



**PROTECTING VULNERABLE GROUPS (PVG) SCHEME
PROCEDURE FOR NEW AND EXISTING STAFF**

REFERENCE: PR/HR/2016/002

Lead Officer (Post):	Director of Organisational Development	Review date:	January 2018
Department:	HR & Organisational Development	Review Lead Officer (Post)	HR Manager
Date approved	14 May 2009 13 December 2011 18 February 2016	Date published: Date review published:	28 September 2009 13 January 2012 07 March 2016

Name:	PROTECTION OF VULNERABLE GROUPS (PVG) SCHEME PROCEDURE FOR NEW AND EXISTING STAFF
Purpose:	To provide standards and guidance in the processing of the Secure Handling, Use, Storage and Retention of PVG Scheme Information Policy
Resources:	<ul style="list-style-type: none"> ▪ Staff development for Line Managers
Users:	All staff, but particularly: <ul style="list-style-type: none"> • Line Managers • Human Resources Department Staff (HR)

1 Introduction

- 1.1 In addition to the policy on Secure Handling, Use, Storage and Retention of PVG Information, the following outlines the procedures for processing and checking PVG scheme membership in relation to potential and existing Staff at Inverness College. The key principles for checking new and existing staff are in accordance with the Protecting Children and Adults at Risk Policy and Procedures.

2 Key Principles

- 2.1 The prime concern at all times must be the safety and interests of all children and adults at risk who are attending the College.
- 2.2 All staff, and other adults working in the College, have a role to play in protecting students from harm.
- 2.3 The specific needs of people with disabilities, and those from ethnic, and other minority groups in society that may suffer discrimination and who might be especially vulnerable to abuse will be recognised.
- 2.4 Reasonable steps will be taken to prevent foreseeable harm to children and to adults at risk.
- 2.5 Staff must disclose prior to and following appointment any criminal allegations, charges or convictions.
- 2.6 Staff references will include a statement to check the suitability of the applicant to work with children, young people and/or adults.
- 2.7 Staff will be provided with a Code of Practice in order that they can protect themselves from wrongful allegations. Guidance and support on any children or adult at risk protection matter will be available to staff and others working in the College at any time and specifically for staff who are involved in a referral under this Protection of Children and Adults at Risk policy.
- 2.8 The College will ensure that all staff, including temporary, part time and voluntary staff, who could potentially have unsupervised contact with children and/or adults at risk are deemed to be fit to work with them.
- 2.9 It will also be ensured that all staff understand their legal and moral obligations to protect children and adults at risk from harm, abuse and exploitation.

- 2.10 To facilitate this, the College will provide opportunities for all staff to develop their skills and knowledge in relation to the protection of children and adults at risk.
- 2.11 A systematic means of recording, reporting and monitoring students known or thought to be at risk of harm will be employed, including the recording of concerns. Please see protection of children and adults at risk procedure
- 2.12 The College recognises the statutory responsibility of the Education and Children's Services section within Highland Council to ensure the welfare of Children and Adults at Risk and is committed to working with the local area Child Protection Committee, to comply with their procedures and to share information if necessary and appropriate.

3 Pre Recruitment

- 3.1 Risk Assessment for posts are completed in advance of any request for a PVG Scheme check. Risk assessments identify posts undertaking regulated work with Children/Adults at risk.
- 3.2 All recruitment literature will make reference to the requirement to be a member of the Disclosure Scotland PVG scheme and undergo a membership scheme check before any appointment is confirmed.
- 3.3 At the point of inviting candidates to interview a blank Disclosure Scotland PVG Scheme form is sent to the candidate with an instruction booklet and they are asked to bring the completed form with them on the day of interview.
- 3.4 The details and documentary evidence are then checked by a member of the HR team.
- 3.5 At the point of offering a position the successful candidate is informed of a conditional offer which will be subject to pre employment checks including the successful completion of a PVG Scheme check.
- 3.6 Further risk assessment may be undertaken in respect of foreign nationals whereby country of origin is out with the EU and no similar scheme is in place.
- 3.7 Appointments will be confirmed when the outcomes of pre employment checks are known.
- 3.8 Documentation relating to unsuccessful candidates is then destroyed.

4 Making a Decision – New Staff

- 4.1 In completing the Disclosure Scotland PVG scheme check the content is risk assessed by a member of the HR team. In risk assessing a criminal record for a new member of staff, the College will:
 - Consider its own duties in terms of the law
 - Focus on a person's abilities, skills, experience and qualifications
 - Consider the nature, timing and seriousness of the conviction and its relevance to the post in question
 - Consider the impact of rehabilitation since the offence
 - Identify the risks to the organisation's business, customers and staff

- Ensure that confidentiality and only specified staff are informed where this is deemed necessary by the HR Manager.

Risk assessments are undertaken with consideration to Apex Scotland Guidance and advice if required.

- 4.2 All new staff are offered employment subject to a satisfactory Disclosure Scotland PVG Scheme check.
- 4.3 In the event that the impact of the criminal record is such that the College is at risk and/or employment of the offender in the post would be illegal, the appointment will not be confirmed.

5 Retention and Disposal

- 5.1 As per the Secure Handling, Use, Storage and Retention of PVG Scheme Information Policy, the College does not retain PVG scheme Information any longer than required following recruitment of staff.
- 5.2 Personal information relating to unsuccessful candidates will be destroyed at the point when a successful candidate is confirmed.
- 5.3 The College will however retain a record of the date of issue, name of the subject, the position for which the disclosure was requested, the unique reference number of the disclosure and the decision made.

6 Current Staff

- 6.1 All PVG Scheme Members are subject to ongoing monitoring (continuous updating) by Disclosure Scotland. If there is new information about a member, Disclosure Scotland will assess this to determine whether there are any changes to the vetting information and will inform the College as the employer if necessary. There is therefore no requirement for the College to recheck current staff once they have received the PVG Scheme Record at the point of recruitment.
- 6.2 Under the Staff Code of Conduct Policy and Procedure, HR must be informed by staff if they are arrested and/or if refused bail or if convicted by a court of any criminal offence. This is regardless of whether the offence relates to the protection of Children or Adults at Risk or any Road Traffic Offences.

7 Making a Decision – Current Employees

- 7.1 In assessing a criminal record for current staff, the College will use the criteria referred to in ***making a decision – New Staff*** to determine whether there is a risk to the College as a result of the staff's continued employment. As a result of this risk assessment, the matter might then be referred to other College's policies such as the Staff Disciplinary policy and procedure.

Approved: HR Committee 14 May 2009

Review approved: SMT 13 December 2011

Review approved: SMT 18 February 2016
