

# Criminal Record Checking

(Scotland)

## Guide for Leaders

## Introduction

“All adult members working with children or youth must have a criminal records check before a calling is extended.” (*Safeguarding Policies and Procedures of The Church of Jesus Christ of Latter-day Saints in the UK, page 14*)

Your role includes, “Ensuring criminal record checking is complete and current before a member begins any assignment or calling to work with children or youth.”

(*Safeguarding Policies and Procedures of The Church of Jesus Christ of Latter-day Saints in the UK, page 11*)

## Disclosure Scotland and Volunteer Scotland

Disclosure Scotland administer the Protecting Vulnerable Groups scheme (PVG), which includes carrying out criminal record checks.

Volunteer Scotland provides the PVG application portal.

## Data Protection

Disclosure Scotland and Volunteer Scotland hold and process data in accordance with their Privacy Policies:

<https://www.mygov.scot/disclosure-scotland-privacy>

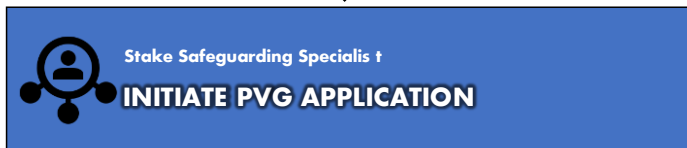
<https://www.volunteerscotland.net/privacy-notices/privacy-notice-disclosure-services#:~:text=Data%20Protection%20Principles,and%20in%20a%20transparent%20way.>

Process overview

You:

- Invite members to complete a PVG request form.
- Complete and submit List of Callings and member PVG request forms to your stake safeguarding specialist.

All forms are available at [www.dbschecking.uk](http://www.dbschecking.uk)



A PVG application link is emailed to the member.



The member completes the online PVG application.

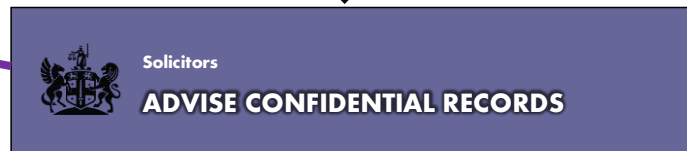


The member receives a PVG certificate in the post.



The stake safeguarding specialist receives and reviews the PVG certificate.

When the PVG check is complete, Church Headquarters update the membership record.



## Step-by-Step Guide

### Step 1 – Notify Eligible Calling

- For each calling that requires a PVG check (see eligibility list of callings below) you:
  - Invite the member(s) to complete a PVG request form. (Without this form the process can't begin, as this information is required to initiate a PVG check, which is step 2 below).
  - Download, complete and email the appropriate check request sheet along with all completed PVG request forms to your stake safeguarding specialist.

Documents are available at [www.dbschecking.uk](http://www.dbschecking.uk).

### Step 2 – Initiate PVG Application

- The stake safeguarding specialist will review the information provided and initiate a PVG application email to each member.

### Step 3 – Complete PVG Application

- Each member will receive an email from Volunteer Scotland, giving them 14 days to complete their online PVG application.

### Step 4 – PVG certificate Issued

- The member receives the original PVG certificate.

### Step 5/6 – Review PVG certificate/ Advise Confidential Records

- The Stake Safeguarding Specialist receives an electronic copy of the PVG certificate:
  - If the certificate is clear, Church Headquarters will be notified, and the membership record will be updated.
  - If an adverse entry is noted, the Stake President is notified and he will arrange to meet with the member to discuss next steps.

## FAQs

Do members have to complete a PVG application?

PVG checks are only required for eligible callings (see list of eligible callings below) and the member consents to be PVG checked. If they choose not to apply, they will not be eligible to serve with children or youth.

What if a member forgets to complete a PVG application?

If a member has not completed their application within 14 days, it will expire, and a new link will need to be initiated.

What happens if the PVG check shows adverse entries?

If a PVG check contains adverse entries, the Stake President will contact the member to discuss. The Stake President and Bishop will determine if the member should continue to serve. For further advice, contact the Abuse Helpline.

Will the outcome of the PVG check be shared with anyone else?

Church Headquarters will be notified when a PVG certificate is issued, and they will update the "Certification" section of the membership record. No other sharing of the PVG certificate or its outcome will be shared, except as explained above if there is an adverse entry.

What if a member needs additional support completing the application?

The PVG application process is entirely online. Members may provide support to those who require extra assistance.

Will members' personal data be shared with anyone? How long will it be stored?

Disclosure Scotland and Volunteer Scotland hold and process data in accordance with their Privacy Policies:

<https://www.mygov.scot/disclosure-scotland-privacy>

<https://www.volunteerscotland.net/privacy-notice/privacy-notice-disclosure-services#:~:text=Data%20Protection%20Principles,and%20in%20a%20transparent%20way.>

Can a DBS check be undertaken for a foreign national who has recently moved to the UK?

Citizens of the United States (including military personnel)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the National Sex Offender Public Website or NSOPW (see: <https://www.nsopw.gov/>). NSOPW is a US Government website, that enables a free of charge search of the sex offender registers for all 50 states, The District of Columbia, US Territories, and Indian Country. The search is undertaken by name and address. A negative search result will be accepted by the Church as evidence of a criminal records check. It will be recorded on the membership record of the individual member in the same way as a result of criminal record checking for UK nationals.

Citizens of all other countries/territories (not UK or US nationals)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the national sex offender public website of the members home nation, if one exists, or by following the application process for obtaining an overseas criminal records check established by the member's home nation.

Important Notes:

- (a) The Church will reimburse members all reasonable costs associated with obtaining criminal records checks.
- (b) Non-UK nationals will be responsible to obtain their own criminal records check. The Church will assist individual members in their efforts to obtain a criminal record check where possible. This assistance will generally be provided by the stake safeguarding specialist.
- (c) Once a non-UK national has been resident in the UK for 12 months or more, the member must apply for a criminal record check in the UK, in the same way as a UK national.

Can a DBS check be requested for a person seeking asylum or a person who has been granted refugee status in the UK?

Yes, however complying with the identity verification requirements of the PVG may be difficult, and in many cases impossible, in which case an application for criminal record checking with PVG will fail and the person seeking asylum or granted refugee status in the UK will not be authorised to work with the children or youth of the Church. In each case, please contact [office@dbschecking.uk](mailto:office@dbschecking.uk) for case specific advice.

## ELIGIBILITY LIST OF CALLINGS FOR CRIMINAL RECORD CHECKING

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| <b>Callings in the Stake</b>                      |
| Stake Presidency                                  |
| High councilors (Primary, YM, YW, Seminary)       |
| Primary Presidency and secretary                  |
| Young Men Presidency and secretary                |
| Young Men advisors                                |
| Young Women Presidency and secretary              |
| Young Women advisors                              |
| Sunday School Presidency and secretary            |
| Patriarch   |
| Camp Leaders                                      |
| Seminary teachers and second adults               |
| Service Missionaries                              |
| FSY councilors                                    |
| <b>Callings in the Ward/Branch</b>                |
| Bishop/Branch President and counsellors           |
| Primary Presidency and secretary                  |
| Young Men Advisors                                |
| Young Women Presidency and secretary              |
| Sunday School Presidency and secretary            |
| Teachers in Youth Sunday School and second adult  |
| Teachers in Primary + second adult and Nursery    |
| Primary Activity Leaders                          |
| Primary Music Leaders                             |
| Seminary teacher and second adult                 |
| Adults serving as ministering companions to youth |