

# Criminal Record Checking

(Scotland)

## Guide for Members

(Updated 18.11.2024)

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

Process overview

When invited by your Bishop/Branch President:

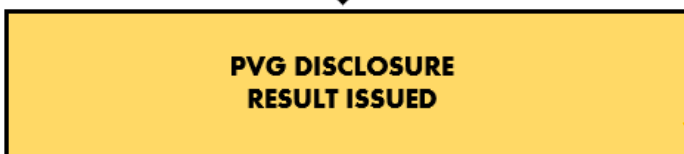
- Complete a PVG request form and return it to your bishop/branch president. **All forms are available at [www.dbschecking.uk](http://www.dbschecking.uk)**



A PVG application link is emailed to you.



You complete the online PVG application.



You receive email notification of PVG disclosure result which you share with the Stake Safeguarding Specialist.



The Stake Safeguarding Specialist reviews the PVG disclosure result.





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](http://www.dbschecking.uk).





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### 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\***

DDMM/YYYY

**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. As part of this process, you'll need to log into your "mygovscot" account. If you don't have an account, you'll need to create one. You have 14 days from receipt of email to complete the application.

### Step 4 – PVG Disclosure Result Issued

- When Disclosure Scotland have completed the criminal records check, you receive an email notifying you that the PVG disclosure result is ready.
- Log into your "mygovscot" account to review the result and share it with the Stake Safeguarding Specialist.

### Step 5/6 – Review PVG Disclosure Result/Advise Confidential Records

- The Stake Safeguarding Specialist reviews the PVG disclosure result:
  - If 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?

You are invited to share the PVG disclosure result with 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 disclosure result 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 the application within 14 days of 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?

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<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.>