

<b>LORETTO DISCLOSURE/PVG SCHEME PROCESS</b>		<b>No. 32</b>
<b>Date Reviewed:</b> <b>October 2019</b>	<b>Next Due:</b> <b>October 2022</b>	<b>Approved:</b> <b>July 2011</b>

- 1 Adverts for posts which require a Disclosure check or PVG Scheme membership will have a clear statement advising that a basic or standard Disclosure or PVG Scheme Record/Update will be required for the successful candidate.
- 2 Application paperwork will contain a statement advising that applicants with criminal records will not be unfairly discriminated against and that applicants may require a copy of the organisation's policy on the Recruitment of Ex-Offenders.
- 3 Interview letters will ask candidates to bring photographic evidence of identification and proof of address with them to interview. Chair of interview panel to confirm proof of identity and record that this has been carried out.
- 4 Applicants will be asked to detail any relevant information relating to criminal convictions or criminal record history on the Criminal Convictions Declaration Form attached to employment application form which will be removed on receipt by Human Resources staff and held in a separate file until a recruitment decision is made. Human Resources staff will pass relevant information to the recruiting manager where appropriate in a secure manner.
- 5 An authorised counter signatory will forward completed Disclosure/PVG Scheme application for the successful candidate to Disclosure Scotland.
- 6 Recruiting managers will make recruitment decisions on receipt of a Disclosure certificate or PVG Scheme Record/Update in line with the Recruitment and Selection policy and the Disclosure Certificate or PVG Scheme Record/Update will be securely stored. Forms will be forwarded in sealed envelopes marked strictly private and confidential.
- 7 Human Resources staff will hold Disclosure Certificates or PVG Scheme Record/Update in a central, secure file.

- 8 Following 90 days, the original Disclosure Certificate will be destroyed, unless agreement is obtained from lead signatory. PVG Scheme Records/Updates will be stored in a central file until an individual ceases to carry out regulated work for Loretto, at which point the record will then be destroyed. Basic information will be retained confirming that a Disclosure check or PVG Scheme Record/Update was completed and will be held by Human Resources.

**LORETTO HOUSING ASSOCIATION  
LORETTO CARE**

**GUIDELINES FOR RECRUITMENT MANAGERS DEALING WITH  
DISCLOSURE/PVG SCHEME INFORMATION**

These notes are intended to provide guidance for managers, on implementing good practice when making recruitment decisions when Disclosure or PVG Scheme information has been accessed. Loretto wishes to encourage applicants to disclose information in the knowledge that any recruitment decisions will be made fairly and with full consideration of all the facts provided.

Applicants will be advised at the beginning of the recruitment process that information relating to criminal records will be required for the successful applicant. This will be clearly stated in all adverts for relevant posts and in the information pack sent to interested applicants. Application paperwork will include a statement relating to the organisation's policy on recruitment of ex-offenders and candidates will be asked to complete a Criminal Convictions Declaration Form. Decisions will be made based on suitability for the post and individuals will not be discriminated against unfairly.

Candidates invited for interview will be advised that should they be successful in their application; criminal conviction information will be discussed at a follow up meeting once the recruiting manager is in receipt of a Disclosure Certificate or PVG Scheme Record/Update.

When deciding whether to appoint or shortlist a candidate you should determine whether the person meets the person specification for the post. If the person has the necessary skills/experience for the post, only then should convictions be taken into account.

When considering convictions, avoid making blanket bans on employing people convicted of particular categories of offence, but consider each case

individually. You should take the following into account when considering Disclosure or PVG Scheme information:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of the offence revealed
- The circumstances leading to the offence
- The level of understanding shown by the individual into their actions and the damage caused
- The degree of risk suggested by the offence
- The length of time since the last offence
- Whether there is a pattern of offending
- Whether the individual is barred from working with particular vulnerable groups

These notes should be considered in conjunction with the organisation's policy on recruitment of ex-offenders.

Should you wish clarification or wish to discuss any specific concerns then please approach Human Resources staff in the first instance.