



Criminal Record Check Policy

Your World Nursing - Scotland

Criminal Record Check Policy

Policy statement

All Your World Nursing Ltd (YWN) agency workers will require the Protection of Vulnerable Groups membership scheme check.

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland.

Disclosure Scotland is an Executive Agency of the Scottish Government. Disclosure Scotland provide criminal records checks under Part V of the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007.

It helps makes sure people whose behaviour makes them unsuitable to work with children and/or protected adults, can't do 'regulated work' with these vulnerable groups.

Disclosure Scotland continually monitor PVG scheme members' records for vetting information including criminal convictions that may affect their suitability to work with vulnerable groups.

A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant.

If Disclosure Scotland decides that someone's unsuitable to do regulated work with vulnerable groups, they may bar them from working with children and/or protected adults and inform their current employers. They may also remove them from the PVG Scheme and tell any other employers listed on their record that they have been barred.

Your World Recruitment is a Disclosure Scotland Registered Body and there are a sufficient number of Disclosure Scotland Countersignatories within the company to deal with the volume of checks.

Policy scope

The following members of the team are countersignatories: Director of Audit and Governance, Head of Compliance, senior members of the compliance team.

Receipt of the disclosure Scotland

Disclosures are sent to the candidate. YWN Disclosure Scotland countersignatories can access disclosures via Disclosure Scotland online portal.

YWN will keep the records of the disclosure in line with current Data Protection legislation.

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Receipt of a positive disclosure

Any declared and undeclared convictions will be discussed with the candidate and reviewed by the Clinical Advisory Team or Director of Audit and Governance as part of the risk assessment process. Where relevant to the role an alert is added on the CRM system and monitored by the compliance system.

Having a conviction will not necessarily be a barrier to the candidate successfully registering and working with Your World. The client will have to be informed of the fact that there is content on the disclosure.

Please refer to the [Your World Recruitment of Ex-Offenders policy](#) for further details.

Disclosure Scotland renewals

Disclosure Scotland clearance is valid for a year for our agency staff. PVG does not need to be renewed unless Disclosure Scotland share with us new police information about an agency worker.

If any new additional information has been received from the Disclosure Scotland, this will be risk assessed by the Clinical Advisory team, we will communicate this to the hiring manager to allow the client to make the decision regarding continuity of the placement. Should the hiring manager decide that the worker is no longer suitable for the position, the worker will be withdrawn immediately from the placement.

The worker must be informed about the decision immediately.

The worker must declare any change to their criminal record immediately to RM@yourworld.com.

Overseas police check disclosure policy

If the applicant enters the United Kingdom and/or became the resident in Scotland (either temporarily or permanently) within the six (6) month period immediately prior to their recruitment, the applicant must present a satisfactory police check from that overseas country of origin.

The following criteria must be met in order to accept the overseas police check as valid:

- The overseas police check must be in English or translated by certified translators
 - Original copy of the police check must be seen shows no relevant convictions in accordance with Rehabilitation of Offenders Act
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Storage of disclosure Scotland/PVG certificates

A disclosure certificate contains personal information. All copies are kept on a system that only the compliance team and Clinical Advisory team have access to.

The Disclosure certificates are destroyed in line with current Data Protection legislation.