

**THE 'PROTECTING VULNERABLE GROUPS' SCHEME**  
**ADVICE FOR MEDICAL AND HEALTH PSYCHOLOGY STUDENTS**

1. Although you will have already made a statement about any previous convictions via the UCAS process, some further stringent checks are required for students entering Medicine and the Health Psychology Masters course as you may conduct regulated work with children and protected adults. To do this the School requires that you are a member of the Protecting Vulnerable Groups (PVG) Scheme which provides you and the University with a live update of your fitness to work with regulated adults and/or children. Full advice from [Disclosure Scotland](#).
2. Before proceeding it is vital to know whether you are a member of this scheme or not and what category of membership you have. If in any doubt you should establish this by calling Disclosure Scotland on 03000 2000 40 to check. It is likely that if you have worked with vulnerable adults or any children in Scotland since 2011 then you will be a member. It is possible that an employer or voluntary organisation did this for you.
3. **PVG Scheme - New Member.** If you are sure that you have never previously been a member of the PVG Scheme then you will need to apply to join as a new member to obtain a full Scheme Record. Before orientation week you should:
  - a. Download and print the [blank example form](#), the [Guidance notes for completion of the application to join PVG Scheme form](#) and the step-by-step [School's application checklist](#).
  - b. Complete the blank example form as a prompt to ensure that you have the information for Parts A, B, C and D.
  - c. Bring the necessary [identity documents](#) with you to St Andrews – see list at the end of this document.
4. **PVG Scheme – Existing Member.** If you are already a member you will be required to either apply for a Scheme Record Update or a full Scheme Record.
  - a. **Scheme Record Update:** If you are already a member of the PVG Scheme for work with children AND protected adults, PLUS you can produce your **original** Scheme Record certificate, then you will apply for a Scheme Record Update.
  - b. **Scheme Record:** If you are only covered for one of the workforces (children OR protected adults) then you will need to apply for a full Scheme Record. In addition, if you can't produce your most recent Scheme Record certificate, you must apply for a full Scheme Record for the groups you will be working with.
5. In Orientation Week you will attend a PVG appointment where you will be given an original application form to complete and submit. You should have the following ready for your appointment:
  - a. Bring the necessary [identity documents](#) with you to your PVG appointment.
  - b. Bring your original Scheme Record certificate with you to your PVG appointment.
  - c. Bring your receipt/ confirmation of your membership payment so we can verify you have paid the necessary fee before processing your membership application. You should log onto the online shop and pay your membership fee before the 13<sup>th</sup> September. Please read the notes carefully to ensure you purchase the correct category of membership <http://onlineshop.st-andrews.ac.uk/PVG>.

***This version of School Policy supersedes all previous editions of this policy***

6. **Convictions, penalties or other disclosure information.** If either your PVG Scheme Record or your PVG Scheme Record Update lists one or more pieces of vetting information, then you will need to meet with the Executive Administrator/Disclosure Officer. If you have any concerns regarding previous convictions or cautions then contact the Executive Administrator/Disclosure Officer: [dcm10@st-andrews.ac.uk](mailto:dcm10@st-andrews.ac.uk)

7. **Fees.** Those joining the PVG Scheme for the first time, and existing members who require a full Scheme Record, will pay the fee of £59. Existing members who can produce their original PVG certificate and who require a Scheme Record Update will pay the £18 fee. If, due to information listed on the Scheme Record Update, the School subsequently requires a full Scheme Record for a member, then the fee will be £41 (the difference in fee between a Scheme Record Update and a Scheme Record) if requested within 30 days of the Scheme Record Update being issued.

# **CHECKLIST - APPLICATION TO JOIN PVG SCHEME**

**USE THIS PROCESS IF YOU ARE JOINING THE PVG SCHEME FOR THE FIRST TIME. IF YOU DON'T KNOW IF YOU HAVE EVER BEEN A MEMBER THEN CONTACT THE PVG SCHEME ON 03000 2000 40 TO CHECK.**

If you are joining the PVG Scheme for the first time, you will be required to apply for a full Scheme Record. Fill in the 'Application to join the PVG scheme' form. This must be an original form with a unique barcode at the top right. Complete the boxes in blue or black ink as follows, using block capitals:

## **Part A: Type of Application**

- A1. Scheme Record
- A2. Children  Protected Adults
- A3. Yes  (provide your email address in **B21/B22**)

## **Part B: Personal Details**

**B1–B18.** Ensure you enter your full correct personal details. In **B3** make sure you include all forenames (include middle names – not just initials).

**B21.** Enter your email address.

**B23/B25/B28/B31/B36/B38.** You must select either 'Yes' or 'No'. Do not leave these mandatory fields blank. If you indicate 'Yes' for any of them, you must enter details as specified on the form.

**B40–B46.** You must enter your current address. This is the address which will be printed on your certificate and to which the certificate will be sent.

**B47–B81.** You must include your full address history to cover the last five years (most recent first, excluding current address).

**B82.** If you need more space to include address history details, cross this box and include these details on a separate piece of paper.

**B83.** No

## **Part C: Declaration**

**C1/C2.** Read the declaration, sign and date.

**Part D: Payment.** Check whether you are paying for a new member fee or a scheme record update fee. Visit the [University online shop](#) to make a payment and bring the receipt to your appointment on 08/09/16 as proof that you have paid your application fee

**D1.** No

**D2.** Leave blank.

**D3–D9.** Leave this blank. You pay the University and the University pays Disclosure Scotland. Payment must be made with credit or debit card. The Scheme Record fee is £59.

## **Part E: Countersignature**

**E1.** No

**E2.** No

**E3.** Enter 'University of St Andrews' for organisation name.

**E5.** Enter 'Medical Student' for position applied for.

**E7–E8.** Confirmation of identity will be completed by School staff. Ensure you bring the correct identity documents for checking– refer to identity documentation guidance.

**E11.** Enter 'University of St Andrews' for registered body name.

**E12.** Enter 'THE2070' for registered body code.

**E13.** Enter 'David Clive Masson' for counter signatory name.

**E14.** Enter 'CSG 139649' for counter signatory code.

**E15.** No

## **Part F: Counter signatory Declaration**

**F1/F2.** Leave this blank. It will be signed and dated by the appointed counter signatory.

***This version of School Policy supersedes all previous editions of this policy***

## **CHECKLIST - APPLICATION TO UPDATE PVG SCHEME MEMBERSHIP**

**USE THIS PROCESS IF YOU ARE ALREADY A MEMBER OF THE PVG SCHEME FOR BOTH CHILDREN AND ADULTS AND CAN PROVIDE YOUR CERTIFICATE. IF YOU DON'T KNOW YOUR MEMBERSHIP STATUS OR HAVE LOST YOUR CERTIFICATE THEN CONTACT THE PVG SCHEME ON 03000 2000 40**

If you are an existing PVG Scheme member, you will be required to either apply for a full Scheme Record **or** a Scheme Record Update. Fill in the 'Existing PVG Scheme Member Application' form. This must be an original form with a unique a unique barcode at the top right. Complete the boxes in blue or black ink as follows, using block capitals:

### **Part A: Type of Application**

**A1–A3** varies: see guidance below.

**A4.** If you don't already have an online account it is recommended you cross 'Yes' and provide your email address in fields A5/A6.

If you are already a PVG Scheme member for children **and** protected adults **AND** you can provide your original PVG Scheme certificate, then you will apply for a Scheme Record Update:

**A1.** Scheme Record Update

**A2.** Children  Protected Adults

**A3.** Yes

If you are already a PVG Scheme member for children **and** protected adults **BUT** you can't provide your original PVG Scheme certificate, then you will apply for a full Scheme Record:

**A1.** Scheme Record

**A2.** Children  Protected Adults

**A3.** Yes

If you already a PVG Scheme member, **BUT** for only one workforce (children **or** protected adults) then you will apply for a full Scheme Record. This is irrespective of whether you can or can't provide your original PVG Scheme certificate:

**A1.** Scheme Record

**A2.** Children  Protected Adults

**A3.** No

### **Part B: Personal Details**

**B1.** Enter your existing 16-digit PVG Scheme membership number.

**B2–B6.** Ensure you enter your full correct personal details. In **B4** make sure you include all forenames (include middle names – not just initials).

**B7.** If there are changes to your personal details (name, gender, or address) that you have not told Disclosure Scotland about, you should cross 'Yes' and include these details on a separate piece of paper.

**B8.** This is likely to be 'No'. If 'Yes' then refer to Disclosure Scotland's [guidance notes](#) which lists regulatory body names and codes, in order to complete **B9–B12**.

### **Part C: Declaration**

**C1/C2.** Read the declaration, sign and date.

**Part D: Payment.** Check whether you are paying for a new member fee or a scheme record update fee. Visit the [University online shop](#) to make a payment and bring the receipt to your appointment on 08/09/16 as proof that you have paid your application fee

***This version of School Policy supersedes all previous editions of this policy***

**D1.** No

**D2.** Leave blank.

**D3–D9.** Leave this blank. You pay the University and the University pays Disclosure Scotland. The Scheme Record Update fee is £18

**Part E: Countersignature**

**E1.** No

**E2.** Enter 'University of St Andrews' for organisation name.

**E4.** Enter 'Medical Student' for position applied for.

**E6–E7.** Confirmation of identity will be completed by School staff. Ensure you bring the correct identity documents for checking – refer to identity documentation guidance.

**E10.** Enter 'University of St Andrews' for registered body name.

**E11.** Enter 'THE2070' for registered body code.

**E12.** Enter 'David Clive Masson' for counter signatory name.

**E13.** Enter 'CSG 139649' for counter signatory code.

**E14.** No

**Part F: Counter signatory Declaration**

**F1/F2.** Leave this blank. It will be signed and dated by the appointed counter signatory.

## **IDENTITY DOCUMENTATION REQUIREMENTS**

The University is required to confirm the identity of the applicant. In order that your application can be processed you must provide **at least three** forms of proof of identity at your PVG appointment. All documents **must be original** and in your current name (including all forenames). Do not send these in advance.

- At least one document (but ideally two) must be provided from Group A – see table below.
- At least one document must show your date of birth
- At least one document must include photographic id.
- At least one document must show your name and current address (the current address on the document must match the address you will be using when the disclosure application form is sent for processing)
- Documents will be examined but not withdrawn from students.

Please note that the preferred three documents to confirm identity are: Passport, original birth certificate, and driving licence (or document with your current address).

### **GROUP A**

Valid passport (any nationality)
Driving Licence Full or Provisional; either photocard or paper (a photocard is only valid if accompanied with the paper counterpart)
Original birth certificate written in English
Adoption Certificate (UK)
Valid photo identity card - (EU countries only)
HM Forces ID card (UK)

### **GROUP B**

Student Matriculation card
Marriage certificate/Civil Partnership Certificate
Non-original UK birth certificate - (issued after 12 months of date of birth, full or short form acceptable)
P45/P60 statement
Utility bill - (electricity, gas, water, telephone – including mobile phone contract/bill)
Valid TV licence
Credit card statement
Store card statement
Mortgage statement
Mail order catalogue statement*
Court summons
Valid NHS card
Letter from a Head Teacher*
Valid insurance certificate
Certificate of British nationality
British work permit/visa**
Asylum Registration Card
Personal correspondence or a document from a Government Department*
Bank or Building Society Document**
Financial statement e.g. pension, endowment, ISA **
Valid vehicle registration document
Court Claim Form
Addressed payslip*
Examination certificate (e.g. GCSE, NVQ)
Child benefit book

\* documentation must be less than 3 months old

\*\* must be issued within past 12 months

***This version of School Policy supersedes all previous editions of this policy***