**Regulated Roles With Children**

An individual may be in a regulated role involving contact with children (under 18s) if their work involves any of the following activities (as part of their normal duties):

* having responsibility for the safety and welfare of a child
* teaching, instructing or delivering training to children
* providing advice or guidance to children in relation to career development or education
* being in charge of or caring for children
* practising with children as a registered medical practitioner, nurse, health visitor, midwife chiropractor, dentist, dental care professional, optometrist or dispensing technician, osteopath, pharmacist, pharmacy technician, anaesthesia associate, physician associate or in a profession under the Health and Care Professions Council
* providing counselling, therapy or advice, guidance or advocacy support in relation to health or wellbeing to children
* providing cultural, leisure, social or recreational activities for children
* coaching children in relation to sports or physical activity

If there is the opportunity for unsupervised contact with children:

* carrying out an activity in an educational institution, hospital, nursery, day care premises, hospice, residential care setting or secure accommodation for children

**Children in employment**

If the activity carried out in relation to a child only occurs in the course of the child's work (whether paid or unpaid work) it is exempt from PVG i.e. if we are employing someone under the age of 18, their colleagues are unlikely to require a PVG check.

**Children on work experience**

While PVG checks are unlikely to be required in relation to children themselves in work; children on school work experience placements are not usually considered to be ‘working’ for an organisation, as the placement is typically part of their education so this exemption will not necessarily apply. However, activities with a child on work experience may not be part of someone’s normal duties or could be considered incidental contact so the need for PVG should be considered carefully.

**University students under the age of 18**

As the University is a higher education institution providing education for adults, it is considered incidental that some students might be under the age of 18 and it is therefore not normally necessary to check teaching staff.

**Normal Duties**

The activity must be something that is a necessary part of the individual’s role and can include tasks that the individual:

* is expected to do as part of their post on an ongoing basis (e.g. it’s listed in their job description) **or**
* can reasonably be anticipated as being part of carrying out their role **or**
* carries out regularly (i.e. not on an ad hoc basis) **or**
* is designated to do as part of a pool of people who are specifically available for a role that includes a regulated activity

Normal duties do not include when something is:

* done in response to an emergency (unless by an emergency worker)
* arranged at the last minute to stand in at short notice for sickness or other unexpected absence of another worker
* done as a one-off activity of short duration which is not part of the individual’s normal routine or occupation

No particular frequency for undertaking the work or duration of work is specified. This will depend on the context of the role. An annual event could be part of someone’s normal duties as long as it is reasonably anticipated as part of the role

**Incidental Activity**

An activity is likely to involve incidental contact (and be excluded from being considered a regulated role) when it is:

* open to all, which could be indicated by the location of an event, where it’s advertised and what the admission policy is
* attractive to a wide cross section of society
* optional to attend
* not involving contact with children as part of the role but they are in the general vicinity

Contact is likely to be considered as more than incidental when an activity:

* is targeted at children
* is part of a service intended to be for children
* is positioned or presented to be more attractive to children than others or
* has mandatory attendance

When deciding if contact is incidental, it should be considered is whether it could be reasonably foreseen that children would attend. Whether an activity is incidental or not is about whether the purpose and intended client group relates to children.

**Line Managers**

An individual is also in a regulated role if they are a day-to-day supervisor or line manager of someone doing regulated work. This is the case even if the supervisor or manager does not carry out the activity themselves.

A position is likely to include day-to-day supervision or management of an individual where the post holder:

* is responsible for the management, supervision, appraisal, training and immediate welfare of the individual
* meets regularly with the individual to discuss and review the individual's work
* is directly responsible for holding the individual carrying out regulated activity responsible for any failing in respect of the individual’s work