



## Disclosure and PVG Checks - Frequently Asked Questions

Q. How can I determine if a role is regulated and therefore requires PVG scheme membership? .....	1
Q. How does a line manager find out if someone they manage already holds a PVG scheme membership associated with the University? .....	1
Q. Does a Contractor / Sole Trader require PVG check to work in a regulated role. ....	2
Q. As part of widening participation / outreach some colleagues will occasionally visit schools or school groups visit us, a teacher will always be present, do they need a PVG? .....	2
Q. We run open days and campus tours a couple of times a year, do we need a PVG? .....	2
Q. How do I decide if the event we are running requires staff members involved to have a PVG? .....	2
Q. We have pupils visiting for work experience over the summer, do we need a PVG check? ..	3
Q. Do all demonstrators and lecturers require a PVG? .....	3
Q. Is there any additional training or guidance available to Line Managers or SDAs? .....	4

### Q. How can I determine if a role is regulated and therefore requires PVG scheme membership?

A. If you are unsure whether the role requires a PVG check, you can use the tool available on the [mygov.scot](https://mygov.scot) webpage. You can also send a copy of the job description to HR Helpline for the team to review and assist.

### Q. How does a line manager find out if someone they manage already holds a PVG scheme membership associated with the University?

A. Please contact our colleagues in [Employment.Checks@ed.ac.uk](mailto:Employment.Checks@ed.ac.uk) as they will be able to confirm who within your direct reports holds a PVG scheme membership associated with the University. If you are unsure whether the role requires a PVG check, you can use the tool available on the [mygov.scot](https://mygov.scot) webpage. You can also send a copy of the job description to HR Helpline for the team to review and assist.

Q. Does a Contractor / Sole Trader require PVG check to work in a regulated role.

A. Yes. The University must be satisfied that workers/third party contractors comply with the Protection of Vulnerable Groups Scheme.

The University employee responsible for hiring a contractor, must check if a PVG check is needed and has been completed **before** the contractor starts work.

This also applies to contractors already working with the University who may now need a PVG check.

The responsible employee must get written proof that the contractor has been PVG checked; this includes a PVG membership number and a recent update date.

For sole traders: Ask for a Scheme Membership Statement to confirm they are in the PVG Scheme and not barred from regulated work.

Additionally, the University employee hiring the contractor may also need a PVG check.

Q. As part of widening participation / outreach some colleagues will occasionally visit schools or school groups visit us, a teacher will always be present, do they need a PVG?

A. If this sort of activity is not a main part of the persons job role, i.e. part of their 'normal duties' this would be classed as incidental, therefore no PVG would be needed.

If the same person is designated to supervise these pupils each year and it does become a normal, albeit infrequent, part of their role, then a PVG would be required as this is part of their role.

You can find further guidance within the Regulated Roles with Children document on the [Disclosure and PVG Checks](#) webpage.

Q. We run open days and campus tours a couple of times a year, do we need a PVG?

A. For open days, facility tours etc. if they occur 2-3 times per year, then the activity would be classed as incidental. The activities are also not targeted towards the protected groups or children, therefore a PVG check would not be required if they are involved with these activities.

Q. How do I decide if the event we are running requires staff members involved to have a PVG?

If the event is aimed at and for children, PVG is required. For example, at child targeted events, events that are more appealing to children or where there is mandatory child attendance.

If the event is not specifically targeted at children PVG may still be required. For example, events with wide public appeal or open events where there will be no direct child contact.

Q. We have pupils visiting for work experience over the summer, do we need a PVG check?

A. Work experience is considered incidental contact, as contact with children is not a usual part of the role, so a PVG would not be required.

If the same person is designated to supervise these pupils each year and it becomes / is a normal, albeit infrequent, part of their role PVG is likely to be required. You can find further guidance within the Regulated Roles with Children document on the [Disclosure and PVG Checks](#) webpage.

Q. Do all demonstrators and lecturers require a PVG?

A. A PVG check is not required for lecturers and demonstrators as University courses are aimed at adults. It is incidental if some students are below the age of eighteen or are considered protected adults.

Q. We have employed an under 18-year-old, do we need a PVG check?

A. If we employ someone under the age of 18, a PVG is not required. The Disclosure Scotland guidance [PVG scheme - Regulated roles guidance - mygov.scot](#) has further information.

Q. Who processes Disclosure/PVG checks for casual workers?

A. If the casual work being undertaken is considered as a regulated role, then the University is responsible.

It is important that the worker holds a valid Disclosure or PVG scheme membership for the University and that this is in place **before** the casual work takes place.

Q. Who should the applicant confirm the outcome of the Disclosure or PVG Check with?

A. Disclosure Scotland will confirm the outcome to the applicant directly; they should tick the box with their MyGov. Scot account to share the results with the University. The countersignatory will confirm the results with the person who has requested the check, typically the Line Manager or SDA. Please note the applicant has **14 days** to share the results.

Q. Can a new member of staff start work if their Line Manager who also requires a PVG check is still awaiting confirmation of their checks?

A. No, only once the check for the member of staff and the Line Manager has been received and confirmed as satisfactory can they start work.

Q. Can the HR Countersignatory team chase Disclosure Scotland or expedite requests?

A. No – whilst the countersignatory team will monitor start dates they cannot chase Disclosure Scotland or expedite requests with them. Please help by setting a reasonable start date for new joiners, checks can take approximately 4 weeks to be completed.

Q. Is there any additional training or guidance available to Line Managers or SDAs?

Please see the Recording and Slides from the recent Lunchtime Learning Session: Disclosure and PVG Checks available on the [HR Process and Guidance Hub](#).