



Disclosures

Types of Disclosure and how CTSI can assist
you



Basic Disclosures

Who can get one?

Any individual can apply for a basic disclosure for any purpose.

When would you get one?

Many employers/volunteering positions ask for this to be carried out as a background check to ensure your suitability for a role* – i.e that you have no current relevant convictions to the role. You may also need a basic disclosure to support a visa application.

*Most roles that are neither positions of trust, nor involve working with children or Protected Adults, are eligible to apply for a basic disclosure certificate

What does it cover?

A basic disclosure certificate either contains information about every conviction of an applicant or states that there is no such conviction. Conviction takes its meaning from the Rehabilitation of Offenders Act 1974, but it does not include any spent conviction. The Rehabilitation of Offenders Act 1974 sets out rehabilitation periods after which convictions may become spent; different rehabilitation periods apply in England and Wales and in Scotland.

How do you apply?

Basic disclosures are applied for online, via the website -

http://www.disclosurescotland.co.uk/disclosureOnline/BDO_Instr.htm

You will need 3 forms of ID to submit the application, and at least one of these needs to show your date of birth.

Cost

Basic disclosures are £25 for everyone. There is no way to renew your basic disclosure, so if you need to get more than one, you need to pay the £25 each time.

Certificate issued?

A certificate is provided to the applicant.



Standard Disclosures

Who can get one?

Individuals would obtain this through a Registered Body, or by making use of an umbrella body.

When would you get one?

This type of application is normally for a position of trust, for example an accountant. A list of positions entitled to a Standard disclosure certificate can be found [here](#).

What does it cover?

A Standard Disclosure contains certain conviction information. All unspent conviction information, including unspent cautions and relevant spent convictions. A Standard Disclosure certificate contains all unspent conviction information (including unspent cautions) and relevant spent convictions. It will also include any Sex Offender Notification Requirements.

How do you apply?

Standard Disclosures must be applied for in writing, and countersigned by an organisation authorised by Disclosure Scotland (a Registered Body).

Cost

Standard disclosures are £25 for everyone. There is no way to renew your Standard disclosure, so if you need to get more than one, you need to pay the £25 each time.

Certificate issued?

A certificate is provided to both the applicant and the Registered Body.



Enhanced Disclosures

Who can get one?

Individuals would obtain this through a Registered Body, or by making use of an umbrella body.

When would you get one?

This type of disclosure is usually applied for if you are seeking say a gaming license for your business, or if you were trying to foster/adopt a child. The full list of positions entitled to an Enhanced disclosure certificate can be found [here](#).

What does it cover?

An Enhanced Disclosure contains all unspent conviction information, including unspent cautions and relevant spent convictions, and any other non-conviction information reasonably believed to be relevant by the police or other Government bodies. If the position relates to children and/or Protected Adults, it will also include any Prescribed Court Order & Sex Offender Notification Requirements, Suitability Information and their regulated work Barred and Consideration Status. An Enhanced Disclosure application can only be completed in paper format and must be countersigned by an organisation authorised by Disclosure Scotland, known as a Registered Body.

How do you apply?

Enhanced Disclosures must be applied for in writing, and countersigned by an organisation authorised by Disclosure Scotland (a Registered Body).

Cost

Enhanced disclosures are £25 for everyone.

Certificate issued?

A certificate is provided to both the applicant and the Registered Body.



PVG Scheme

Who can get one?

Individuals would obtain this through a Registered Body, or by making use of an umbrella body.

When would you get one?

You must join the PVG scheme if you are going to be undertaking regulated work with children, protected adults, or both. Roles which require a PVG include those who are/have:

- caring responsibilities
- teaching or supervising children and/or protected adults
- providing personal services to children and/or protected adults
- having unsupervised contact with children and/or protected adults

If you move on to another role, you will need to update your PVG.

What does it cover?

A PVG Scheme Membership Statement is designed for personal employers asking an individual to do regulated work for them, **or for those intending to do regulated work in a self-employed capacity.** A PVG contains unspent conviction information, including unspent cautions and relevant spent convictions, and any other non-conviction information reasonably believed to be relevant by the police or other Government bodies. It will also include Prescribed Court Order & Sex Offender Notification Requirements and regulated work Consideration Status. Most roles that were previously entitled to an Enhanced Disclosure check now require PVG Scheme Membership.

[Regulated work](#) is the term used by the PVG Act to define the types of work which barred individuals must not do and for which PVG Scheme membership is available.

How do you apply?

A PVG Scheme Record application, and a PVG update can only be completed in paper format and must be countersigned by an organisation authorised by Disclosure Scotland, known as a Registered Body.

Cost

PVG's are £59 for employees and volunteers in the healthcare sector. If you are a volunteer out-with this, your PVG will be free*.

A PVG renewal again has a fee for staff or volunteers in the healthcare sector, which is £18. For other volunteers, renewals are free*.

*Cost covered by Scottish Government



Certificate issued?

A PVG Scheme Membership Statement certificate contains only Membership and Consideration status. If the application is countersigned, a certificate is provided to both the applicant and the respective party who countersigned the form.



How can CTSI support you?

Deciding if a disclosure/PVG is required

As an organisation, it is up to you if you need any disclosures carried out on your staff/volunteers. If you are working with vulnerable groups, this is automatically classed as restricted work and so your staff and volunteers will need to undergo the PVG. We can assist you with understanding what kind of disclosure is required for which roles, and why. [There is also legislation available](#) to employers and other organisations to determine what type of disclosure is required for a role.

Becoming a registered body

Organisations can only access disclosures by becoming a registered body.

You must:

- be a voluntary sector organisation
- be involved with work which meets the requirements for disclosure checking
- appoint a 'lead person'
- agree to abide by the Code of Practice published by Disclosure Scotland
- have a written policy on handling disclosure information
- work with us to make sure that all the processes are in place

Volunteer Scotland Disclosure services provide support and information on this - <http://www.volunteerscotland.net/disclosure-services/for-organisations/>

Other options

If you feel that you are not able to meet all the [requirements](#) needed to be a registered body, you can register to use an intermediary body. CTSI is an intermediary body, so if you would like more information on this please just ask us.

For more information contact:

CTSI Lead Signatory – Louise Orr

Phone: 01259 213 840

Email: louise.orr@ctsi.org.uk

CTSI Signatory – Danielle Hill

Phone: 01259 213 840

Email: Danielle.hill@ctsi.org.uk