



Procedure for Protecting Vulnerable Groups Scheme Membership

Some posts, particularly those dealing with young people and vulnerable adults, require that Orkney Islands Council carry out a criminal record check on the successful candidate. Checks are made through Disclosure Scotland which has been established to process checks for all registered bodies in Scotland.

The nature of the post you have been offered is such that a criminal record check is required and we would be grateful if you could complete a criminal convictions declaration form. Orkney Islands Council encourages all applicants to provide details of their criminal record at an early stage in the application process. Failure to disclose convictions which are later revealed in the criminal check process may result in any offer of employment being withdrawn.

What is the PVG Scheme?

The Protecting Vulnerable Groups Scheme is a vetting and barring scheme managed by Disclosure Scotland for people who work with vulnerable groups (children and protected adults) and introduces the concept of 'regulated work'. Regulated work is defined by the activities that a person does, the establishments they work in and the position they hold. Members of the Scheme will be provided with a Scheme Record showing basic membership information on the type(s) of regulated work for which the individual is a PVG Scheme member and whether the individual is under consideration for barring for the type(s) of regulated work.

A Scheme Record will show the following vetting information that exists in relation to the individual:

- Convictions and cautions held on central records in the UK.
- Whether the individual is included on the sex offenders register.
- Relevant non-conviction information provided by police forces.
- Prescribed civil orders.

PVG members' records are constantly updated with any new vetting information that arises. If an individual who is barred applies to join the Scheme they will not get a Scheme Record, but the individual and organisation will be advised by letter that the individual is barred from doing that type of regulated work.

What is the PVG Application Procedure?

If you are conditionally offered a post we will issue you with the relevant forms and guidance notes on which sections to complete. The form should then be returned to

the HR Support Team who will complete the remaining areas of the form, countersign it, and forward it to Disclosure Scotland for processing.

Once processing is complete Disclosure Scotland will send the Scheme record to the registered officer in the Council who countersigned the application and a copy will be sent to you. A copy of the Scheme record may be sent to the GTCS or SSSC if you included a registration number on the form.

Who will see my PVG Scheme Record?

Any information supplied by Disclosure Scotland can only be accessed by you and the Registered Officers nominated by Orkney Islands Council.

Registered Officers must ensure that any information forwarded by Disclosure Scotland is securely stored and that only they have access to it. All stored information must be destroyed within three months of receipt.

Will a criminal record affect my application?

Having a criminal record will not necessarily debar you from working with Orkney Islands Council. This will depend on the nature of the position, together with the circumstances and background of your offence(s) or other information contained on a PVG Scheme Record or provided directly to us by a police force. We will discuss any matter which is revealed on a PVG Scheme Record with you before considering withdrawing a conditional offer of employment. (Please note we are only able to discuss what is contained on a PVG Scheme Record and not what may have been sent under separate cover by a police force.)

What if I refuse to apply for PVG Scheme membership?

Any candidate or volunteer who refuses to apply for the check appropriate for the post concerned will not be offered employment

I already hold a Disclosure Scotland Certificate; do I need to apply for PVG Scheme membership?

Yes - if you will be carrying out regulated work you will need to apply for membership.

I am already a PVG Scheme member; do I need to do anything?

If you have already been checked for the protected group you have been appointed to work with, you will need to apply for a Scheme Record Update. If you are going to be working with the other protected group you will have to apply for a Scheme Record for that group.

Do I have to pay for the PVG check?

Orkney Islands Council will pay the fees on behalf of those persons whom it is intended to make a conditional offer of employment or on behalf of any volunteers under the direct responsibility of the Council.

What do I do if I have any contact with the police subsequent to my PVG check?

VG members' records are constantly updated with any new vetting information that arises but you must still inform your Line Manager in writing immediately of any contact you may have with the police on matters likely to affect your work following appointment, for example an interview under caution, a charge or receipt of a Police Warning.

I have worked overseas, what do I do?

Disclosure Scotland can only provide information on UK criminal records. If you are from overseas or have spent more than three months residing overseas within the last five years you are required to obtain the relevant criminal record information from that country and any official translation that may be required. You will be liable to pay any charges for this that may be applicable.

If you still have questions or concerns over any aspect of this process please do not hesitate to contact the HR Support Team on 01856873535 or email hrrsupport@orkney.gov.uk .