

## SCDA Safeguarding Matrix

Scenario	PVG Scheme Record (for the purposes of the PVG scheme a child is considered to be anyone under the age of 18)	Child Performing Licence (in all cases you should consult with your Local Authority)
A club that is <b>NOT</b> set up to provide activity for young people or children as one of its main purposes performs a play with a part for one or more young people or children as a one-off activity.	<p><b>NO</b> this is defined as incidental and not a regulated activity therefore no PVG is required.</p> <p>It should be noted that it is illegal to obtain a PVG scheme record for someone not in a regulated role as it provides information to a club that they are not entitled to access.</p>	<p><b>YES</b> if the child is under school leaving age and has taken part in a licensable performance for 3 days or more in the last 6 months</p> <p><b>NO</b> for any young person over the age of 16 and eligible to leave school.</p> <p><i>*in order to obtain a child performing licence a club will have to have safeguarding policies in place</i></p>
A club that is <b>NOT</b> set up to provide activity for young people or children as one of its main purposes <b>BUT</b> performs a panto every year involving young people or children.	<p><b>YES</b> although the panto only takes place once a year as it is not a one-off it is considered ‘regular’ activity and therefore anyone in a regulated role must have a PVG Scheme record which the club is attached to.</p> <p>It should be noted that from 1 April 2025 it is illegal to allow any adult to carry out a regulated role without a PVG scheme membership.</p>	<p><b>YES</b> if the child or children are under school leaving age and have taken part in a licensable performance for 3 days or more in the last 6 months.</p> <p>If you have a number of young performers who meet the criteria for a performing licence, you may wish to consider a Body of Persons Approval (BOPA) as that will avoid having to make multiple applications. If you only have one or two young performers who require a</p>

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	<p>It should also be noted that it is illegal to obtain a PVG scheme record for someone not in a regulated role as it provides information to a club representative that they are not entitled to access.</p> <p>Regulated roles for SCDA have been agreed with Volunteer Scotland and are</p> <ul style="list-style-type: none"> <li>● Director</li> <li>● Choreographer</li> <li>● Musical Director</li> <li>● Rehearsal/Workshop Assistant (if the person is undertaking any supervision or teaching role)</li> <li>● Wardrobe Assistant</li> <li>● Chaperone</li> <li>● Stage Manager</li> <li>● Workshop Facilitator</li> <li>● Trustee of a Children’s Charity (from 1 April 2025)</li> </ul>	<p>performing licence it may be easier to apply for these individually. It is recommended that you consult with your local authority.</p> <p>The application for a licence should be made in writing and forwarded to the relevant licensing authority at least 21 days before the day on which the first performance or activity for which the licence is requested is due to take place. A licensing authority may refuse to grant a licence where this timescale has not been met.</p> <p><b>NO</b> for any young person over the age of 16 and eligible to leave school or if a performer under school leaving age has not taken part in a licensable performance for 3 days or more in the last 6 months.</p>
A club that <b>IS</b> set up to provide activity for young people or children as one of its main purposes.	<b>YES</b> for everyone in a regulated role.	<b>YES</b> if the child is under school leaving age and has taken part in a licensable performance for 3 days or more in the last 6 months.

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<p><b>From 1 April 2025 Trustees of clubs or groups set up to provide activity for young people or children as one of its main purposes are now considered regulated roles and a PVG scheme record will be required.</b></p>	<p>It should be noted that from 1 April 2025 it is illegal to allow any adult to carry out a regulated role without a PVG scheme membership.</p> <p>It should be noted that it is illegal to obtain a PVG scheme record for someone not in a regulated role as it provides information to a club that they are not entitled to access.</p>	<p>It may be more beneficial to see if you can obtain a BOPA to cover a period of time rather than having to get one for each performance but it will be at the discretion of each local authority.</p> <p><b>NO</b> for any young person over the age of 16 and eligible to leave school</p>
<p>A parent of a child wishes to act as chaperone for their child during a performance.</p>	<p><b>NO</b> this is not regulated work. However, where this is the case, they may <b>NOT</b> act as a chaperone to any other child at the same time.</p> <p>Additional safeguarding measures should be put in place to ensure that</p> <ul style="list-style-type: none"> <li>- The parent cannot assist any other child</li> <li>- The parent must be accompanied by a (PVG) member chaperone backstage at all times and have no unsupervised access to other children.</li> </ul>	<p>n/a</p>

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<p>An adult undertaking a regulated role with the club, has a PVG scheme membership with another organisation such as a school or brownies. Can we use this PVG for our purposes?</p>	<p>Any adult carrying out a regulated role with a club has to hold a PVG scheme membership with that club. The individual only has one scheme membership record but various organisations can ‘attach’ themselves to the scheme record through the scheme update process.</p> <p>If a person with a scheme record becomes under consideration from being barred, all organisations attached to their scheme record will be notified.</p> <p>It should be noted that from 1 April 2025 it is illegal to allow any adult to carry out a regulated role without a PVG scheme membership.</p>	<p>n/a</p>
<p>A young person under the age of 18 is in a regulated role at a club - can we obtain a PVG scheme record for them.</p>	<p><b>NO</b> it is not possible for anyone under the age of 18 to join the PVG scheme.</p> <p>It is recommended that safeguarding procedures should take this into account and consider how to mitigate any risks by ensuring that the young person assists an adult with a PVG scheme record who is in</p>	<p>n/a</p>

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	the regulated role rather than taking on the full responsibility.	
Where a club is <b>NOT</b> set up to provide activity for young people or children as one of its main purposes <b>BUT</b> performs a panto every year involving young people or children, will the trustees all have to join the PVG scheme from 1 April 2025?	<b>NO</b> - only clubs who provide activity for young people or children as one of its main activities will need to ensure that all of the trustees have a PVG Scheme membership from 1 April 2025	n/a
An SCDA adult member assists at a one-off youth activity either at their own or another club	<p><b>NO</b> - as the adult is assisting and not taking on a regulated role, there is no requirement for them to have a PVG scheme membership.</p> <p>The individual should have no unsupervised access to the young people and should not take on the responsibility of supervising or teaching.</p>	n/a