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**PVG Scheme- Protection of Vulnerable Groups**

**Information for Staff**

**(to be read in conjunction with ENABLE Glasgow’s Policy on the Recruitment of Ex-Offenders)**

Under the terms of **The Protection of Vulnerable groups (Scotland) Act 1997,** ENABLE Glasgow staff and volunteers who undertake regulated work with vulnerable adults must apply to join the PVG scheme. ENABLE Glasgow will advise you if the position you undertake is considered to be regulated work. The PVG Scheme is a new scheme that replaced the existing Disclosure Scotland scheme in February 2011. The Protection of Vulnerable Groups scheme is similar to a Disclosure Scotland check but has introduced some important changes that are intended to make the Disclosure Scotland system more efficient. Once you have successfully joined the scheme you can use it when applying to volunteer or work with a wide range of organisations that are involved in supporting vulnerable adults.

**The Protecting Vulnerable Groups Scheme (PVG Scheme) will:**

* help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
* be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.

**All members of staff carrying out regulated work are responsible for payment of their PVG Scheme Records and/or PVG Scheme Record Updates. The current cost of a Scheme Record is £59 and a record update costs £18. ENABLE Glasgow will be able to advise you of what checks you require and when. We will also help you to fill out any applications and will process your application forms.**

* If you have already successfully joined the PVG scheme prior to applying to become a member of staff with ENABLE Glasgow, you must bring your certificate along to interview. ENABLE Glasgow will request a Scheme Record Update at this stage. We will advise you of this at interview.
* Prospective members of staff who are not yet members of the PVG scheme and will be undertaking regulated work with us must apply to join. ENABLE Glasgow will complete the application form with you.
* Since **retrospective checking** was introduced, all members of staff who previously held an Enhanced Disclosure will require to become members of the Protection of Vulnerable Groups Scheme and will therefore be required to apply for a PVG Scheme Record.

The PVG Scheme provides an ongoing record, however there may be circumstances in which ENABLE Glasgow requests a Scheme Record Update throughout the duration of your employment with us. This is at the discretion of ENABLE Glasgow but will be carefully explained to any member of staff affected by this. We also follow guidance from our Regulatory Bodies in Relation to Scheme Record Updates e.g. The Care Inspectorate and SSSC.

Staff are asked to bring the following ID and information to interview or to complete their PVG check at Head Office:

* **One form of photographic ID:** this can be a passport or drivers licence or a passport photograph signed by someone in a position of responsibility who knows the applicant.
* **Two formal letters or bills with your name and current address:** this includes bank statements, mobile phone bills, utility bills etc.
* **National Insurance Number**
* **Your address history for the last five years**

You are reminded that when you are a PVG Scheme Member-

1. Disclosure Scotland will continuously update the records they hold about you so that any new vetting information (e.g. convictions) will be added to your record as it becomes available,
2. Disclosure Scotland will notify all organisations for whom you are doing regulated work if you are placed under consideration for listing or become barred.
3. You most notify Disclosure Scotland of any change of your name or gender within three months of the change taking place.
4. **You should notify Disclosure Scotland when you cease to do regulated work for an organisation.** Failure to do so may lead to that organisation receiving notifications of any future considerations for listing or barring to which you may become subject.
5. You should take care of your PVG Scheme membership number and any disclosure records or other documentation issued to you by Disclosure Scotland.

If you have any questions in relation to the PVG scheme, please do not hesitate to contact Jane Feeney at Head Office on 0141 332 7420 or e-mail [jane.feeney@enableglasgow.org.uk](mailto:jane.feeney@enableglasgow.org.uk)