

Glasgow Kelvin College

Board of Management Meeting of 11 June 2025

Review of Policies and Procedures

Protecting Vulnerable Groups (PVG) and Criminal Records Check, National Disciplinary Policy and Lettings Policy

Report by Director of People and Culture and Director of Estates and Corporate Services

1. Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, staff, management and external partners and students, where appropriate, a range of policies and procedures for Glasgow Kelvin College. In addition to locally developed policies and procedures the remit of the National Recognition Procedures Agreement (NRPA), to which the College is a signatory, also produces Nationally agreed policies and framework procedures with which the College comply.

The purpose of this report is to apprise members of the changes to the Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check which has been reviewed in accordance with the agreed Policy Review Schedule. The report also shares the National Disciplinary Policy and model Procedure for support and lecturing staff with members and is for noting.

Furthermore, and as a result of an insurance conference attended by the Director of Estates and Corporate Services, a complete overview of the College's Lettings Policy has been undertaken and has been endorsed by the Finance and Resources Committee.

2. Policies and Procedures

The Policies and Procedures covered by this paper are detailed below:

- a. Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check ([Appendix 1](#))
- b. Circular CC 02/25 – National Disciplinary Policy and model Procedure for support and lecturing staff ([Appendix 2](#))
- c. Lettings Policy and Procedure ([Appendix 3](#))

3. Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check (Appendix 1)

Members will recall the Disclosure (Scotland) Act 2020 (The Act), effective from 1 April 2025, introduced changes in connection with the use of disclosure

information provided to, and the exercise of functions by, Accredited bodies, the College is an Accredited body.

As a Further Education institution, the College carries out functions that fall under the legislation's definition of regulated roles and activities involving children. The term "regulated roles with children," as defined by the legislation, extends beyond direct work with children. The College's Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check has been updated to ensure compliance with The Act.

The Policy and Procedure was subject to an extensive consultation period and feedback received from staff and management, UNISON and EIS-FELA representatives, the College's legal advisor and a representative of Disclosure Scotland. Comments were incorporated where appropriate. The documents were presented to the Finance and Resources Committee on 27 May 2025 for comment, however, no comments were received.

The Policy and Procedure was also fully assessed against the requirements of the Disclosure Scotland – Code of Practice (March 2025).

The main changes to the Policy and Procedure include:

- Incorporation of updated legislation.
- Revised terminology to reflect the changes introduced by The Act, including:
 - replacing 'regulated work' with 'regulated role'
 - changes to the descriptors for disclosures – the certificates previously known as Basic, Standard and Enhanced have been replaced by Level 1 Disclosure, Level 2 Disclosure and Level 2 Disclosure (with barred list check). The PVG Scheme disclosure title is unchanged.
 - the addition of a section on Training and Development, this includes training for signatories and awareness raising for managers and staff.
 - an amendment to the process for the management of staff and student PVGs to incorporate:
 - current practice
 - the change over to an online PVG process
 - the introduction of the provision of consent for the individual within a 10-working day period
 - the introduction of a renewal process where individuals are required to update their PVG membership every five years (April 2026).

The next review date will be 12 June 2028.

4. Circular CC 02/25 – National Disciplinary Policy and model Procedure for support and lecturing staff (Appendix 2) – For noting by the Board of Management

Circular CC 02/25 – National Disciplinary Policy and model Procedure for support and lecturing staff is issued under the provisions of the National Joint Negotiating Committee (NJNC) – Central Committee. This Circular is binding on the College

as a signatory of the National Recognition and Procedures Agreement (NRPA). The National Disciplinary Policy and Model Procedure will apply from 1 August 2025.

The Model Procedure has been assessed against the College's local Disciplinary Procedure to ensure that it meets the minimum standards set by the National document. The assessment has identified the need for minor changes. The College will revise its local Procedure in consultation with its recognised Trade Unions and representatives to align it with the National model procedure ready for implementation on 1 August 2025.

5. Letting Policy and Procedure (Appendix 3)

As previously stated, and in line with advice received from the College insurance company, UMAL, the College's Letting Policy as contained within **Appendix 3** has been extensively refreshed and updated ahead of the actual review date of May 2026.

The Senior Management Team reviewed the Letting Policy and Procedure at its meeting held on 11 March 2025 and made a number of suggested amendments which have been incorporated into the final document.

The new Policy and Procedure now includes guidance and appendices covering:

- Definition of a Letting
- Health and Safety
- Conditions of a Let
- Management of the Let
- Services
- Process and Procedures
- Payment for Let
- Complaints Procedure
- Conditions of Letting
- Public Safety
- Code of Conduct for clients and users
- Booking form and schedule of letting charges
- Letting Agreement (to be signed by the Hirer.)

In line with governance requirements, this completely amended policy has been reviewed and endorsed by the Finance and Resources Committee and now is presented to the Board of Management for formal approval.

6. Resource Implications

There is a resource implication identified as a result of this report associated with the cost of staff and members of the Board of Management renewing their membership of the PVG Scheme every five years in order to comply with the legislation.

7. Impact on Students

The Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check Policies and Procedures contained within this report aims to provide a safe learning environment and safe recruitment practices.

8. Risk and Assurance

There are no risk implications identified as a result of this report. A robust and well managed Letting Policy and Procedure will ensure that external lets are appropriately managed and there is no ambiguity on what is/is not allowed.

9. Equality and Inclusion

The Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check Policies and Procedures provides a fair and supportive approach to assist individuals to move away from their past criminal activity so that they can contribute effectively to society while also ensuring that the College is able to assess an individual's background and make safe recruitment decisions.

Members should note that the Equality Impact Assessments have been reviewed and are available on the College website.

10. Data Protection

No data protection issues have been identified as a result of this report.

11. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

12. Recommendations

Members of the Board of Management are recommended to:

- i) approve the Policy and Procedure for Protecting Vulnerable Groups (PVG) and Criminal Records Check for immediate implementation;
- ii) note the National Disciplinary Policy and model Procedure for support and lecturing staff for implementation on 1 August 2025;
- iii) note the College's Disciplinary Procedure will be revised to align with the National model Procedure; and
- iv) approve the Letting Policy and Procedure.

13. Further Information

Further information on the content of this report and its appendices can be obtained from Doreen Shiels, Director of People and Culture Services dshiels@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

Doreen Shiels/Lisa Clark
June 2025