

Being a parent  
helper in  
St Joseph's  
Primary.



To help out at school events, school trips and other such occasions it is very helpful and on occasions essential, that you have a PVG (Protection of Vulnerable Groups) check carried out.

Here are some FAQs that you may have.

***Q. How do I get a PVG check?***

**A.** All PVG (Protection of Vulnerable Groups) checks are done through the Council.

To arrange a PVG check you should confirm to the school office that you would like your name to be submitted.

Once your name is submitted to the Council they will send an application form directly to your house.

Once you have completed the form, you should take it with the proofs they ask for to:

East Renfrewshire Council Offices  
211 Main Street  
Barrhead  
G78 1SY

Three proofs of identification are required.

One **MUST** be photographic identification e.g. passport or drivers licence (please take both if you have them), a current utility bill (less than 3 months old). Other bills, bank letters, etc can count as a third proof. Lastly, they will need your National Insurance number so please bring a note of this too.

***Q. How long does it take?***

**A.** Once you have handed in your completed form it then normally takes about 6 weeks for the clearance to come through, however this can be variable.

***Q. How much does it cost and who pays for it?***

**A.** At the moment the cost of a new check is £59. If you already hold a PVG check for another establishment, we can arrange for an update which costs £18

The school pays for all PVG checks. It may not always be possible to submit all requests made, due to the constraints on our budget and so it may be the case that your request is held on a waiting list until more funds become available.

***Q. Do I need a PVG?***

**A.** There are two types of events that parents help with, whether for the school or the Parent Council. These events are designated as being either regulated or unregulated.

**Regulated duties** include the sole supervision of children. For all regulated events **you must have a current PVG.**

Regulated events include Halloween parties or Christmas Discos as children are left at these events by their parents. All school trips and visits out of school are regulated events and require helpers who are PVG checked.

**Unregulated events** include events where children would normally be accompanied by their parents or an adult such as the Christmas Fayre, a quiz night or a ceilidh night.

If you can help occasionally in the evenings or weekends on unregulated events, it may not be worth paying for your PVG. If however you can help more often and during school time it probably is worth asking for a PVG check.

The school is usually notified when a PVG is complete but we would ask that when you get your certificate, you confirm this with the school office.

Unless you request otherwise, the school will pass on your details so that you can also be contacted to help at the events run by the Parent Council.

**PLEASE INFORM US IF YOU DO NOT WANT THIS TO BE THE CASE!!!!.**

Thank you so much for considering being a helper in our school. We depend so much on our parents to help us run trips etc, without your help this would not be possible.

Many thanks