

PVG Membership & Checks - New Appointees to Regulated Work

At interview advise the candidate that:-

- The post is regulated under the Protection of Vulnerable Groups Act.
- If they were successful following interview their appointment would be subject to PVG Membership and satisfactory scheme checks.
- ***Under GCC policy they would be required to pay for their own PVG Membership and or scheme checks.***



Advise candidate that they have been successful subject to PVG Membership and satisfactory scheme checks. Issue PVG form for completion ***reiterating that they will be required to pay for own PVG Membership and or scheme checks.*** Arrange to meet with the candidate to process form.



GCC representative meets with candidate to:-

- Check proof of the candidate's identity.
- Check that the candidate has completed the form correctly ***including the section of the PVG form confirming their payment details.***
- To sign the PVG form on behalf of GCC as the employer.
- GCC will forward completed form to Disclosure Scotland.



No further changes or additions to recruitment process related to PVG. Please follow guidance on employment checks as set out in the Recruitment and Selection Toolkit.

Key



- Addition to current process