

## PVG UPDATE FROM VOLUNTEER SCOTLAND DISCLOSURE SERVICES

<http://www.volunteerscotland.net/disclosure-services/>

### PVG Review Announced

On 21st November 2016 at a Disclosure Scotland Stakeholder Conference in Glasgow, Deputy First Minister, John Swinney, announced the impending review of the PVG scheme. Volunteer Scotland Disclosure Services have been invited to be part of the stakeholder group for the review. During this review period we will keep you updated on developments and will be looking to get as many voluntary groups as possible involved in shaping the future of the disclosure process in Scotland.

### Storage of Certificates

Signatories in receipt of disclosure information should be aware of the rules around storing certificates. Section 89 of the Ministerial Code of Practice covering disclosures states that organisations “.....must not retain such information for longer than it is relevant to their needs.....this may be the date an individual ceases to carry out regulated work for that organisation”. Certificates must not be held beyond the date an individual ceases to volunteer/work for you, there is however no minimum length of time that you are required to store the certificate for. If once you have received it, stored the appropriate information and made a recruitment decision then there is nothing to stop you destroying the certificate on the day of receipt.

### Existing Member Application Forms

When submitting a PVG application on the existing member application form are you viewing the applicant's previous PVG scheme record certificate?

You can request to view an existing members PVG certificate, to help in checking that the membership number matches what has been entered on the application form and also to assist in whether or not the current application is at the correct level – questions A1 - A3 of the form.

Whilst you can ask for this information and to see their previous disclosure record you should not be discriminating against an individual if they refuse to show you their certificate. Please view the existing member flow chart for guidance.

### Why Application Forms are Being Returned

In the past three months we have **had to return over 10% of applications for amendments**. The three main reasons for returning applications are:

- 227 applications were returned due to a **membership number error** – this is either incorrect or missing. The member number appears half way down the left hand side of the PVG certificate, 16 digits long and starts with the year the individual joined the scheme
- 200 applications were returned because **sections A1- A3 on the existing member application were inconsistent**. There is a flow chart on our website which can help with these sections
- 184 applications were returned for **errors relating to the driving licence number**. Guidance on the driving licence completion can be found on our website

Please ensure your applications are correctly completed before submitting. The impact of this for organisations and volunteers is on average a delay of 9½ days and has cost and service implications for submitting organisations.

### Signatories

If your organisation needs to call us to discuss an application, please note that it must be a signatory that calls us, as we have to go through their security details as part of the Data Protection procedure.

### Christmas Period

Volunteer Scotland Disclosure Services will close on Thursday 22nd December 2016 at 5 pm and will re-open Wednesday 4th January 2017 at 9 am.