**PVG Assessment Tool**

**Question 1 - Is it ‘WORK’?**

|  |  |
| --- | --- |
| Work Includes | Work does not include |
| * Paid or unpaid work
* Work under a contract
* Foster caring
* Students on a course involving a work placement
 | * If done in the course of a personal relationship for no commercial consideration
* In the course of a family relationship
 |

**YES (Move to Question 2)**

[**NO**](#NOPVG)

**Question 2 - Are they working with children or vulnerable adults (definition can be found on Disclosure Scotland pages)?**

**Children**

An individual under the age of eighteen.

**Vulnerable Adults**

An individual, aged 16 or over, and in receipt of certain prescribed services including a registered care service, a health service, a community care service or a welfare service.

**Regulated Care Service** = Regulated by the Care Inspectorate

**A Health Service** = Secured or provided by a health body

**A Community Care Service** = Social work or mental health services provided or secured by a Council

**A Welfare Service** = Involves providing support, assistance, advice or guidance to individuals with particular needs such as physical or mental illness, disability or impairment, degenerative diseases, prolonged impairment in doing ordinary tasks or people with drug or alcohol problems

**YES (Move to Question 3)**

**NO (Move to Question 5)**

**Question 3 – Are they undertaking regulated activities OR working in a regulated establishment with an opportunity for unsupervised contact?**

**Children**

|  |  |
| --- | --- |
| Regulated Activities | Regulated Establishments |
| * Caring for children
* Teaching, instructing, training or supervising children
* Being in sole charge of children
* Unsupervised contact with children under arrangements made by a responsible person
* Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training
* Work on any part of day care premises at times when children are being looked after in that part
* Providing, or working for an organisation which provides an independent health care service which is provided exclusively or mainly for children
 | * School
* FE College
* School hostel
* Children’s hospital
* Children’s home
* Children’s detention unit
 |

**Vulnerable Adults**

|  |  |
| --- | --- |
| Regulated Activities | Regulated Establishment |
| * Caring for adults
* Teaching, instructing, training and supervising adults
* Being in sole charge of adults
* Providing assistance, advice or guidance to adults
* Inspecting care services on behalf of the Care Inspectorate or Healthcare Improvement Scotland
 | * Care home
* Residential establishment or accommodation occupied exclusively or mainly by individuals 16+ and provided by (or on behalf of) a Council under either the Social Work Scotland Act 1968 or Mental Health (Care and Treatment) (Scotland) Act 2003
 |

**YES (Move to Question 4)**

**NO (Move to Question 5)**

**Question 4 – Is it normal duties or incidental?**

You will need to consider if the regulated activity or work in the regulated establishment is part of the normal duties of their role or just incidental?

[**NORMAL DUTIES**](#PVG)

 **INCIDENTAL (Move to Question 5)**

**Question 5 – Does the post have DIRECT line management responsibility for an individual undertaking regulated work?**

[**YES**](#PVG)

**NO (Move to Question 6)**

**Question 6 – Is the post a ‘Position of Trust’?**

This includes:

* Charity Trustee
* Foster Carer
* Some Council Committee Members
* Chief Social Work Officer
* Chief Education Officer

[**YES**](#PVG)

[**NO**](#NOPVG)

**THIS POST REQUIRES A PVG**

**THIS POST DOES NOT REQUIRE A PVG**