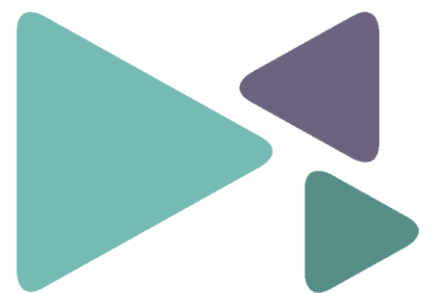


Scottish PVGs Guidance



disclosure
services

Expert Support. Informed Clients. Clear Decisions.

Scottish PVGs

What is a PVG?

The PVG scheme stands for (Protection of Vulnerable Groups)

It helps make sure people whose behavior makes them unsuitable to work with children and/or protected adults, can't do regulated work with these vulnerable groups in Scotland.

A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant.

How the scheme works

When someone applies to join the PVG Scheme, Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations.

The application process involves gathering criminal record and other relevant information. This can be shared with the employer who is providing regulated work, unless the person applies to have a conviction removed from their PVG Scheme record.

If the information shows the applicant might be unsuitable for regulated work, they'll be referred for further investigation as part of the consideration process.

Types of work covered by PVG

The PVG Scheme doesn't apply to all jobs and volunteering. It only applies to 'regulated work'. There are 2 types of regulated work – work with children and work with protected adults. Regulated work is usually jobs including:

- Caring responsibilities
- Teaching or supervising children and/or protected adults
- Providing personal services to children and/or protected adults
- Working directly with children and/or protected adults

There are many kinds of roles, both paid or unpaid. Some examples are:

- Nurse
- Child-minder
- Girl guide leader
- Dentist

It can also apply to certain positions of trust within organisations, even where the role doesn't involve any direct contact with children or protected adults.

Examples of this include:

- Membership of certain council committees
- Trustees of charities focused on children
- Trustees of charities focused on protected adults

Some employers, like aid agencies, send staff or volunteers to provide care and education, for example, to people in countries outside the UK.

These employers can apply to have an individual PVG-checked when that work, if done in Scotland, would be considered to be 'regulated work'.

Being barred from regulated work

If Disclosure Scotland decides that someone's unsuitable to do regulated work with vulnerable groups, they'll bar them from working with children and/or protected adults and inform their current employers.

They'll also remove them from the PVG Scheme and tell any other employers listed on their record that they have been barred.

Types of PVG record

Scheme record	Short scheme record	Scheme membership statement
People who want to join the PVG scheme to do regulated work for an organisation	PVG scheme members joining a new organisation for the same type of work, and have had a scheme record issued for that type of work	People who want to do regulated work in the future, people who are self-employed and doing regulated work, or private individuals (personal employers) employing someone to do regulated work for them.

How to join the PVG scheme

The paper form needs to be sent to the organisation who are requesting the check for the applicant.

Additionally, the applicant may request for this form to go directly to their address.

You'll need to fill in and sign the form and return it to your employer.

You'll also need to show some ID to confirm your identity and address to your employer or the organisation managing their PVG records. They'll tell you what form of ID they will accept.

When completing the paper form, sections A, B, C, D need to be completed and parts highlighted in yellow are compulsory.

Paying for a PVG

The full cost is £71 to join the PVG scheme. The organisation you're applying for will tell you if you need to pay the joining fee or if they'll pay for it.

90% of applications are completed within 14 days.

Updating your PVG details

If you are a member of the PVG scheme, your membership lasts for life unless you choose to leave the scheme.

You should keep your record up to date if for example, you change jobs or move house. This means that Disclosure Scotland can contact you quickly if needed and information is sent to the right place.

You should tell Disclosure Scotland as soon as possible if you change your contact details, including:

- Address
- Contact email
- Phone/mobile number

Legal requirements

Some people are required by law to tell Disclosure Scotland about certain changes:

- If you are a PVG scheme member and you change your name or gender, you must tell Disclosure Scotland within 3 months of doing so.
- If you are barred from regulated work or are under formal consideration for listing, you must tell Disclosure Scotland within 1 month if you change your:
 - Name
 - Address
 - Gender

Proof of changes

For Disclosure Scotland to make the changes you must give them:

- Your PVG number
- Your full name
- Your date of birth

Supporting documentation

You should also include a copy of supporting documentation to confirm the changes.

For a change of address Disclosure Scotland will accept a copy of:

- A utility bill
- A bank statement
- A credit card
- An insurance letter




For a change of name Disclosure Scotland will accept a copy of:

- A marriage certificate
- A passport
- A photocard driving license

Disclaimer: This is not legal advice. If you need help with making sure you are complying with the law, you should speak to a legal advisor.



Disclosure Services
Ellice House
Ellice Way
Yale Business Village
Wrexham
LL13 7YL

-  info@disclosureservices.com
-  www.disclosureservices.com
-  01978 510100

