



# Disclosure Policy

Interest Link Borders is enrolled with Volunteer Scotland's Disclosure Services, and accesses PVG Scheme Records for the purpose of assessing individual's suitability for paid and/or voluntary work. For the purpose of this policy, PVG Scheme Records include PVG Scheme Record Updates.

PVG Scheme Records will be applied for as follows:

- All staff members, befriender volunteers and board members must apply through Interest Link for a PVG Scheme Record covering work with children and protected adults. An update will be applied for every three years if the individual is still involved with Interest Link in one of these three roles. This does not apply to primary school pupils who volunteer with us as their role will always be co-participants rather than mentors.
- Any tutor, trainer or sessional worker must apply for or provide a PVG Scheme Record which covers work with children and/or protected adults as relevant.
  - It will be a matter of judgement and agreement whether that application should be made through Interest Link or independently and whether Interest Link should pay the application fee: for example we would pay the fee of a sessional worker who is likely to be doing work only for us, but would expect a professional tutor who works full-time with children to already be a PVG member or to pay for their membership.
  - If the application is made through us we would expect to renew it every three years. If an existing record is used it must be less than three years old and a fresh record will need to be shown to us once the existing one is three years old.
- If an organisation is contracted to provide a tutor or trainer, that organisation must confirm the individual has a scheme record or record update which covers work with children and/or protected adults as relevant and is less than three years old. It is an acceptable alternative for the individual to show us their scheme record.

In accordance with the Scottish Government Code of Practice for registered persons and other recipients of disclosure information, we will ensure the following practice:

- PVG Scheme Records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a PVG Scheme Record, and will seek their consent before using disclosure information for any purpose other than recruitment.

- We will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.
- PVG Scheme Records will only be shared with those authorised to see them in the course of their duties. This will usually be the Project Co-ordinator, Project Administrator and the relevant Branch Co-ordinator.
- Any hard copy PVG Scheme Records will be stored in a locked filing cabinet and will be destroyed by shredding as soon as a final recruitment decision has been made. Electronic PVG Scheme Records will be deleted as soon as a final recruitment decision has been made.
- We will only keep a record of the following:
  - ❖ Date of issue of Disclosure Record
  - ❖ Name of subject & date of birth (to avoid confusion if two individuals have the same name)
  - ❖ Disclosure type
  - ❖ Position for which the Disclosure was requested
  - ❖ Unique reference number of Disclosure Record
  - ❖ Recruitment decision taken

We will ensure that all staff with access to PVG Scheme Records are aware of this policy and have received relevant training and support. We will make a copy of this policy available to any applicant for a post with us that requires a PVG Scheme Record.