**Protecting Vulnerable Groups (PVG) Checks for Volunteers**

1. When is a PVG check required for a volunteer?

On occasion, Council Services have opportunities for unpaid volunteers. Where a volunteer role involves regulated work with children and or protected adults a PVG check will be required.

1. What is regarded as regulated work with children?

This is generally any work, which involves responsibility for the welfare of a child. This can be through providing a service directly to children, through the type of establishment where regulated work takes place, such as a school.

1. What is regarded as regulated work with protected adults?

A ‘protected adult’ is a Service based definition and avoids labeling adults solely on the basis of having a specific condition or disability. A ‘protected adult’ is an individual aged 16 or over who is in receipt of a type of care, support or welfare service. Defining adults in this way is intended to help organisations identify the services that make an adult 'protected' and therefore assess which roles constitute regulated work.

1. Who will determine whether a PVG check is required?

The Service engaging the volunteer will determine whether there is a requirement for a PVG check for the particular role.

1. What is the process for arranging a PVG check for a volunteer?

The Service will notify the HR Service Centre so that the relevant documentation can be completed. When the HR Service Centre receives notification from a Service that a volunteer will require a PVG check, they will arrange for the relevant PVG application form, to be sent to the volunteer for completion and return. Once the check has been undertaken and the result received and verified, the HR Service Centre will record it and inform the Service.

1. When can a volunteer commence a role?

The volunteer can only commence the role once a PVG check has been carried out and has been deemed satisfactory by the Service.

1. What happens at the end of the volunteering role?

When the volunteering role ends the Service will notify the HR Service Centre who will then remove the individual’s details from where it is recorded.

1. Where can full details on volunteering in the Council be found?

Full details on volunteering in the Council can be found in the Volunteering Policy and/or the Education and Children’s Services Volunteering Framework (on the Zone) and in the Zone pages on volunteering.