

	<p style="text-align: center;">POLICIES AND PROCEDURES</p> <p style="text-align: center;">PROTECTING VULNERABLE GROUPS (PVG) CHECK STATEMENT</p>
<p>Implementation Date: September, 2015</p>	<p>Version 3: July, 2022</p>

PROTECTING VULNERABLE GROUPS CHECK

Perth Autism Support recognises its duty to ensure that all employees and volunteers undertaking regulatory work with service users are not on the children’s or adults’ list of the Protection of Vulnerable Groups (Scotland) Act 2007.

This is achieved by ensuring all new and existing employees and volunteers complete the appropriate PVG form where relevant to their role. The completed form is then sent to Volunteer Scotland for checking. Employees and volunteers are not allowed to start working with service users until a clear PVG certificate is returned to Perth Autism Support.

Disclosure information is reviewed by the organisation’s Lead and Additional Signatories, who make the decision about continuing with someone in a role. All disclosure information will be assessed fairly and appropriately.

In the event of any delays to receipt of certificates, employees may be given alternative work to undertake.

LISTED APPLICANTS

Any potential employee who is on one of the lists will not be employed by Perth Autism Support, as roles include regulated work with vulnerable children and young people.

APPLICANTS UNDER CONSIDERATION FOR LISTING

Should a PVG check reveal that a potential employee is under consideration for listing, the potential employee may be offered an alternative role during the full consideration process. This will be considered on a case by case basis by the organisation’s Signatories, who will conduct a Risk Assessment to determine the necessary action whilst the consideration for listing process is carried out. The Risk Assessment and subsequent action will include:

- Consideration of the reasons/grounds for referral

Perth Autism Support SCIO (SC048183)
Policies and Procedures

Protecting Vulnerable Groups (PVG) Check Statement

- The potential risk to children or protected adults
- Whether the person should continue with their job/role
- If the role should be restricted, tasks limited
- Whether the person should have no access to children or protected adults and be supervised at all times
- Whether an alternative post should be identified in interim
- Whether suspension pending the outcome of consideration is necessary
- Whether the grounds of referral (including previous criminal history) is significant enough to warrant dismissal

CHANGE IN CIRCUMSTANCES

All successful applicants are informed at commencement of employment that if their circumstances change during the course of their employment, and any offence is committed which leads to them being added to either list, then this will be considered gross misconduct and will lead to termination of employment. Employees must sign a contract to acknowledge full understanding of this. Please see the Perth Autism Support Disciplinary and Grievance Procedure Policy for further information.

REFERRALS

When an employee or volunteer is permanently removed from a regulated work position, there are certain circumstances in which there is a legal requirement for Perth Autism Support to notify the Protection Unit at Disclosure Scotland. This is called “Making a Referral”. This requirement also applies if an employee or volunteer leaves their regulated work position prior to any internal action being taken by Perth Autism Support, if the outcome would have resulted in the employee or volunteer being permanently removed. Please see the Perth Autism Support PVG Referrals Policy for further information.

RECHECKS FOR EMPLOYEES AND VOLUNTEERS

In line with good practice guidelines, all Perth Autism Support employees and volunteers undertaking regulatory work with children and young people will be subject to a PVG recheck every three years. Please see the Protecting Vulnerable Groups – Guidance for Care Inspectorate Staff and Service Providers document for further information:

https://www.careinspectorate.com/images/documents/164/Protecting%20vulnerable%20groups%20-%20guidance%20for%20Care%20Inspectorate%20staff%20and%20service%20providers-May15.pdf?utm_medium=email&utm_source=govdelivery

POLICY AND REVIEW

Version:	Date of Issue:	Reviewed By:
1	September, 2015	Angie Ferguson
2	February, 2019	Teri Turnbull
3	July, 2022	Teri Turnbull