

## **PROCESS FOR DISCLOSURE SCOTLAND PROTECTING VULNERABLE GROUPS (PVG) APPLICATIONS (Scotland)**

The Field Studies Council will request all candidates for posts based in Scotland to provide at interview one piece of original photographic evidence, e.g. passport or photo driving licence, and two other pieces of original written evidence linking them to their current address, e.g. bank statement, utility bill, etc. The Field Studies Council will also require the successful candidate to join the PVG Scheme for regulated work with children (unless already a member, in which case an Existing Scheme Record check will be required – see below). Where photographic evidence is not available additional identification material will be required.

### Applications to Join the PVG Scheme

If the individual is not already a member of the PVG Scheme for regulated work with children, Human Resources (HR) at Head Office will initiate an on-line PVG check application with Disclosure Scotland, who will then email the individual direct with a unique link. The individual must follow the link and the on-screen instructions, in order to complete and submit the application. Disclosure Scotland will issue copies of the resultant Certificate to both the applicant and the designated countersignatory within Field Studies Council.

### Existing PVG Scheme Members

If the individual is a PVG Scheme member they must inform HR of this and provide a copy of their existing PVG Scheme certificate. HR will initiate an on-line 'Existing Scheme Member' PVG check application with Disclosure Scotland, who will then email the individual direct with a unique link. The individual must follow the link and the on-screen instructions, in order to complete and submit the application. Disclosure Scotland will issue copies of the resultant Record Check Certificate to both the applicant and the designated countersignatory within Field Studies Council. Being an existing member of the PVG Scheme for regulated work with children, means Disclosure Scotland keep the individual's record up-to-date so that it can be transferred with them from role to role, only where the same level and type of check are required.

### Recording of Information

All Certificate / Record check information will be handled in accordance with the Field Studies Council's policy on secure handling, use, storage, retention and disposal of Disclosure Information (Scotland) and be disposed of as soon as practicable by shredding. The final information, and information being processed, will be stored in a secure place which has access restricted only to authorised personnel.

The Field Studies Council have 3 categories when a PVG Scheme certificate is received back:

- Satisfactory:** HR will notify the relevant Head of Learning Location (HoLL)
- Conditional:** if 'conditional', then brief details will be included on the individual's personnel file which is securely held by HR at Head Office.  
Only the HoLL or designated deputy concerned will be made aware of a 'conditional' acceptance. HoLLs must use their utmost discretion in making

other key management staff aware of any 'conditional' acceptance. The system should produce a minimum number of 'conditional' acceptances.

**Unsatisfactory:** if an applicant is rejected on the basis of the PVG Scheme check it will be on the grounds of 'references unacceptable'.

In order to ensure that we do not employ any persons who are barred from working with children, the Field Studies Council will ensure all applicants for posts based in Scotland have viewed the Field Studies Council Code of Conduct (Scotland) and are able to fully comply with the acceptance criteria. This document is available via our website at: [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies).

The Field Studies Council will identify the main measure of success for this process as there being no individual offered a post that has to be retracted as a result of PVG Scheme information.

Until such time as clearance via a satisfactory PVG Scheme certificate has been received the individual concerned will not be able to commence in post and will not be able to take up residence within Field Studies Council accommodation.

#### Ongoing Employment Checks

The Field Studies Council will carry out PVG Scheme checks for all staff employed to work in Scotland on appointment or reappointment. The Field Studies Council may require that further checks are carried out if such checks are at any time deemed to be necessary for the continued safe and effective operation of its Learning Locations.

The Field Studies Council will not appoint, or continue to employ, any person who fails to disclose all relevant information about their criminal record, caution or pending prosecution during the appointment process or at the earliest opportunity whilst employed by Field Studies Council, or who fails to meet the criteria set out for the post to which they have applied or been appointed. Whilst failure at any time to meet the criteria for their current role will be considered adequate grounds for dismissal, Field Studies Council will attempt, where practical, to redeploy staff to allow reasonable time for any appeals to be considered.

Any concerns regarding an individual's conduct whilst in post will be dealt with by reference to Field Studies Council's internal policies and documentation.

**Note:** Where any reference is made to the Protecting Vulnerable Groups (PVG) Scheme or PVG Checks then the devolved nation equivalents are used for positions in England and Wales or Northern Ireland: all related documentation can be viewed at [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies) or can be accessed by calling HR on 01743 852116.

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