

DISCLOSURE/PVG PROCESS

LEVELS OF DISCLOSURE CHECKS

There are 4 different levels of disclosure checks.

- Level 1
- Level 2
- Level 2 with barred list check
- Protecting Vulnerable Groups (PVG)

Level 1 disclosure

This is the lowest level of disclosure. It shows any unspent convictions.

Level 2 disclosure

This check is used for specific roles such as solicitors, accountants, prison workers. It shows criminal record information.

Level 2 with barred list check

This check is used for specific roles or activities such as adopting a child. It shows any unspent convictions and certain spent convictions. It also shows if barred from work with children or protected adults.

Protecting Vulnerable Groups (PVG)

The PVG scheme is for roles where employees are working with children or protected adults. It is a legal requirement to be a member of the scheme if working in a regulated role with either of these groups. It shows any unspent convictions and certain spent convictions. It also shows if barred from work with children or protected adults.

[Disclosure levels - mygov.scot](https://mygov.scot)

APPLICATION PROCESS

Interactive Walkthrough of Online Accounts

New Employee

- 1 An email is generated through Talentlink by the Recruitment Team PVG Team containing all the relevant information to allow the PVG Team to complete Stage 1 of the process on the Disclosure Scotland Portal, ScotAccount. 3 separate pieces of ID are also required, 1 piece must contain a photograph – passport or driving licence, 1 piece must contain DOB – birth certificate, passport or driving licence and 1 piece must contain current address – utility bill, driving licence or bank statement. ID must have been verified by the recruiting line manager at interview.

[Disclosure Scotland services](#)

- 2 Applicant will receive a link from Disclosure Scotland to complete Stage 2 of the process, the applicant will be required to create their own ScotAccount and then complete the online application, it is important that the applicant completes Stage 2 of the process within 14 days.
- 3 On completion of Stage 2 the PVG Team will receive a notification that the applicant has completed it, and it is now with Disclosure Scotland to be processed.
- 4 Once application has been processed by Disclosure Scotland the applicant will receive a link to enable them to view the outcome. It is important that when this link is opened and the outcome viewed that the applicant shares the outcome with Perth & Kinross Council as their employer within 14 days.
- 5 Should the applicant not return the response within 14 days, it is still possible for them to get the outcome by contacting Disclosure Scotland within a further 14 days. The information is available for a maximum of 28 days, if the outcome is not received within this timeframe, a new request will need to be processed. The applicant should only be made aware of the further 14 days, at the end of their initial 14 day period.
- 6 On receipt of the Disclosure outcome, the PVG Team will record the relevant information on spreadsheet, update Talentlink and notify the recruiting line manager and the Recruitment Team.

Volunteer/Councillors/Non Employees

- 1 Applicant asked to email the PVG Team a completed Stage 1 Information form to allow the PVG Team to complete Stage 1 of the process on the Disclosure Scotland Portal, ScotAccount. 3 separate pieces of ID are also required, 1 piece must contain a photograph – passport or driving licence, 1 piece must contain DOB – birth certificate, passport or driving licence and 1 piece must contain current address – utility bill, driving licence or bank statement. ID must have been verified by the appropriate person.

[Disclosure Scotland services](#)

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- 6 On receipt of the Disclosure outcome, the PVG Team will record the relevant information on spreadsheet, update Talentlink and notify the relevant groups.