



PVG Policy

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps make sure people whose behaviour makes them unsuitable to work with children and/or protected adults, can't do '[regulated work](#)' with these vulnerable groups.

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](#)'

Once someone is a PVG scheme member

Disclosure Scotland keeps checking their suitability to continue working with children or protected adults. If they find new information which means someone might have become unsuitable to work with children or protected adults, they'll tell their employer.

'Harmful behaviour' by PVG scheme members

If the courts, police, regulatory bodies or previous employers provide information to Disclosure Scotland which suggests someone may be unsuitable for regulated work, this will trigger a [consideration for listing](#).

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.

How long does it last?

A PVG Scheme member's paper certificate shows the information available on the day it was created. Membership of the scheme lasts forever though, and scheme members are continuously checked, unless they decide to [leave the scheme](#).

Types of PVG disclosure record

If you join the PVG Scheme, you will get a PVG disclosure record. There are 3 different types of PVG disclosure record:

- Scheme Record
- Short Scheme Record
- Scheme Membership Statement

Which type of PVG disclosure record you need depends on what you need it for and whether you are already a member of the PVG Scheme.

Types and uses of PVG disclosure record

Type	Who is it for?	Cost	Includes vetting information?
Scheme Record	People who want to join the PVG Scheme to do regulated work for an organisation	£59	Yes
Short Scheme Record	PVG Scheme members joining a new organisation for the same type of regulated work, and have had a scheme record issued for that type of work before	£18	No
Scheme Membership Statement	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	£18 (existing PVG Scheme members) £59 (new applicants to the PVG Scheme)	No

What your PVG disclosure record shows

All PVG Scheme records show the following information:

- name
- address
- date of birth
- PVG Scheme membership number
- disclosure number of the Scheme Record
- the type of [regulated work](#) the person is a PVG Scheme member for

- confirmation that the person isn't barred from doing that work
- if the person is under [consideration for listing](#) for that type of regulated work

This information is the scheme member's statement of scheme membership. Each PVG disclosure record will also have a disclosure number.

How to apply

You can apply for each type of PVG disclosure record using a paper form. There are different forms depending on whether you are new to the PVG Scheme, or are already a scheme member.

The form is given to the person applying by the committee.

Application process

The person applying needs to fill in and sign the form and return it to the committee.

They will also need to show some ID to confirm their identity and address to the playgroup managing the PVG records. The committee will tell them what form of ID they will accept.

Paying for a PVG

It costs £59 to join the PVG scheme. The Playgroup covers this cost.

Getting your PVG certificate

90% of PVG applications are completed within 14 days (not including postage time). If the applicant has made any mistakes in their application, or if PVG Scotland have to make any extra checks, the application may take longer to complete.

Existing PVG scheme members

If they're already a member of the PVG scheme, they should [update their record with Disclosure Scotland](#) when they start a new job or voluntary role which involves regulated work.

The committee may ask you to complete an Existing PVG Scheme Member form. This will allow us to get an up-to-date certificate as well as be added to the applicants PVG membership account. This update - known as a Short Scheme Record - costs £18. The committee can ask for the form to be posted to applicant to fill in.

Once PVG certificate has arrived

There will be a certificate sent to the applicant which they keep and also a copy sent to the place of work/place of volunteering. The details from the certificate Name, Position, PVG Issue Date, PVG Membership Number, Disclosure Number are entered on to a spreadsheet, the certificate is then destroyed. The spreadsheet must be signed by the chairperson/people and filed.