



Orkney Islands Council

# Guidance for Parent Councils and Schools

Extra-curricular activities and  
fundraisers

Date Created: August 2024

To be reviewed: June 2026

This guidance has been created as a tool to help smooth running of clubs that are run under the name of a school. Parent councils and schools should work together to come to an agreement on who is responsible for each of the roles and requirements. This guidance aims to create clarity on the expectations of running a club under the name of a school. Schools should share this guidance with any new Parent Council chairs.

Through this document you will see reference made to [Connect](#). Connect is Scotland's only independent organisation and charity for parents and carers with children in Scottish schools and early years education. Orkney Islands Council pays annually for all parent councils to be members of Connect. Some of the benefits Connect membership are advice and support from the connect team, free live online information sessions, useful leaflets and resources, a members only section of the website and membership-linked insurance.

### **Insurance: Parent Council**

Orkney Islands Council pays an annual membership fee to Connect which covers insurance for all clubs run under the school's name and any events held by the Parent Council. Connect have a [membership pack](#) that Parent Council chairs can access and download, this includes the insurance documents from Zurich insurance. New chairs must register as the key contact for their Parent Council. When the chair of a Parent Council has registered as key contact, they must send confirmation of this to the Education Department at OIC. They can email Heather Manson [heather.manson@orkney.gov.uk](mailto:heather.manson@orkney.gov.uk)

### **Protecting Vulnerable Groups (PVG) – Parent Council and school**

All coaches and/or volunteers should be registered under the PVG scheme to ensure that people who are barred from working with children or vulnerable adults don't have the opportunity to do so. This could be done by the Parent Council or the school. The party that ensures the PVG checks are carried out should share these with the other party. Parent Councils and schools should come to an agreement on how and where the PVG certificates are stored.

There are two ways PVG checks can be completed:

1. Through OIC. Either the Parent Council or the school can apply to OIC for any new volunteers. This will cost approximately £59 to join the scheme, £18 if you are having a check for a new role but you are already on the scheme, and £25 if it is volunteer basic based for first time.
2. By enrolling your parent council with [Volunteer Scotland](#). This would require a Parent Council member agreeing to become the PVG countersigning checking officer/safeguarding officer which means they would apply for all the PVG checks for anyone unpaid and can all be done online. This option is free but cannot be done by schools/OIC.

### **Child Protection – School and Parent Council**

Schools should share with the Parent Council the [OIC child protection policy](#). Head Teachers should carry out a Child Protection briefing at the first Parent Council meeting of each school year. Parent Councils or schools should ensure that their coaches/volunteers are made aware of and read the policy. Schools and Parent Councils should work together to create a child protection policy/procedure for their clubs run under the school's name. This could include a log to keep track of which volunteers have read the policy/procedure.

Disclosures made to coaches/volunteers must be passed on to the Head Teacher or other senior management member at the first available opportunity. Schools should provide an out of hours number for this purpose should a club be run in the evening. Coaches/volunteers can contact the duty social worker themselves on 873535 between the hours of 9am and 5pm, or the emergency social worker by contacting the Balfour hospital switchboard on 888000 out with these hours.

### **Administration – Schools with Parent Councils**

Schools can send out any correspondence to parents/carers in relation to the clubs run under the school's name. Schools should work in partnership with the parent council to ensure the correct information is sent out to parents/carers. Schools could send any correspondence to outside organisations or from outside organisations where necessary, e.g. Netball Orkney and Orkney Football. Schools can ask parents for permission to copy parental consent, emergency contact and medical information forms to be passed on to coaches and volunteers of the clubs to ensure the coaches/volunteers have the information they require. The school could send out a Microsoft Form asking for relevant information rather than copying the forms they hold in the school. The school could provide a register to the volunteers for the club they're running. It should be made clear to parents/carers that the head coach/volunteer will hold this information.

### **Club related costs – School and Parent Council**

Each club run under the school's name will incur different costs. The Parent Council and school should come to an agreement on how these costs will be met. They could look at previous annual costs if the club has been running for more than a year and use this as an approximate cost to run the club. This includes but is not limited to, hall hire, equipment and competition fees.

## Frequently Asked Questions

FAQ	Answer
How do I register with Connect?	Register here: <a href="#">Register :: Connect</a> , check the box 'the PC/PTA at my child's school is a member of Connect, followed by the local authority and then following drop down will list the schools to choose from. Then add a password and email address for log in. It isn't necessary to share log-in details as everyone can have their own log-in.
How do I register as the key contact with Connect?	Here is the link to the form: <a href="#">Parent Council/PTA Key Contact Form for Connect Membership</a> Many groups use a general email address that they use for their group for this, but it isn't necessary.
Is there any guidance specific to Parent Councils regarding PVG checks?	Yes. Please see this <a href="#">guidance</a> from Connect.
We are considering registering with Volunteer Scotland, is there any guidance available?	Please see guidance from Volunteer Scotland <a href="#">here</a> . NB: There is a limit of 5 applicants per form submitted but no limit on the number of volunteers you can request checks for through Volunteer Scotland.
How do we apply for a PVG check through OIC?	The school needs to apply by contacting OIC HR.
Do parent helpers need to be PVG checked?	No. If there is a rota for parent helpers, they will not need to be PVG checked if the main coach/volunteer is PVG checked for the club.
What does a PVG check do?	The Protecting Vulnerable Groups (PVG) scheme is managed by <a href="#">Disclosure Scotland</a> . It helps ensure people who are unsuitable to work with children and protected adults cannot do <a href="#">regulated work</a> with these vulnerable groups. It does not stop all adults with a criminal conviction working with children, only those who have a conviction that means they can't be allowed to work with children. This is the decision from the Disclosure Scotland not the local authority.
How long does a PVG check last?	At present a PVG check lasts a lifetime. However, From 1 April 2026, lifetime PVG scheme membership will end. It will be replaced with a time limited membership. PVG scheme membership will last 5 years before you need to renew it.

FAQ	Answer
We have an after-school club that has always been organised by the school, are the PC still responsible?	In short, yes. The insurance is covered by the Parent Councils Connect membership. If school staff are running or helping at the club they are doing so as volunteers, not members of staff.
What Risk Assessments are required to run clubs and events?	Each club should have a risk assessment form completed for it. Please see examples below. Individual events may need risk assessments. Please see <a href="#">here</a> for a guide to risk assessments from Connect. A downloadable Risk assessment template from Connect is available <a href="#">here</a> (You will need to be logged into Connect to access)
Who does the duty of care stand with?	This is a shared responsibility between the school and the Parent Council. The PC would generally hold the responsibility for ensuring the welfare and safety of the children. This would include adhering to child protection laws, health and safety regulations, such as PVG. The duty of care would extend to anyone in charge of the children during the clubs' activities, including staff or volunteers. The connect-linked from Zurich will cover the activities.
What happens if there is an accident at the activity or club?	Accidents should be noted along with any first aid administered. Schools can provide copies of their first aid record keeping. Any serious accidents should be reported to both the parent council and the school. The school would then complete and submit the OIC accident/health and safety form.
What happens if there is a complaint made against an after-school club?	If a complaint comes in to a coach/volunteer we would recommend that they don't respond. Instead, either pass the complaint on to the chair of the PC and the Head Teacher or suggest that the parent making the complaint contacts the School or Parent Council chair. The HT and PC chair can work together to come up with the best course of action following the OIC complaints procedure. If there is a complaint made against a coach then the complaint should go to the school, not the Parent Council and the school will decide the best course of action.
The PC would like to organise a one-off event, not a regular club. Can you provide guidance on PVGs, Risk Assessments and child protection for this?	Yes. Please see appendix 2 for examples of common events.

## Appendices

### Appendix 1 – Risk assessment examples

#### a) Netball – from Active Schools Orkney

A9

Extracurricular Club

Risk Assessment Example: Netball

Service: *Education, Leisure and Housing*

Workplace: *All schools*

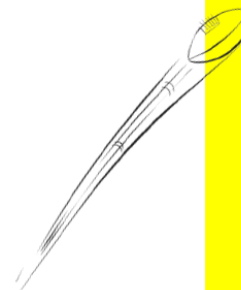
Description of work activity or area of the workplace assessed: *Netball sessions*

Persons at risk from the hazards identified: *Volunteer coaches / participants*

Risk assessed by: *Active Schools Coordinator*

Date risk assessed: *TBC*

Risk assessment review date: *Ongoing dynamic risk assessment throughout delivery*



Hazards	Who might be harmed?	How will they be harmed?	Existing risk control measures	Risk Evaluation (Severity X Likelihood)			Additional Control	Risk Evaluation (Severity X Likelihood)			Action by whom?	Action by when?
				S (1-5)	L (1-5)	Rating		S (1-5)	L (1-5)	Rating		
Netball - Injuries from falls	Participant	Minor injuries; bumps, cut's, grazes etc.  Moderate; breaks.	Prior to a session starting - All children advised not to wear loose clothing / tie hair up / not to wear jewellery.  Coach delivering planned and structured session.  Group briefed regarding potential hazards on	3	2	6	Dynamic risk assessment of weather and ground conditions on the day (outdoor).  Dynamic risk assessment of	2	2	4	Volunteer coaches	Step in during disruptive behaviour.  Assist participants where required e.g., needs extra help or clearer understanding of task.

19

			court(goal posts / benches / cones and netballs).  Safe storage of equipment when it is not being used.  Coach using all of the hall space available for drills / game like set ups and mini games.  Ratios P1-2: 2:6 / 2:12 / 3:18 P3-4: 2:8 / 2:16 / 3:21 P5-7: 2:10 / 2:20 / 3:30  First aid on site, provided by school / trained staff				other variable factors on the day and during the activity.  Ongoing assessment of the group's performance.  Consider the wide variety of skills and ability within the group.					
Netball - Collisions during an activity session	Participant	Minor injuries; bumps, cut's, grazes etc.  Moderate; breaks.	Group controlled and briefed to give each other space.  Training area selected free from obstructions.  Training area marked with cones where appropriate for training session.  Appropriate break during sessions so that children can get water / get ready for listening / changing drills.  Ratios P1-2: 2:6 / 2:12 / 3:18 P3-4: 2:8 / 2:16 / 3:21 P5-7: 2:10 / 2:20 / 3:30	3	2	6	Dynamic risk assessment of training area conditions on the day.	2	2	4	Volunteer coaches	Step in during disruptive behaviour.  Assist participants where required e.g., needs extra help or clearer understanding of task.
Child Protection	Participants / volunteer coaches	Minor injuries; Child well-being issues such as bullying,	Ensure that participants leave the play area / hall with a buddy or under supervision.	2	2	4	Ongoing supervision and assessment of	2	2	4	Volunteer coaches / school staff	Before / during and after a session.

20

		mental health concerns. Moderate; Child protection such as physical / neglect / neglect / emotional concerns.	Coaches aware of spectator areas and areas that the general public general have access to.				the group during the activity. Written consent always collected from parent / guardian.					
Covid19	Participants / Volunteer coaches	Contract Covid19	Under Level 0 guidance for Orkney  Outdoor and Indoor activities for U12's is permitted.  Tutors and seasonal staff will keep a distance of one meter from participants where possible. However, participants under 12, do not have to physically distance from each other.  Although indoor activities are permitted, all rooms should be well ventilated. If possible, open doors and windows.	2	2	4	Volunteer / coaches will wear a mask if a situation arises that they cannot remain physically distanced from a participant.  Volunteer / coaches will sanitise their hands before and after working with equipment.  Participants will also sanitise their hands on arrival and after each session finishes.	2	2	4	Volunteer coaches	Volunteer coaches keeping up to date with current procedures. For example - return to sport and physical activity guidance (5 August 2021).  Volunteer coaches to made aware of sportsotland's "Getting coaches ready for Sport".

Likelihood/Severity Definitions:	
<b>Likelihood</b>	
Rare (1)	Will only happen in exceptional circumstances (5-10 years)
Unlikely (2)	Not expected to happen but definite potential exists (2-5 years)
Possible (3)	May occur occasionally. Has happened before on occasion. Reasonable chance of occurring (annual)
Likely (4)	Strong possibility this could occur. (quarterly)
Almost Certain (5)	Expected to occur frequently (daily/weekly/monthly)
<b>Severity</b>	
Negligible (1)	Adverse event leading to very minor injury not requiring first aid
Minor (2)	Minor injury or illness, first aid treatment required
Moderate (3)	Significant injury requiring medical treatment and/or counselling. RIDDOR reportable
Major (4)	Major injuries/long term incapacity or disability (loss of limb) requiring medical treatment and/or counselling
Extreme (5)	Incident leading to death or permanent incapacity

The risk rating is calculated by multiplying the severity and likelihood figures.  
Risk Matrix

Likelihood/Severity	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Low = 1-5		No action required
Medium =6 - 12		Remedial action required as soon as is reasonably practicable. The higher the risk rating, the greater the priority for action
High = 13 - 25		Work must cease until the necessary action is taken

## b) Football – From Active Schools Orkney

Extracurricular Club  
Risk Assessment Example: Football

Service: *Education, Leisure and Housing*

Workplace: *All schools*

Description of work activity or area of the workplace assessed: *Football*

Persons at risk from the hazards identified: *TBC*

Risk assessed by: *Active Schools Coordinator*

Date risk assessed: *TBC*

Risk assessment review date: *Ongoing dynamic risk assessment throughout delivery*



Hazards	Who might be harmed?	How will they be harmed?	Existing risk control measures	Risk Evaluation (Severity X Likelihood)			Additional Control	Risk Evaluation (Severity X Likelihood)			Action by whom?	Action by when?
				S (1-5)	L (1-5)	Rating		S (1-5)	L (1-5)	Rating		
Football – contact with the ball	Participant	Minor injuries; bumps, cut's, grazes etc.  Moderate; bruises, dislocations, sprains and breaks	Instructor delivering planned and structured session.  Group briefed regarding potential hazards. Indoor venue is checked for hazardous objects.	3	2	6	Dynamic risk assessment of weather and ground conditions on the day.  Dynamic risk assessment of other variable	2	2	4	Tutors and Seasonal Staff.	Step in during disruptive behaviour.  Assist participants where required e.g., needs extra help or clearer

23

			Reinforce rules before playing the game.  First aid on site, provided by school / trained staff  Ratios P1-2: 2:6 / 2:12 / 3:18 P3-4: 2:8 / 2:16 / 3:21 P5-7: 2:10 / 2:20 / 3:30				factors on the day and during the activity.  Ongoing assessment of the group's performance.  Consider the wide variety of skills and ability within the group.					understanding of task.
Football – contact with each other and/or equipment and obstacles	Participant	Minor injuries; falls, tripping, slipping  Moderate; twists, sprains, dislocation	The equipment is checked prior to being used.  Any equipment found to be defective is not used.  Consider weather/surface conditions.  Appropriate footwear to be worn.  Appropriate warm up performed before playing.  Ratios P1-2: 2:6 / 2:12 / 3:18 P3-4: 2:8 / 2:16 / 3:21 P5-7: 2:10 / 2:20 / 3:30	3	2	6	Dynamic risk assessment of training area conditions on the day.	2	2	4	Tutors and Seasonal Staff.	Step in during disruptive behaviour.  Assist participants where required e.g., needs extra help or clearer understanding of task.
Child Protection	Participants / volunteer coaches	Minor injuries; Child well-being issues such as bullying, mental health concerns.	Ensure that participants leave the play area / hall with a buddy or under supervision.  Coaches aware of spectator areas and areas that the	2	2	4	Ongoing supervision and assessment of the group during the activity.  Written consent always collected	2	2	4	Volunteer coaches / school staff	Before / during and after a session.

24



		Moderate; Child protection such as physical / neglect / emotional concerns.	general public general have access to.				from parent / guardian.					
Weather related issues	Participants / Volunteer coaches	Minor injuries; bumps, cut's, grazes etc.  Moderate; breaks.	Weather forecast obtained.  Group dressed according to prevailing weather conditions (if outside).  Letters sent home prior to sessions detailing what participants need to bring for taking part in sessions e.g., warm and waterproof clothing etc.	2	2	4	Ongoing supervision and assessment of the group during the activity.	2	2	4	Volunteer coaches	Staff to step in during session if the weather changes.  May use indoor venue as back up if weather isn't good.
Covid19	Participants / Volunteer coaches	Contract Covid19	Under Level 0 guidance for Orkney :  Outdoor and Indoor activities for U12's is permitted.  Volunteer coaches will keep a distance of one meter from participants where possible.  Participants under 12, do not have to physically distance from each other.  If indoor hall space is used, all rooms will be well ventilated. If possible, open doors and windows.	2	2	4	Volunteer coaches will wear a mask if a situation arises that they cannot remain physically distanced from a participant.  Volunteer coaches to sanitise their hands before and after working with equipment.  Participants will sanitise their hands before, during	2	2	4	Volunteer coaches	Volunteer coaches keeping up to date with current procedures. For example - return to sport and physical activity guidance (5 August 2021).  Volunteer coaches to made aware of sportsotland's "Getting coaches ready for Sport".

25

							and after each session.				
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Likelihood/Severity Definitions:	
<b>Likelihood</b> Rare (1) Unlikely (2) Possible (3) Likely (4) Almost Certain (5)	Will only happen in exceptional circumstances (5-10 years) Not expected to happen but definite potential exists (2-5 years) May occur occasionally. Has happened before on occasion. Reasonable chance of occurring (annual) Strong possibility this could occur. (quarterly) Expected to occur frequently (daily/weekly/monthly)
<b>Severity</b> Negligible (1) Minor (2) Moderate (3) Major (4) Extreme (5)	Adverse event leading to very minor injury not requiring first aid Minor injury or illness, first aid treatment required Significant injury requiring medical treatment and/or counselling. RIDDOR reportable Major injuries/long term incapacity or disability (loss of limb) requiring medical treatment and/or counselling Incident leading to death or permanent incapacity

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26

c) Example from Connect. Available to download [here](#)



## RISK ASSESSMENT TEMPLATE

ORGANISATION \_\_\_\_\_ Click or tap here to enter text. \_\_\_\_\_ COMPLETED BY Click or tap here to enter text.

Event Date and venue	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
<i>Example: Outdoor Treasure Hunt in school grounds</i>	Spread of infection/ virus eg COVID	<i>Children, family members and volunteers</i>	<i>Following local or national guidelines.</i>	<i>Brief volunteers and provide sanitiser</i>	<i>Ann Smith</i>	<i>Weekly and the day before the event</i>
	<i>Lost or injured children</i>	<i>Children</i>	<i>Ensure that volunteers comply with the group's child protection policy and procedures. Ensure that all children are allocated to a group supervised by at least 2 adults at all times. Ensure that accompanying adults know the treasure hunt area.</i>	<i>Check volunteer compliance with child protection policy and procedures. Who has registered to take part? Prepare a list of children and volunteer supervisors and take a register on the day</i>	<i>Liz White Clare Brown</i>	<i>Ongoing, to be completed he day before the event and on the day</i>
	<i>Slips, trips, and falls</i>	<i>All in attendance</i>	<i>Children must be adequately supervised by accompanying adults. Housekeeping rules and Health and Safety info to be given to each group at the start.</i>	<i>List the housekeeping rules and Health and Safety info for each accompanying adult</i>	<i>Liz White</i>	<i>The day of the event</i>
	<i>Bees, wasps and insect stings</i>	<i>Children with insect allergies</i>	<i>Accompanying adults must be aware of any children with specific insect allergies and know how to deal with such emergencies</i>	<i>Ensure this information is collected when children and families register for the event</i>	<i>Clare Brown</i>	<i>When gathering registrations for the event</i>
	<i>Touching and handling plants</i>	<i>Children with hay fever or plant allergies</i>	<i>Accompanying adults must be aware of children in their group with hay fever or plant allergies. Children should not pick plants. Children must wash their hands before eating</i>	<i>Ensure this information is collected when children and families register for the event</i>	<i>Clare Brown</i>	<i>When gathering registrations for the event</i>

**Appendix 2 – Considerations for common Parent Council run events – planned in collaboration with Head Teacher/School**

<b>School event organised by Parent Council, for example disco, bingo, quiz</b>	
<b>PVG checked Adults</b>	If Parents are being asked to stay you will not require any adults to be PVG checked. If parents are not required to stay you will need PVG checked adults to be present. It should be made clear on advertisement whether parents/carers are expected to stay.
<b>Risk Assessment</b>	There should be a risk assessment completed for the event. See Connect's editable Risk Assessment. The school will be able to help with this.
<b>Outside vendor</b>	You can invite or contract an outside vendor in to provide a service, e.g. disco or activity provider. You should ask for a copy of their public liability insurance before the event.
<b>Child Protection</b>	If the event is organised by the Parent Council, the head teacher and the parent council should be clear on whether school staff are part of the event or not. If there is no member of staff present the Head Teacher should provide a contact number of a school staff member for the Parent Council should there be a child protection disclosure or incident that needs to be reported.

<b>Fundraising event organised by Parent Council, for example race night, pub quiz, colour run, art exhibition</b>	
<b>PVG checked Adults</b>	If Parents are being asked to stay you will not require any adults to be PVG checked. If parents are not required to stay you will need PVG checked adults to be present. It should be made clear on advertisement whether parents/carers are expected to stay.
<b>Risk Assessment</b>	There should be a risk assessment completed for the event. See Connect's editable Risk Assessment.
<b>Outside vendor/venue</b>	You can invite an outside vendor in to provide a service, e.g. disco or activity provider. should ask for a copy of their public liability insurance before the event. Event organisers (your parent group) <b>and</b> the owners of venues hold responsibility for events. Venue owners will have their own requirements and procedures which you must take on board e.g. fire procedures, cleaning up and locking up. This is very important.
<b>Child Protection</b>	As above if children and young people will be at the event.
<b>Connect Insurance</b>	Connect Member parent groups have Connect membership-linked insurance which includes cover for those organising events. However, you must carry out risk assessments using their templates and have the necessary procedures and arrangements in place to mitigate the risks you identify. The linked insurance covers for any event organised by the parent council, it does not need to take place on the school's property. See the FAQ from Zurich in your connect Membership pack.