

Disclosure and Protecting Vulnerable Groups (PVG)

Disclosure means sharing sensitive personal information. This helps organisations to recruit the right people for certain types of work, such as working with children or protected adults. Disclosures may be required by paid staff and volunteers depending on their role.

Disclosure Scotland is the national body that manages the checking process. Their website can be found by [clicking here](#).

Types of Disclosure Scotland Checks

There are different types of checks that organisations might have to ask their staff and volunteers to undergo, and this is dependent upon the type of work they will be doing:

1. Basic Disclosure

Anyone can apply for a basic disclosure certificate (regardless of their role). A basic disclosure is the most common and lowest level of disclosure available. You can apply for a basic disclosure by [clicking here](#).

2. Standard Disclosure

This involves higher level checks and applies to roles that have a certain level of responsibility. For example, these might include accountant or providing (managing) a care service. You can find more information on applying for a standard disclosure by [clicking here](#).

3. Enhanced Disclosure

This helps employers to make sure that their staff and/or volunteers are suitable for certain types of work which might include adopting a child or applying for a gaming/lottery licence for your business. You can find more information on applying for an enhanced disclosure by [clicking here](#).

4. Protecting Vulnerable Groups (PVG) Scheme

The PVG scheme is for anyone who carries out work (paid or unpaid) with two predominant groups of people:

- Individuals under the age of 18 (**children**)
- Individuals over the age of 16 who are provided with care, health, community care or welfare services (**protected adults**)

You can find more information on joining the PVG scheme by [clicking here](#).

Further information on the different types of checks (including the associated costs) can be found on the Disclosure Scotland website by [clicking here](#).

There is often a misconception that everyone needs to be a member of the PVG scheme before they can carry out either paid or unpaid work. This is only true if your member of staff or a volunteer is likely to come into direct contact with someone who is either a child or a protected adult as part of the work for your organisation. The most appropriate of the other three types of check should be undertaken if your service users are not in either of these two categories.

COVID-19

For details on how the Disclosure checks and PVG Scheme system has been adapted to respond to the COVID-19 outbreak, please visit the disclosure Scotland website by [clicking here](#) or the Volunteer Scotland website by [clicking here](#).

During this time, priority will be given to applications for people working in the following sectors:

- Healthcare
- Pharmaceutical
- Childcare
- Social work
- Social care
- Prisons & justice
- Befriending

All fees for key workers who are being drafted to help Scotland fight against coronavirus have been temporarily suspended by Disclosure Scotland. Volunteers in qualifying voluntary organisations remain entitled to access a fee waiver check but this has now been extended to cover all paid members of staff who are entitled to access a priority application.

Aberdeenshire Voluntary Action

We are funded by the Scottish Government and Aberdeenshire's Health and Social Care Partnership to support third sector organisations who are delivering a service within Aberdeenshire in the following ways:

- Development: Further information on any of the subjects within this document is available from your local Development Officer. To find out how to contact the relevant person, please visit our website by [clicking here](#).
- Funding Search: Our dedicated Funding Officer regularly updates our funding webpage with information to help fund your group. You can find out more by [clicking here](#).
- Office Services: We support organisations by offering services such as independent examination of accounts, payroll provision and PVG services. Further details can be found by [clicking here](#).
- Member Services: You can join us and become a member: Information can be found by [clicking here](#).

We are Aberdeenshire's Third Sector Interface



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