

Children Checklist

Volunteer Scotland Disclosure Services has a duty to assess regulated work before we process Disclosure applications.

The purpose of this checklist is to firstly assess the type of service that your organisation provides and secondly to determine if the position fits the criteria of regulated work.

Enrolled Body Code:

Signatory Name:

Project/Service Name:

Care Inspectorate number:

Position applied for: _____

Section 1 (Information about the position applied for)

**Part 1) Does the applicant carry out any of these activities with children?
(Please cross at least one box in this section)**

Yes No

- (a) Caring for children
- (b) Teaching, instructing, training or supervising children
- (c) Being in sole charge of children
- (d) Unsupervised contact with children under arrangements made by a responsible person
- (e) Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training
- (f) Moderating a public electronic interactive communication service which is intended for use wholly or mainly by children
- (g) Providing, or working within an organisation providing a care home service or independent health care service which is provided exclusively or mainly for children AND where the post holder has the opportunity to have contact with children.
- (h) Work in any part of day care premises at times when children are being looked after in that part
- (i) Being a host parent

If you have crossed one or more of the boxes, please complete **Section 2 (Normal Duties)**

Part 2) Does the applicant work in one of these children's establishments?

Yes No

- (a) An institution which is exclusively or mainly for the detention of children
- (b) A hospital which is exclusively or mainly for the reception and treatment of children

- (c) A school
- (d) A further education institution
- (e) A hostel used mainly by pupils attending a school or further education institution.
- (f) A home which is exclusively or mainly for children and is provided by a council under social work or mental health legislation

If you have answered yes, does the applicant's work in the establishment selected above give them the opportunity to have unsupervised contact with children?

Yes No

If yes, please complete **Section 2 (Normal Duties)**

Part 3) Does the applicant, on a day to day basis, directly manage or supervise someone doing work described at part 1 or 2 above?

Yes No

If yes, please complete **Section 2 (Normal Duties)**

Part 4) Is this application for the position of a charity trustee?

Yes No

If yes, please confirm the following:

(a) Charity Number: _____

(b) **main purpose** of the charity is to provide benefits for children, **and**

(c) principal means of delivery of those benefits is by its workers doing regulated work with children

Please note in order for a charity trustee to be checked it must be the main purpose of the organisation to provide benefits to children and staff/volunteers within your organisation must be carrying out regulated work. If your organisation works with both children and protected adults, please call our enrolment and assessment team to discuss further (01786 849777 option 1) or go to the following link

http://www.volunteerscotland.net/media/311261/pvg_and_charity_trustees.pdf

Section 2 (Normal duties)

Is this the applicant's normal duties and not incidental to the work carried out?

Yes No

An activity or work is likely to be normal duties when:

- It appears in the individual's job description, task description or contract
- It can be reasonably anticipated; or
- It occurs regularly

This should be the individual's normal duties and not just merely incidental to the work the individual normally carries out for your organisation. It is important to remember that the scope of regulated work is narrowed by the incidental test. Some, but not all activities with children are excluded from being regulated work if the activity is occurring incidentally to working with individuals who are not children.

An activity is likely to be incidental when:

- Open to all (characterised by where the event is held, where it is advertised, admission policy etc);
- Attractive to a wide cross-section of society; or
- Attendance is discretionary.

An activity is unlikely to be incidental when:

- Targeted at children (characterised by where the event is held, where it is advertised, admission policy etc);
- More attractive to children than others; or
- Attendance is mandatory.

If an activity is believed to be incidental, but actually attracts an overwhelming majority of children, then the issue of whether the activity is or is not incidental should be reviewed before the next year / term / season. However, it is not practical or appropriate to change the classification of an activity whilst the activity is in progress.

If you have answered yes to part 1, 2, 3 or 4 in section 1 and yes to section 2, the position fits the criteria of regulated work.

Please note that if this role is not regulated work with children, then you may be eligible to access a standard or enhanced level police act disclosure if you are part of a Care, Health or Adoption Service. There are a few other specific positions eligible for this level but if you wish to discuss this please call our enrolment & assessment team on 01786 849777, option 1.