



# Chapter One

## PVG - Chapter One's Associated Interest: What You Need to Know

As a volunteer, Chapter One may remain associated with your PVG membership after you stop actively volunteering. This helps volunteers to return in the future without necessarily needing to complete a new PVG application.

### What happens when reading finishes?

At the end of the academic year, or before if you withdraw from Chapter One during the year, we will contact you and ask about your future volunteering plans. You will be able to choose one of the following options:

#### **I do not plan to volunteer again**

- If you no longer intend to volunteer with Chapter One, you can ask us to remove our associated interest from your PVG membership. We will normally submit this request within 7 days.

#### **I'm unsure**

- If you're not sure whether you'll volunteer again, we can keep our interest in your PVG membership for a period of time, allowing you to return more easily in the future. Please note, you will still be required to register with Chapter One when you return.

#### **I plan to volunteer again**

- If you intend to volunteer again in a future academic year, we can keep our interest in your PVG membership so that you may not need to complete a new PVG application when you return. Please note, you will still be required to register with Chapter One when registration re-opens.

### How long will Chapter One remain on my PVG?

#### **If you complete the academic year**

Chapter One will normally remain associated with your PVG membership for up to 18 months from when reading finishes for the academic year. This is typically until 15 December of the following calendar year.

#### **What happens if you miss a year/would like to read alternate years:**

##### **Example:**

- You read with a pupil throughout the 2025-26 academic year
- You miss 2026-27 but return for 2027-28 **and** register to volunteer by 15 December 2027 - Chapter One will remain associated with your PVG and a new check will not be required
- If no registration to volunteer or contact is received by this date, Chapter One may request removal from your PVG membership from 16 December 2027 onwards



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## **If you withdraw before the end of the academic year**

If you withdraw from Chapter One online reading before the end of the academic year, you have two options:

### **Option 1 – Immediate removal**

- If you do not intend to volunteer with Chapter One again, you can request that Chapter One removes its interest from your PVG membership.
- We will normally submit this request within 7 days of receiving your confirmation.

### **Option 2 – Retain Chapter One's interest in my PVG membership**

- If you think you may volunteer with Chapter One again in the future, Chapter One can remain associated with your PVG membership for up to 18 months from the date you notify us that you are withdrawing.
- If you do not return to volunteering, re-register, or contact us within this period, Chapter One may request removal of its interest from your PVG membership.

**PLEASE NOTE: If you withdraw from Chapter One because you are leaving your organisation, we will remove our associated interest from your PVG 4 months from this date, unless immediate removal is requested at point of withdrawal.**

## **What happens if I don't respond?**

If we do not hear from you, we will apply the retention periods outlined above in option 2. If you do not volunteer again, re-register, or contact us before the relevant deadline, we may request removal of our interest from your PVG membership.

## **What happens if my organisation isn't partnering with Chapter One next year?**

Please speak with your Volunteer Coordinator to confirm whether your organisation will be partnered with Chapter One for the next academic year. If they are not continuing their partnership with Chapter One, we will request removal of our associated interest within 4 months of the last day of reading in Scotland.

## **Returning to volunteer**

If Chapter One has already been removed from your PVG membership and you wish to volunteer again in the future, you may be required to complete a new PVG application before you can begin volunteering.

If you have any questions, please contact Laura Goatcher ([laura.goatcher@chapterone.org](mailto:laura.goatcher@chapterone.org)).