



MRS Guideline: Conducting data collection activities with children

February 2020

Table of Contents

Introduction	3
The Principles of the MRS Code of Conduct	5
Definitions	6
1: Permission of a responsible adult	
A: <u>Where permission is required</u>	9
B: <u>Obtaining permission and providing the necessary information</u>	11
2: Subject matter	13
3: Data collection	
A: <u>The data collection process</u>	16
B: <u>The interview</u>	17
C: <u>Venues</u>	19
D: <u>Incentives and rewards</u>	20
4: Qualitative	22
5: Online	23
6: Self-completion postal/paper	26
7: Criminal Record Checks	27

Introduction

These Guidelines interpret the MRS Code of Conduct (2019) and provide additional best practice advice. Unless otherwise stated, Guidelines are not binding. Rules 16 to 22 of the MRS Code of Conduct contain specific mandatory provisions relating to data collection activities with children.

Under the Code, children are defined as those aged under 16 years. There is no recommended minimum age for data collection activities among children, but it is expected that members will involve very young children directly in data collection activities only when this is necessary and appropriate to the particular project.

The intention of the provisions regarding age is to protect potentially vulnerable members of society, whatever the source of their vulnerability, and to strengthen the principle of public trust.

Their main aims are:

- To help protect the rights of children physically, mentally, ethically and emotionally and to ensure they are not exploited;
- To reassure parents and others concerned with their welfare and safety that data collection activities conducted under these guidelines is designed to help protect the interests of children;
- To promote the professionalism and value of data collection activities - among children, and the wider public; and
- To help protect the member and client from accusations of improper behaviour by publishing the necessary good practice required to meet their legal and ethical responsibilities.

Rules from the Code of Conduct applicable in each section of this document are stated in bold. These rules are binding on MRS members and breaches may result in disciplinary action. The guidance that follows the rules provides interpretation and additional best practice. Members are reminded that this document is designed to complement the MRS Code of Conduct and should not be consulted in isolation.

As specified in the Code, it is the responsibility of the member to keep abreast of any legislation which could affect data collection among children to ensure that all those involved in a project are aware of and agree to abide by the MRS Code of Conduct.

This material is provided for information only. It is not legal advice and should not be relied upon as such. Specific legal advice should be taken in relation to specific issues.

The Principles of the MRS Code of Conduct

1. Ensure that their professional activities can be understood in a transparent manner.
2. Be straightforward and honest in all professional and business relationships.
3. Be transparent as to the subject and purpose of data collection.
4. Ensure that their professional activities are not used to unfairly influence views and opinions of participants.
5. Respect the confidentiality of information collected in their professional activities.
6. Respect the rights and well-being of all individuals.
7. Ensure that individuals are not harmed or adversely affected by their professional activities.
8. Balance the needs of individuals, clients, and their professional activities.
9. Exercise independent professional judgement in the design, conduct and reporting of their professional activities.
10. Ensure that their professional activities are conducted by persons with appropriate training, qualifications and experience.
11. Protect the reputation and integrity of the profession.
12. Take responsibility for promoting and reinforcing the principles and rules of the MRS Code of Conduct.

Definitions

Child:

The MRS Code of Conduct defines a child as an individual under the age of 16.

Consent:

Consent means any freely given, specific, informed and unambiguous indication of a participant's wishes by a statement or by a clear affirmative action, which signifies agreement to the processing of their personal data.

Responsible adult:

This is an adult who has personal accountability for the well-being of a child at the time of the data collection process for a project. In a protected environment, like a school, the responsible adult will be the person in authority or overseeing the location who has responsibility for the protection of the child. In any other environment - like the street or in home - a responsible adult will be a parent, guardian or other person on whom a parent or guardian has conferred responsibility for the child (e.g. a relative, child-minder, au pair or neighbour). It is not an individual who has a limited or specific responsibility such as a lifeguard, instructor or employer.

Permission of a Responsible Adult:

This refers to the permission given by a responsible adult to allow the child to participate in a project. It is not permission to collect data from the child, as the child must have their own opportunity to choose to take part in a project.

There may be circumstances in which it's necessary to approach a child in order to establish age before going through the appropriate consent procedure. These approaches should only be made where there is good reason to believe that the child is old enough to participate without consent, ie aged 16 or over.

Online data collection:

Online data collection is defined as data collection in which a participant, either on a single occasion or as part of a panel, is involved in any of the following:

- Completing data collection documentation (e.g. survey, diary, questionnaires etc) online via any internet connected device;
- Downloading documentation from a server on the internet and returning it by email;
- Receiving documentation incorporated into an email and returning it in the same way;
- Participating in an online qualitative interview or discussion;
- A measurement system which tracks web usage;
- Participating in an online message board;

Online data collection also includes:

- Collecting information from a social networking service;
- Any other collection of personal data in the online environment for the purpose of the data collection.

Definitions from the MRS Code of Conduct

Client:

A client includes any individual, organisation, department or division, including any belonging to the same organisation as an MRS Member, which is responsible for commissioning or applying the results from a project.

Data Collection Process:

A data collection process is any process used to obtain information from or about participants. It includes, but is not limited to, analytics tools, algorithms, interviews, as well as passive data collection.

Incentive:

An incentive is any gift, payment or other consideration offered to participants to encourage participation in a project.

Participant:

A participant is any individual or organisation from or about whom data is collected.

Definitions from the General Data Protection Regulation used in the MRS Code of Conduct

Personal data:

Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Guidelines

1: Permission of a responsible adult

A: Where permission is required

The Rules

16. Members must ensure that permission of a responsible adult is obtained and verified before a child participates in their professional activities.

Comment: Under special circumstances, permission to waive the requirement for permission of a responsible adult may be obtained, but only with the prior approval of the MRS Market Research Standards Board. To request a waiver, contact the MRS standards department via codeline@mrs.org.uk.

Guidance

1. Where the data collection activity is being conducted in schools (this also covers other educational establishments) with the permission of teachers or headteachers (as responsible adults acting in loco parentis), members should suggest to the school that consent is also sought from parents or guardians for in-school interviews.
2. Further to the comment on rule 16, there may be occasions when obtaining permission into sensitive subjects would, for example, cause potential harm to the child (e.g. the use of confidential helplines). In these cases the requirement for permission may be waived but only with the explicit prior approval of the MRS Market Research Standards Board. See appendix for further detail on waivers of consent.
3. Members seeking to waive the requirements for permission of a responsible adult must make a written application to the MRS Market Research Standards Board containing:
 - a. A written statement outlining the ethical reasons why a waiver is required (e.g. why this data collection process needs to be done, what harm or adverse consequences could be caused by asking for permission, etc.)

- b. A copy of the questionnaire, discussion guide or other data collection instrument to be used and the source of the sample.
 - c. Any stimulus material, show cards, etc that form part of the data collection process.
4. The MRS Market Research Standards Board may:
- a. refuse to grant a waiver
 - b. grant an unconditional waiver
 - c. grant a waiver subject to amendment of the methodology and/or materials.
5. Repeat or tracker projects must obtain a new waiver on each occasion they are run.

B: Obtaining the permission of a responsible adult and providing the necessary information

The Rules

- 17. Where the permission of a responsible adult is required, Members must ensure that the responsible adult is given sufficient information about the project to enable them to make an informed decision.**
- 18. Members must ensure that the identity of the responsible adult giving permission to approach a child to take part in their professional activities is recorded by name, and relationship or role.**
- 19. Where it is known (or ought reasonably to be known) that participants may include children, Members must ensure participants are asked to confirm their age before any other personal information is requested. Further, if the age given is under 16, the child must be excluded from giving further personal information until the appropriate permission from a responsible adult has been obtained and verified.**
- 20. Members must take special care when considering whether to involve children in projects. The project design must take into account their age and level of understanding.**

Comment: *Privacy notices and other information supplied for a project must be presented in a format that can be understood considering age and level of understanding of child participants.*

- 21. In all cases, Members must ensure that children have the opportunity to decline to take part, even when responsible adult permission has been obtained. This remains the case if a project takes place in school.**

Guidance

1. Permission of a parent or responsible adult must be obtained in a form that is verifiable. Traditionally, members have accepted verbal permission in telephone and face-to-face contexts and the signature of parents for postal and self-completion questionnaires. Email communications on their own are considered insecure and must not be accepted as a verifiable form of permission in isolation and so must be supplemented by a second form of permission, for example, a telephone call, text message or a letter.
2. In accordance with rule 17, parents or responsible adults must also be fully informed about any products or stimulus material which the child may be asked to try or use.

3. Further to the comment on rule 20, privacy notices and other information supplied to a child for a project may be relayed in other ways than a written notice. Alternative methods such as videos, cartoons and infographics may be used to provide the privacy information in a manner that can be understood by the child.
4. In accordance with rule 21, the opportunity to opt out must be made clear to the child and to the responsible adult. It is important that both fully understand that they are not obliged to take part, and this includes their right to withhold answering a specific question or element.
5. In addition, when the data collection activity takes place in schools or in other contexts where participation in activities is mandatory (e.g. scout or guide groups) the right of individual children to opt out must be emphasised.
6. The possibility of back-checking with the child for quality validation and whether a re-contact question will be asked of the child must be confirmed with the parent or responsible adult at the time consent is sought.

2: Subject Matter

Care must be taken if the subject is contentious, disturbing or in any way in advance of what the child may be expected to know or understand. It is imperative to avoid certain subjects when interviewing younger children (e.g. a topic that might harm, distress or frighten the child), though the same subject might quite safely be covered with an older child. This is a question of good professional practice as much as ethics.

The Rules

- 3. Members must ensure that all of their professional activities, whatever the purpose, are conducted in a transparent manner and that their activities promote compliance with privacy ethics and data protection rules.**
- 4. Members must never undertake any of the following activities:**
 - a. Sell or market under the guise of research ('sugging')**
 - b. Fund raise under the guise of research ('frugging')**
 - c. Lobby for political purposes under the guise of research ('plugging')**
 - d. Create false media content and commentary, including social media, under the guise of research (media-mugging).**
- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**
- 49. Members must ensure that the anonymity of participants is preserved unless participants have given their informed consent for their details to be revealed or for attributable comments to be passed on.**

Comment: *This includes video footage of identifiable participants which is classed as personal data.*

Guidance

1. Special care is needed when asking children about:
 - issues which could upset or worry the child (e.g. his or her relationships with other children, his or her experiences at school (if unfavourable))
 - issues which risk creating tension between the child and their parents and /or guardian

- issues relating to potentially sensitive family situations (e.g. parental relationships, income, use of alcohol or drugs within the household, family illness)
 - issues relating to racial, religious and similar socially or politically sensitive matters
 - issues concerned with sexual activities
 - issues relating to their own experiences or worries about alcohol or drugs
 - issues relating to illegal or otherwise socially unacceptable activities
2. If there is a valid or important reason for covering any of these sensitive subjects in a project, it is essential both that a full explanation is given to the responsible adult and their permission obtained; and also that steps are taken to ensure that the child is not worried, confused or misled by the questioning.
3. Social, economic or demographic information based on Chief Income Earner or Head of Household should be obtained from the responsible adult at the time consent is obtained.
4. In accordance with Rules 3, 9 and 49, the collection of sensitive subject matter is unsuitable in public places where confidentiality cannot be assured. This means that stimulus material, and a participant's responses, must not be overheard or seen by third parties.
5. Examples prohibited by Rule 9 are:

- Data collection activities carried out on behalf of manufacturers or providers of products or services, or for promoters or lobbyists for products or services, which are illegal for the age group involved (e.g. buying alcohol for under 18s or gambling for under 16s).

The only exception to this is when the data collection activity needs to be conducted to ensure products or services are not manufactured or marketed in such a way that encourages under-age use or consumption. In each case this may only be conducted with children with the explicit and prior approval of the MRS Market Research Standards Board.

- Data collection activities which encourage, or appears to encourage, illegal behaviour such as under-age drinking or gambling.
6. Where the data collection activity involves the testing of any products, special care should be taken to check that:
- These are safe to consume (e.g. foods, confectionery) or to handle (e.g. toys). This must be confirmed with the supplier even though the latter may be legally liable for any adverse effects caused by the product
 - The child does not suffer from any relevant allergy (e.g. to products containing nuts or certain e numbers) and that parents are advised of allergens contained in the product. 14 allergens are required by law to be specified on food packaging, if present.
 - There are no ethnic, religious or cultural barriers to the child consuming or handling the product
 - The child is not asked to test a product which is illegal for the age group

3: Interviewing

A: The data collection process

The Rules

3. Members must ensure that all of their professional activities, whatever the purpose, are conducted in a transparent manner and that their activities promote compliance with privacy ethics and data protection rules.
22. Members must ensure that information about other individuals is not collected from a child unless for the purposes of gaining permission from a responsible adult.
28. Members must take reasonable action when undertaking data collection to ensure all of the following:
 - a. that data collection processes are fit for purpose and clients have been advised accordingly;
 - b. that the design and content of data collection processes are appropriate for the audience being analysed;
 - c. that participants are able to provide information in a way that reflects the view they want to express, including don't know/prefer not to say;
 - d. that participants are not led toward a particular point of view;
 - e. that responses and/or data collected are capable of being interpreted in an unambiguous way;
 - f. that any potential use of the personal data is revealed;
 - g. that personal data collected and/or processed is limited to what is relevant; and
 - h. that personal data is stored and transmitted by secure means and only accessible to authorised individuals.

Guidance

1. In accordance with rule 22, the data collection must avoid classification questions that are unnecessarily intrusive or are difficult for the child to answer. Where consent is being sought, it may be preferable for some classification questions to be asked of the parent or responsible adult, rather than the child.
2. Members should pay particular attention to the following:
 - a. The wording of fair processing notices used to collect information for client databases to be used as sample

- b. Preambles describing the exercise (e.g. questionnaire introductions) clearly state all purposes for which the data are to be used.
 - c. The content of materials used during data collection e.g. stimulus materials
 - d. Any resulting outputs from the exercise (e.g. press releases) must clearly define the purpose(s) for which data were collected
 - e. Opt outs from contact that have previously been offered to prospective participants or applicable exclusion lists such as the Telephone Preference Service.
3. The consequences of the exercise e.g. if agreeing to receive promotional materials that their details will be passed to the client, etc
 4. The content and language of the project should be sensitive to the language, needs and feelings of the age group to be interviewed and their capabilities. The language of the project should be kept as simple as possible and not be patronising.
 5. Avoid questions which might result in a child making unreasonable demands on a parent or guardian.
 6. In accordance with rule 28(a) and (b), where the age question is being used to ascertain whether the permission of a responsible adult is required, the (c) requirement of providing a 'prefer not to say' option may be omitted.
 7. Consider if a Criminal Record Check is required (see section 7 of this guidance for full details).

B. The interview

- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**

34. Members must ensure that a participant's right to withdraw from a project at any stage is respected.

Guidance

1. It is not normally necessary for the responsible adult to be present during the interview. Where their presence would be undesirable for technical reasons - e.g. if it could introduce bias - this should be explained, and consent sought to interview the child alone.
2. Further to rule 34, the child must be reminded of their right to withhold answers to questions.
3. In accordance with 9, any disclosure of a confidential nature which may be potentially harmful to the child must be dealt with in a sensitive and responsible manner.
4. Where a child discloses that they have been harmed or that they are at risk of abuse, or the interviewer suspects this is the case, the interviewer in the first instance should report this to their supervisor or a member or members of the team designated for this purpose. If they are satisfied that there is genuine harm or risk of harm:
 - a. offer the child information on where to obtain assistance or help
 - b. contact police or social services in cases where the child is unable, through lack of capacity or other circumstances, to seek help,
5. Further to rule 9, care must be taken to avoid any physical contact with the child.
6. It is recommended that an explanatory leaflet be provided to all participants under the age of 16, providing information about the following:
 - a. The subject and purpose the project,
 - b. The identity of the interviewer
 - c. the organisation responsible

- d. who to contact for further information, and
- e. an assurance that the interview was conducted in accordance with the MRS Code of Conduct

C: Venues

The Rules

- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**

Guidance

1. Data collection activities must only be conducted in safe and appropriate environments.
2. If the data collection activity is conducted in the client's domain, the client must take responsibility for providing a safe and appropriate venue.
3. It is advisable that when the data collection activity is carried out in the home of the child, either in person or by telephone, or online, that an adult remains on the premises - though not necessarily in the same room – throughout, such as for a blended activity. The responsible adult should be advised of this at the time they seek consent for the interview to take place.

D. Incentives and rewards

The Rules

2. Members must ensure that when undertaking direct marketing activities, they adhere to all relevant specific legal and ethical requirements which apply to direct marketing practice.

Comment: The following practices fall within the scope of direct marketing:

- a. The offering of client goods or services, or vouchers to purchase client goods or services as an incentive, reward or expression of thanks;
- b. The use of promotional language in describing clients in invitations or introductions to projects;
- c. The offering of materials to participants which promote clients or their products and services. This includes referring participants to a client website at the conclusion of a project.

Members may provide information about a client's products or services where it is necessary to avoid adversely affecting a participant. For example, where a sensitive subject has been discussed, Members may provide information on relevant help lines operated by a client.

See also Information Commissioner's Office (ICO) Direct Marketing Guidance and Direct Marketing Association (DMA) Code.

8. Members must not act in a way which might bring discredit on the profession, MRS or its Members.
9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.
17. Where the permission of a responsible adult is required, members must ensure that the responsible adult is given sufficient information about the project to enable them to make an informed decision.
25. Members must ensure that client goods or services, or vouchers to purchase client goods or services, are not used as incentives for projects conducted for purposes. Members undertaking projects for other purposes, such as direct marketing, may use client goods or services as incentives.

Guidance

1. In accordance with 17, parents or responsible adults must be informed of the nature and value of incentives at the time consent is being sought.

2. Any incentives provided should follow the same rules as those for products to be tested - i.e. they should be safe, legal and acceptable to responsible adults.
3. Any refreshments provided should be suitable and legal for the age group and care should be taken to avoid any products that are known to cause allergic problems.
4. Where incentives are used they should be suitable and acceptable for the age of the child and fitting for the task required. Sweets or other high fat, salt and sugar content food stuffs should be avoided.
5. Members should take reasonable precautions to ensure that vouchers are not used to buy age inappropriate products, although final responsibility rests with the vendor. This can be done by restricting the voucher to a particular store.

4: Qualitative

The Rules

- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**
- 17. Where the permission of a responsible adult is required, members must ensure that the responsible adult is given sufficient information about the project to enable them to make an informed decision.**

Guidance

1. Parents or responsible adults providing permission must be informed of any recording, monitoring or observation.
2. Once permission has been given, the child can be asked the recruitment screening questions. With young children or where recruitment questions may be difficult for the child to answer, it is recommended that the recruitment screening process is conducted with the responsible adult, rather than the child.
3. Members should take responsibility for ensuring that a child has arrangements to get home or be collected by a responsible adult. Members or other appropriate persons should remain at a venue until all children have been collected/have left.
4. Members should ensure that the responsible adult has full details of the venue, name of moderator, finishing time, etc.
5. Any observation should be kept to a minimum and handled appropriately.
6. In accordance with rule 9, stimulus material must be safe and appropriate for the age of children involved.

5: Online

The Rules

- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**
- 17. Where the permission of a responsible adult is required, members must ensure that the responsible adult is given sufficient information about the project to enable them to make an informed decision.**
- 19. Where it is known (or ought reasonably to be known) that participants may include children, members must ensure participants are asked to confirm their age before any other personal information is requested. Further, if the age given is under 16, the child must be excluded from giving further personal information until the appropriate permission from a responsible adult has been obtained and verified.**
- 22. Members must ensure that information about other individuals is not collected from a child unless for the purposes of gaining permission from a responsible adult.**

Guidance

1. Recognising the particular difficulties of ensuring consent in online data collection activities, further to 19 consent from the responsible adult must be obtained in a form that is verifiable. Email communications on their own are considered insecure and must not be accepted as a verifiable form of consent in isolation and so must be supplemented by a second form of consent, for example a telephone call or a letter. Where members have a pre-existing relationship with parents (e.g. they are current panel members) it may be possible to verify consent electronically through the use of passwords, exchange of tokens, etc.
2. Further to rule 9, members must provide advice of any costs likely to be incurred by participation. This may be a particular problem in the case of using mobile phones where children may not have unlimited data plans or where significant charges may be incurred if data roaming is used overseas.
3. Further to rule 17, a notice to a parent or responsible adult, seeking their consent for their child to be asked to participate, must be posted on the website or emailed to a parent. This notice should include:
 - a. A heading explaining that this is a notice for parents/responsible adults

- b. Name and contact details of the organisation conducting the data collection process.
 - c. The nature of the data to be collected from the child.
 - d. An explanation of how the data will be used.
 - e. An explanation of the reasons the child has been asked to participate and the likely benefits.
 - f. A description of the procedure for giving and verifying consent.
 - g. A request for a parent's or responsible adult's contact address or phone number for verification of consent.
4. Prior parental consent will not be required to:
- 1. Collect a child or parent/responsible adult's address or email address solely to provide notice of data collection and request consent.
 - 2. Collect a child's age for screening and exclusion purposes.
 - 5. In accordance with the principle of voluntary informed participation, information identifying children must not be collected from forums, social networking sites, blogs, etc. without their consent and without obtaining the consent of a parent or responsible adult.
 - 6. Where a member joins a social network or forum, they must declare their presence, their role, the identity of the organization they work for, what information they intend to collect, what it will be used for and who will have access to it. It is not acceptable to pose as a child, to lurk on networks or forums, or to passively collect data without prior consent.
 - 7. Where members are responsible for the design and administration of sites or forums used by child participants, they should incorporate the "Click CEOP" Internet Advice button to allow children to obtain advice from, and report bullying or inappropriate behaviour to, the Child Exploitation and Online Protection Centre.

8. Members should exercise particular care when they use apparently anonymous verbatim quotes obtained online in reported results or in presentations to clients or third parties. Verbatim quotes may be attributed to identifiable participants through the use of search engines to reveal their original source. Members should take steps to check that quotes used in reports, etc., cannot be identified in this way.

6. Self-completion postal/paper

The Rules

19. Where it is known (or ought reasonably to be known) that participants may include children, members must ensure participants are asked to confirm their age before any other personal information is requested. Further, if the age given is under 16, the child must be excluded from giving further personal information until the appropriate permission from a responsible adult has been obtained and verified.

Guidance

1. Where the age of the participant is not known but it is known that some are likely to be under 16, all questionnaires and other methods of data collection, should carry a notice explaining that permission is required for completion by children and include an explanation of the subject matter and the details of the member undertaking it, with contact information.
2. There should be space on the questionnaire and other methods of data collection, for the responsible adult to sign that they have given their permission for the child to complete the questionnaire. Where self-completion questionnaires are administered to a large number of children at the same time, for example in a classroom environment, the responsible adult may sign a permission form rather than each individual questionnaire.
3. Postal packages should not contain sharp or potentially harmful objects.

7. Criminal Record Checks

The Rules

- 8. Members must not act in a way which might bring discredit on the profession, MRS or its members.**
- 9. Members must take all reasonable precautions to ensure that participants are not harmed or adversely affected by their professional activities and ensure that there are measures in place to guard against potential harm.**

Guidance

1. Contact with children in certain circumstances may require registration with the Protecting Vulnerable Groups (PVG) Scheme in Scotland or submit to Disclosure and Barring Service (DBS) Check. It is not necessary for all of those involved in a data collection activity with children to apply for a DBS check and this will only be necessary in certain circumstances where there is prolonged or regular contact with children.
2. Registration with the Scottish PVG Scheme is required, and Standard and Enhanced DBS checks are available, in the following circumstances:
 - a. The job is of a specified nature such as teaching, instructing, supervising, caring for or providing children/vulnerable adults with guidance or treatment, moderating an online service for children or (in Scotland only) involves unsupervised contact with children.

OR

- b. The job takes place in a specified location such as:
 - schools (educational institutions exclusively or mainly for the provision of full-time education to under-18s)
 - children's homes
 - childcare premises (including nurseries)
 - pupil referral units

- children's hospitals (hospitals exclusively or mainly for the reception and treatment of children)
- institutions exclusively or mainly for the detention of children
- children's centres in England, and
- adult care homes in England and Wales and residential care or nursing homes in Northern Ireland

AND

- c. it occurs frequently (once a week or more) intensively (four times a month or more) or overnight (2am to 6am) with the same children or in the same location.
3. Full details of the PVG and the DBS disclosure categories are available from:

<https://www.mygov.scot/working-jobs/finding-a-job/disclosure/>

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>



MRS
The Old Trading House
15 Northburgh Street
London EC1V 0JR

Telephone: +44 (0)20 7490 4911
Fax: +44 (0)20 7490 0608
Email: codeline@mrs.org.uk
Website: www.mrs.org.uk

Company limited by guarantee. Registered in England No 518686. Registered office as above.