



# Protection of Vulnerable Groups (PVG Scheme) Guidance for Scotland only

## TABLE C

<b>Role description</b>		<b>"Recruiting Safely" requires PVG Scheme membership on new posts / change of post and/or every 5 years</b>	
Ministers, stipendiary/non-stipendiary and Church Related Community Workers	Serving	Yes	Application to the PVG Scheme made through the Ministries Office of the United Reformed Church
Ministers of other denominations employed by the United Reformed Church		Yes	
Others in Special Category Ministry Posts		Normally, Check each role individually	
Ministers and CRCWs in training		Yes	
Senior Assembly Appointed Staff & Relevant Church House Support Staff		Check each role individually	
Synod recognised Lay Pastors / Local Leaders / Interim Moderators / Interim Ministers	Serving	Yes	
TLS students studying 'Gateways into Care' courses		Yes	
Safe Church Advisers		Yes	
Pastoral Response Team members		Yes	
Synod recognised posts		Check each role individually	
Ministers, stipendiary/non-stipendiary and Church Related Community Workers	Non-serving or Retired	No	
URC Assembly Accredited Lay Preachers		No	
Trustees		No	
Treasurer		No	
URC Non Assembly Accredited Lay Preachers, URC Worship Leaders		No	
Other denominations' Lay Preachers/Worship Leaders		No	
Elders / Pastoral visitors who make home visits but not to any specific groups, rather the whole congregation - <i>Because this is a general service for all members of the Church and is not targeted at people with particular needs e.g. an elder will visit all members of the congregation in his/her area and not just, for example, older people who are housebound. Elders will also visit people with particular needs in their patch but this is incidental to their main role of providing contact with all members of the congregation.</i>		No	
Casual visiting by those with positions of responsibility in the church but not to any specific group		No	
Community drop-in project organisers or workers where the drop-in is social/recreational and not targeted at specific groups		No	
Transport - private/casual either organised independently or for <b>any member</b> of the congregation		No	
Welcomers, door stewards		No	

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<b>Role description - Children</b>	<b>"Recruiting Safely" requires PVG Scheme membership on new posts / change of post and/or every 5 years</b>	<b>Application to the PVG Scheme made through the Churches Agency for Safeguarding (CAS)</b>
Elder / Pastoral Visitor - serving, with a designated responsibility for children	<b>Yes</b>	
Children & Young People's Workers	<b>Yes</b>	
Junior Church / Sunday School teachers	<b>Yes</b>	
Children & Young People's Group Leaders and Helpers	<b>Yes</b>	
Workers with under 5s - including creche, carers and toddler leaders	<b>Yes</b>	
Leaders of holiday clubs or weekends away	<b>Yes</b>	
Officers of youth organisations - <i>including</i> the Brigades (see Note C)	<b>Yes</b>	
Managers, supervisors and trainers of those who work with children	<b>Yes</b>	
Transport organised on behalf of the Church/group/project solely for children	<b>Yes</b>	
Leaders and teachers in music groups, drama groups etc, solely for children	<b>Yes</b>	
Host Parents	<b>Yes</b>	
Reception staff, administrators, cleaners, caretakers, cooks on church premises who work on any part of day care premises at times when children are being looked after in that part	<b>Yes</b>	
Parents and Carers helping in above activities	Not unless regularly responsible for other children and likely to be unsupervised at times	
Adults bringing youth & children's choir/groups from abroad and then mingle with our own children and young people -	<i>Seek guidance from Youth &amp; Children's office</i>	
One-off emergency help within a children's or young people's group, under supervision and with the exercise of reasonable caution	<b>No</b>	
Choirs, bell ringers, music, drama, membership class <b>members</b> who are children	<b>No</b>	
Young adults who are members of a mixed age youth group	<b>No</b>	
<p><b>Note C</b> Scout and Guide leaders have similar requirements, but are not officers of the Church. BB/GB officers and helpers should PVG register - where they are new to the church/role, unless they are seeking officer accreditation via BB/GB, when this will be done by BB/GB head office.</p>		

### GENERAL NOTES:

\* If in doubt check (Tel: 020 7916 8683/8634 or Email: [safeguarding@urc.org.uk](mailto:safeguarding@urc.org.uk))

\* For individuals coming from abroad please see URC Overseas leaflet

\* For Church / International link projects - enforce the same rules to the overseas activity as those applied within the URC

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<b>Role description - Vulnerable Adult</b>	<b>"Recruiting Safely" requires PVG Scheme membership on new posts / change of post and/or every 5 years</b>	
Elder / Pastoral visitor - serving, with a designated responsibility for Vulnerable Adults <i>These are visits providing what the Protection of Vulnerable Groups (Scotland) Act 2007 calls a 'welfare service' (meeting emotional, social and spiritual needs), targeted at people with particular needs i.e. housebound, older people and people affected by disability who are not able to attend Church premises. The support is regularly delivered on behalf of the Church and basic training is likely to be provided for the pastoral carers. There may be a description of the duties involved and ideally post holders will have been interviewed and references taken up.</i>	<b>Yes</b>	Application to the PVG Scheme made through the Churches Agency for Safeguarding (CAS)
Group Leaders and Helpers of a targeted 'welfare service' (see above). For example a lunch club has been set up to meet the needs of members of the congregation with a particular need i.e. affected by dementia. The group is targeted at this particular group of people.	<b>Yes</b>	
Managers, supervisors and trainers of those who work with Vulnerable Adults	<b>Yes</b>	
Transport organised on behalf of the Church/group/project solely for Vulnerable Adults. This service is targeted at people with particular needs. In this example particular needs could mean mobility problems as a result of disability or ageing who are unable to use public transport or drive.	<b>Yes</b>	
<b>Church group providing meals and clothing for homeless people</b> on church premises. Homeless people are people with what the Protection of Vulnerable Groups (Scotland) Act 2007 calls particular needs i.e. needs over and above those of the general population. The service is likely to be organised, formal, and regular. And maybe it would be part of the person's normal duties to supervise the homeless people using the service too.	<b>Yes</b>	
Leaders and teachers in music groups, drama groups etc, solely for Vulnerable Adults	<b>Yes</b>	
Parents and Carers helping in above activities	Not unless regularly responsible for other vulnerable adults and likely to be unsupervised at times	
<b>Other activities:</b> drop in cafes, support groups for people affected by addictions, telephone counselling service staffed by Church volunteers, grass cutting/gardening group etc To determine whether PVG Scheme membership is required it would be necessary, to look at who the service is being provided for, what the person will do, and how it is organised. Use the check lists in the Tables A and B.	<b>Check each role individually</b>	
<b>Lunch club or social club</b> for people over 65 years of age. This is a <b>general</b> service provided for all older people in the Church. Consequently if some older people affected by dementia or disability attend this is <b>incidental</b> to the main aim which is to provide a service for all.	<b>No</b>	
One-off emergency help within a vulnerable adult group, under supervision	<b>No</b>	
Hospital Visiting Scheme (Church members visiting members of the congregation who are in hospital) If the Hospital Visiting Scheme is a general one for any member of the congregation who is in hospital then PVG Scheme membership is not required.	<b>No</b>	
<b>Bereavement Visiting Group</b> (for any recently bereaved members of the congregation). This is likely to be a service that is <b>open to all</b> members of the congregation and is not just to a small part of it such as people affected by disability or frailty.	<b>No</b>	
Choirs, bell ringers, music, drama, membership class <b>members</b> who are Vulnerable Adults	<b>No</b>	
Young adults who are members of a mixed age youth group who are Vulnerable Adults	<b>No</b>	