer is free to accept a scheme membership statement as assurance an individual is not barred, it is the case that the statement is only a 'snapshot' of the day it was printed.

**Scheme Membership Statement (countersigned)**

This type of check is for existing PVG members who would like an updated scheme membership statement or for a personal employer e.g. client/parent who would like to see a current PVG membership certificate.

**What do I need to provide for the Accredited Professional Coach Register?**

If you are required to be part of the PVG scheme we would like you to notify the Accredited Professionals Department of your PVG details using the BHS PVG permission form. If you are already a member of the scheme and have had a recent certificate (less than 18 months old from the Equestrian industry) please provide this certificate along with the form. If you are not currently a member of the scheme you will need to apply and complete the BHS PVG permission form, once you receive your certificate.

**What if I work for another organisation?**

If you work for or are likely to work for in the future another organisation e.g. a riding school or pony club you may like to apply for PVG membership through them. This will prevent you having to pay £59 twice.

## **How do I apply?**

Contact the BHS Lead Officer for an information pack which will include the PVG application form. The BHS will need to know whether you are a new applicant or are wishing to apply for a scheme membership statement update.

## **Cost**

Application to join the PVG Scheme: £59

Scheme Record Membership Update - (Existing PVG Members): £18

## **Case Study**

### **Self-Employed Riding Instructor**

Sally is at college. During the summer break, she intends to offer riding lessons to children in their own homes to boost her income. She knows this will be regulated work with children and anticipates that at least some parents will want to see a Scheme Membership Statement.

Sally applies to join the PVG Scheme in respect of regulated work with children. Sally pays £59. Sally is issued with a Scheme Membership Statement in April. She starts work providing lessons in June.

The first few parents are happy to see her Scheme Membership Statement from April. When she takes on new clients in August, some parents ask for a more recent Scheme Membership Statement. She asks one parent to countersign an application, then she pays £18 and Sally and that parent receive a new Scheme Membership Statement. Sally now uses this Scheme Membership Statement to show to other parents and destroys her old copy.

## **Working in both Scotland and England, Wales or Northern Ireland**

The PVG Scheme can only be used in respect of Regulated work in Scotland; it is an offence to use disclosure records for other purposes. The Disclosure & Barring Service should be used for regulated activity (which is the DBS equivalent of regulated work in England, Wales & Northern Ireland).

Normally the most appropriate check for any particular post will be determined by the employing organisation. This will mean that, in some cases, an individual will require to be a member of both the PVG Scheme and Disclosure and Barring Certificate.

## **Types of Form**

### **Application to Join the PVG Scheme**

This form is to be used if you are not already a member of the PVG scheme.

### **Existing Scheme member application**

This is for applicants who are already a member of the PVG scheme and require a scheme record and scheme record update or a scheme membership statement for another private client (freelance only).

## **Filling in the form**

1. Always use black or blue ink when completing forms.
2. The fields highlighted in yellow are mandatory.

## **Completing the 'Application to Join PVG Scheme' Form – if you are not already a member**

Part A

A1 - Cross the box marked "Scheme Membership statement"

A2 - If you are only working with Children only select the 'Children' option, if only working with Protected Adults select the 'Protected Adults' option and if you work with both select both 'Children' and 'Protected Adults'.

A3 - This is not available through Volunteer Scotland Disclosure Services so mark the box marked "No".

#### Part B

B1, B2 and B3 - Are all self-explanatory, however, middle names should always be provided, even if not commonly used.

B5 - If you have used any other names mark "Yes", if you have marked B1 as "Mrs" Disclosure Scotland will expect to see your maiden name at B6, if you have continued to use your maiden name after marriage enter it at B6 (this will avoid them sending a letter for clarification). If your maiden name and married names are the same, you must still declare a name change and complete the appropriate sections between B6 – B11.

B13 - Please enter your mother's maiden name; your own maiden name should be entered at B6 where applicable.

B14 to B18 - Self-explanatory.

B19 to B22 - These are necessary in case clarification is sought.

B23 to B35 - Are self-explanatory, however, when "Yes" has been indicated the relevant numbers must be provided. Please note that for UK Driving Licences the number referred to is the long number starting with the first five letters of the holder's surname.

B36 - If you are now or have ever been a member of the PVG Scheme select 'Yes', if you are new to the PVG Scheme select 'No'.

Please note if you are now a current member of the PVG Scheme you should complete the 'Existing PVG Scheme Member Application', however if you have been but are not currently a member you should continue to complete the 'Application to Join PVG Scheme' form.

B38 - The ISA is an English and Welsh system so it is most likely the answer will be 'No'.

B40 to B45 - This is self-explanatory. However, you must ensure that you provide the "Resident from" date (so that a five year address history can be established).

B46 - Only to be used if the address is outside the United Kingdom.

B47 to B82 - Only to be used if you have not lived at your current home address for the past five years.

B83 - This will probably be “No” however double check the guidance notes at <http://www.volunteerscotland.net/disclosure-services/resources/> for a full list of these bodies e.g. Nursing & Midwifery Council.

#### Part C

C1/C2 - Please ensure that you sign and date declaration.

#### Part D

If you are a volunteer mark “Yes” at D1, mark the cross at D2 and ‘Registered Body Invoice’ in D3.

If you are in paid employment in Regulated Work mark “No” at D1, ignore D2, in D3 please note that Cheque is no longer an option, and then complete the payment details in sections D4 – D9, (this only applies to the £59 Scheme membership fee, not the administration fee).

### **Completing the ‘Existing PVG Scheme Member Application’ Form – if you are already a PVG member and have a PVG number**

#### Part A

A1 - Cross the box marked “Scheme membership statement (countersigned)”

*Please note if you are an existing member of the PVG scheme and require an updated scheme membership statement you will need to ask a client/parent to countersign your form. They will need to complete sections G & H on the back of the PVG form.*

A2 - If you are only working with Children only select the ‘Children’ option, if only working with Protected Adults select the ‘Protected Adults’ option and if you work with both select both ‘Children’ and ‘Protected Adults’.

A3 – Self-explanatory

A4 - This is not available through Volunteer Scotland Disclosure Services so mark the box marked “No”.

A5 and A6 – self-explanatory

#### Part B

B1 – Your 16 digit PVG Scheme ID can be found on your PVG Scheme Record or PVG Scheme Record Update

B2 to B4 - Are all self-explanatory, however, middle names should always be provided, even if not commonly used.

B6 and B7 - self-explanatory

B8 - This will probably be “No” however double check the guidance notes at <http://www.volunteerscotland.net/disclosure-services/resources/> for a full list of these bodies e.g. Nursing & Midwifery Council.

## Part C

C1/C2 - Please ensure that you sign and date declaration.

## Part D

If you are a volunteer mark "Yes" at D1, mark the cross at D2 and 'Registered Body Invoice' in D3.

If you are in paid employment in Regulated Work mark "No" at D1, ignore D2, in D3 please note that Cheque is no longer an option, and then complete the payment details in sections D4 – D9,

### **Sending off your application**

Your application then needs to be sent to Disclosure Scotland, PO Box 250, Glasgow, G51 1YU.

### **What you will receive and how to let the BHS know about your PVG membership**

You will receive a scheme membership statement certificate. Please forward the original certificate along with the PVG permission form to the **Register of Instructors Department** who will return this once they have logged the details from it. We recommend you send the certificate to us by registered post to the address below.

### **For applications or further information please contact**

BHS Lead Officer, BHS Safeguarding Team, [safeguarding@bhs.org.uk](mailto:safeguarding@bhs.org.uk), 02476 840746

The British Horse Society

Abbey Park

Stareton

Kenilworth

Warwickshire

CV8 2XZ



### PVG Permission Form

In order for the British Horse Society to store your PVG record details, we need your permission to keep these details linked to your membership record. Please complete the information below and return to the Accredited Professionals Department.

Please include a copy of your PVG certificate, which we will destroy once your application has been processed.

### Accredited Professional Declaration

<b>Name (as it appear on your PVG Certificate)</b>	
<b>BHS membership number</b>	
<b>PVG Certificate Number (not reference number )</b>	
<b>Date of Birth</b>	
<b>Telephone number</b>	
<b>Email</b>	

I consent to the British Horse Society storing my PVG Certificate number along with my membership

I consent to the BHS sharing this information with other British Equestrian Federation Member Bodies e.g. pony club.

I agree to inform the British Horse Society if my situation changes in the future and I understand the BHS will archive my details should I no longer remain as an Accredited Professional.

Signed (or print if emailed) \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_