



Scottish Association of Young
Farmers

PVG Policy and Procedure

PVG Policy

The Scottish Association of Young Farmers Clubs aims to ensure that all children and/or protected adults are kept safe from harm while they are with our staff and volunteers.

We understand that at all levels office bearers and volunteers are the biggest asset to the running of the organisation. However, it must be noted and acknowledged that there are individuals who have ulterior motives for wanting to work with young people and vulnerable groups, putting members and the reputation of SAYFC at risk. Safe recruitment measures will not always prevent those with poor intent but will help make informed decisions about the suitability of people allowed to work with our members.

Those who will undertake regulated work with children and/or protected adults within our organisation will be asked to complete a PVG disclosure application. This includes office bearers, volunteers and staff members. SAYFC plan to roll this out on a phased basis.

Phase 1 (February 2025): Club office bearers

Phase 2 (Winter 2025): Club volunteers (junior coaches for speechmaking, producers of club concerts or cabaret)

Phase 3 (March 2026): Ongoing review of members joining the scheme

Phase 1 will be rolled out across the country from February 2025. You will be requested for identification by a member of SAYFC staff and a preexisting PVG number if held to process the application. These will then be sent to Disclosure Scotland and updates given will be held in accordance with the 'Secure Handling of Disclosure Information Policy'. Failure to provide consent for Disclosure Check will result in removal of recruitment from your role within SAYFC in line with the 'Secure Handling of Disclosure Information Policy' and the 'SAYFC Barred & Under Consideration Policy'. Each club will be required both male and female representatives put forward for PVG checks to stay inline with the SAYFC Risk Assessment Form for all meetings and events.

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1. Secure Handling of Disclosure Information Policy

The purpose of this policy is to provide guidance and instruction on how to appropriately handle disclosures for those who will have access to them and to provide assurance to Volunteer Scotland Disclosure Services and our staff and volunteers that their disclosure information will be handled, used, stored and destroyed appropriately and in accordance with the Disclosure Scotland Code of Practice.

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as disclosures. This policy is for organisations enrolled with Volunteer Scotland Disclosure Services to access disclosures for the purpose of assessing individual's suitability for paid and/or voluntary work. In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, SAYFC will ensure the following practice.

1.1 Requesting Disclosures

Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure will only be used for recruitment purposes.

Our organisation will ensure that an individual's consent is given before seeking a disclosure however, due to the nature of the role a valid Disclosure Scotland check must be undertaken to uptake an office bearer, volunteer or staff member role. Your information from Disclosure Scotland will not be used for any other purpose than recruitment within SAYFC. Furthermore, we will ensure that all sensitive personal information that is collated for the purposes of obtaining a disclosure will be always managed confidentially by those involved in the disclosure process.

1.2 Sharing Information

Disclosure information will only be shared with those authorised to see it in the course of their duties. The authorised individuals will be the Youth Development Manager and CEO of the organisation.

1.3 Storage

Disclosure information will be stored in secure conditions. All information sheets that have been collated for identification checks will be stored in a lockable and non-portable storage unit. Any other documentation in relation to the application or referrals from this process will also be stored in a lockable and non-portable storage unit. Access will only be given to authorised individuals in accordance with their duties within the organisation.

1.4 Digital Certificates

Care will be taken in relation to electronic disclosure information, and we will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation.

Access to digital certificates will be restricted to those who are entitled to see it in the course of their duties. On receipt of a Disclosure Documentation, provided there is no concerns regarding an individual being considered barred or under consideration the appropriate information will be stored from the Disclosure will be stored in an electronic Disclosure Tracking Document held with the Youth

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Development Manager with access also given to the CEO of the organisation. Following this the document will be deleted.

No photocopy or other image of the disclosure information will be retained.

1.5 Paper Disclosures

Upon receipt of a paper disclosure appropriate information from the disclosure will be added to the electronic Disclosure Tracking Document with storage details as seen in section 1.4. Access to disclosure information will be restricted to those that are entitled to see it in the course of their duties as stated above. The document will then be shredded or burned provided the disclosure is not considered for listing or has barring information.

No photocopy or other image of the disclosure information will be retained.

1.6 Record Keeping

It is our organisations responsibility to keep accurate information about disclosures we have accessed. The following information will be recorded on our Disclosure Tracking Record:

- Date of issue of disclosure
- Name of subject
- Disclosure type/level
- Unique reference number of disclosure
- Position for which the disclosure was requested (if a paper copy)
- Whether we received a digital or paper disclosure or if we received the information by telephone
- Where the disclosure is stored
- Recruitment decision taken

We will not record whether there was any vetting information as the code of practice prohibits this.

1.7 Retention

We will not retain disclosures for longer than is necessary for the purpose for which the disclosure record was obtained. PVG disclosures will be destroyed securely on receipt of an updated PVG disclosure, and they will not be retained beyond the last day that a scheme member is carrying out regulated work for our organisation.

1.8 Destruction/Deletion

We will take reasonable steps to ensure that disclosure information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images from digital certificates will also be deleted permanently from both the email address where it was received and from where it is stored.

We will ensure that all staff with access to disclosure information are aware of this policy and have received training and support to help them to comply with both this policy and the code of practice. A copy of this policy will be made available to any applicant, member of staff or volunteer who requests it.

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2. SAYFC Barred & Under Consideration Policy

The Scottish Association of Young Farmers Clubs aims to ensure that all children and/or protected adults are kept safe from harm while they are with our staff and volunteers.

2.1 Who is required to have a disclosure check?

Those who will undertake regulated work with children and/or protected adults within our organisation will be asked to complete a PVG disclosure application. This includes office bearers, volunteers and staff members. If you do not consent for a disclosure, check you will not be able to progress with your role within SAYFC, and new candidate will be required to be recruited. Disclosure Scotland will continually monitor scheme members, in regard to their suitability to carry out regulated work and will notify our organisation if someone is barred, as they have become unsuitable to do that type of regulated work, or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

2.2 Notification to the organisation of a change in member status

If we are notified that an individual is barred from a regulated work type within our organisation, the individual will not be recruited to do, or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work.

2.3 Reviewing Process

Disclosure Scotland reserve the right to place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation will take the following action: -

At recruitment stage

- The decision will be taken by the Youth Development Manager in association with the CEO of the organisation on a case-by-case basis and will depend on a review period of all available information from Disclosure Scotland and the Individual in accordance with SAYFC policy and procedures.

As a result of on-going monitoring

- The decision will be taken by the Youth Development Manager in association with the CEO of the organisation on a case-by-case basis and will depend on a review period of all available information from Disclosure Scotland and the Individual in accordance with SAYFC policy and procedures.

2.4 Right to appeal

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The decision will be fully explained in accordance with our current HR policies. Individuals reserve the right to appeal this within 7 days of a decision being made, in writing to the Youth Development Manager, in absence this should be sent to the CEO of the organisation.



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3. Referrals Policy

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation. For the purpose of this policy the organisation refers to the Scottish Association of Young Farmers Clubs (SAYFC).

When an office bearer, volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where SAYFC must notify the Protection Unit at Disclosure Scotland that this has happened. This is called “Making a Referral”. Even if a member of staff, volunteer or office bearer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave, the actions detailed in this policy will continue to apply if the individual would have been permanently removed.

Before we let Disclosure Scotland know that something has happened, two conditions must be met:

3.1 Condition of Referral

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least one of the following five grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

3.2 Historical Allegations

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, SAYFC will consider whether we want to make a referral, but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

3.3 Notification of Referral/Disciplinary Action

Where it is necessary to make a referral, this process will be carried out by the Youth Development Manager. In their absence, the referral process will be carried out by Chief Executive. Those who are in a position which may involve carrying out disciplinary action which in turn, could result in the removal from regulated work or dismissal of someone in regulated work, the Youth Development Manager must be notified or, in their absence, Chief Executive of the legal requirement to make a referral where the conditions above have been met.

3.4 Failure to Refer

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the Youth

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Development Manager or Chief Executive when both conditions for making a referral have been met. If there are any doubts about the potential need for a referral to take place, please call/email the Youth Development Manager or in absence the CEO of the organisation for clarification.



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