

Criminal Record Checking (Scotland)

Guide for Members

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*)

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:

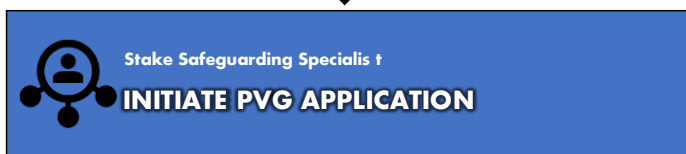
<https://www.mygov.scot/disclosure-scotland-privacy>

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

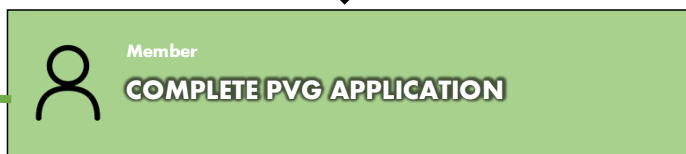
Process overview

When invited by your Bishop/Branch President:

- Complete a PVG request form and return it to your bishop/branch president. All forms are available at www.dbschecking.uk



A PVG application link is emailed to you.



You complete the online PVG application.



You receive 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 your membership record.

Step-by-Step Guide

Step 1 – Notify Eligible Calling

- When requested by your bishop/branch president, you complete a PVG online application request form. This form can be downloaded at www.dbschecking.uk.





Online Application Request - Details of Applicant(s)

Please complete all fields with the details of the applicant(s) you are requesting a form for.

Details of Applicant 1

Applicant 1: Application Type*

Scheme Record to Join
 Scheme Record Update
 Existing Member Scheme Record

Applicant 1: First Name* **Applicant 1: Middle Name(s)** **Applicant 1: Surname***

* The first name should be the applicants full birth name rather than the name they are known by.

Applicant 1: Date of Birth*

Applicant 1: Email address*

No generic shared email address as application will be rejected. The email provided must be a personal work email that only the applicant can access.

Applicant 1: Current Home Address (including postcode)*

Applicant 1: Recruiting Organisation*

Applicant 1: Position Applied For*

Applicant 1: Regulated Work Group(s)*

Children
 Adults
 Both

Applicant 1: Will the work be carried out at the home of the applicant?*

Yes
 No

Applicant 1: Is the applicant a volunteer?*

Yes
 No

Applicant 1: Details of ID Documents Checked*

Please specify the documents checked. You are required to check at least 1 form of Photo ID and 1 form of Address ID. Where no Photo ID is available, please check 2 forms of Address ID and 1 additional ID document (e.g. a birth certificate). Please note that a PVG certificate cannot be used as ID.

DECLARATION - I confirm the details in this form are correct and I have seen the ID documents listed above.

Signed Name Date

Application Type (tick only one):

- Scheme Record to Join – this is your first time joining PVG
- Scheme Record Update – you are already a PVG member (working with children)
- Existing Member Scheme Record – you are already a PVG member (working with vulnerable adults)

Personal details:

- Enter your full name, date of birth, email address and current home address

ID Verification:

- Take the form to another adult (not a family member) along with: 1 item of photo ID AND 1 item of address ID (these must be separate documents).
- The person enters the name of the documents (eg. passport and utility bill) and signs the declaration.

- When the form is complete, and the declaration signed, hand it back to your bishop/branch president.

Step 2 – Initiate PVG Application

- The Stake Safeguarding Specialist reviews the information provided on your PVG request form and initiates your PVG application.

Step 3 – Complete PVG Application

- You receive an email from Volunteer Scotland, inviting you to complete the online PVG application. You have 14 days from receipt of email to complete the application.

Step 4 – PVG certificate Issued

- When Disclosure Scotland have completed the criminal records check, you receive a 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 is notified, and your membership record is updated.
 - If an adverse entry is noted, the Stake President is notified, and he will arrange to meet with you to discuss next steps.

FAQs

Why have I been asked to obtain a PVG check?

Your calling has been identified as eligible for a PVG check and in accordance with the safeguarding policies of the Church, you must have a PVG to serve with children and youth.

Do I have to complete a PVG application?

No, if you do not consent, a PVG check will not be undertaken. If you choose not to apply, you will not be eligible to serve with children or youth.

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

An electronic copy of the PVG certificate is sent to your Stake Safeguarding Specialist and Church Headquarters will be notified, so they can update your membership record.

What happens if the PVG check shows adverse entries?

If your PVG check identifies any convictions, cautions, warnings or reprimands, your Stake President will ask to meet with you to discuss.

What if I forget to complete the PVG application?

If you have not completed their application within 14 days or receipt, it will expire, and a new link will need to be initiated.

What if I need additional support completing the application?

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

Will my 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-notices/privacy-notice-disclosure-services#:~:text=Data%20Protection%20Principles,and%20in%20a%20transparent%20way.>