

**THE 'PROTECTING VULNERABLE GROUPS' SCHEME**  
**ADVICE FOR MEDICAL 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 programmes as you will 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 contacting Disclosure Scotland at [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot) / telephone 0300 020 0040 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, possibly an employer or voluntary organisation did this for you.
3. **The Disclosure and Barring Scheme (DBS).** This process operates in England and Wales but is separate from the PVG scheme. If you are a member of the DBS scheme you will need to join the PVG scheme as a new member.
4. **Applying to the PVG Scheme as a Medical Student.** You will be allocated an online appointment using Microsoft Teams with a member of staff to start the application process. This will be scheduled once your offer has become unconditional firm (when you have met any and all of your conditions of offer). At the appointment we will complete the first part of the application online which will include completing an ID check to confirm your identity and address, the School's Counter signatory details and your details. Once these details have been completed you will be sent a link to complete the second part of your application form from Disclosure Scotland. You have **7 days to complete this**, if you do not complete your application within 7 days the application process must be started again by a member of School staff. Both yourself and the School will receive a confirmation email when your application has been submitted. Most applications are completed within 14 days. If you have made a mistake, or extra checks are required by Disclosure Scotland, your application may take longer to complete.
5. **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 School Manager/Disclosure Officer. If you have any concerns regarding previous convictions or cautions then contact the School Manager/Disclosure Officer: [medpvg@st-andrews.ac.uk](mailto:medpvg@st-andrews.ac.uk)
6. **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 whose membership covers both children and adults will require a Scheme Record Update and pay the £18 fee. You will be asked for payment details when completing your application.

Membership types:-

**PVG Scheme member**– required for all new applicants joining the PVG Scheme for the first time  
PVG Scheme record update both – for those who are a member of the PVG Scheme for both children and adults

**Existing Scheme Record** – required for existing PVG members applying to work with a new vulnerable group, ie member for only one workforce (children **or** protected adults)

**Scheme Record Update** – required for existing PVG members changing organisation

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

## **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).

- At least one document must show your full name and current address\*
- At least one document must show your date of birth
- At least one document must include photographic id.

\* your proof of address must be no more than 12 months old however your drivers licence can be older.

The preferred three documents to confirm identity are: passport, original birth certificate and driving licence showing your current address (or document with your current address).

Examples of acceptable forms of ID include:-

- Valid passport (any nationality)
- Driving licence photocard (full or provisional)
- Original birth certificate written in English
- Adoption certificate (UK)
- Valid national identity photo card (if not in English, verified translation must also be provided)
- HM Forces ID Card (UK)
- Utility bill (electricity, gas, water, telephone)
- Student Matriculation card
- Credit card or bank statement
- Mortgage statement
- Marriage / civil partnership certificate
- British work permit / visa (must be issued within the past 12 months)
- Personal correspondence or document from a Government Department issued within the past 3 months
- Asylum Registration card

Documents will be examined but not withdrawn from students. ID submitted in advance will be retained for a period of 1 year.