

Barred and Under Consideration for Listing - Sample Policy

How to use the sample policy

Carry out a risk assessment and determine the action your organisation will take.

Amend the list of actions below to reflect the action that your organisation will take or insert alternative action(s) which you have risk assessed as being a more appropriate approach for your organisation.

- Consider the impact on other policies/procedures
- Amend any other areas of the template to reflect your procedures
- Seek legal advice before implementing any new policy
- Implement your new policy
- Review in line with other policy/procedural reviews within your organisation

Sample Policy Template

(Organisation Name) aims to ensure that all children and/or protected adults* are kept safe from harm while they are with our staff and volunteers.

Those who will undertake regulated work with children and/or protected adults* within our organisation will be asked to complete a PVG disclosure application.

Disclosure Scotland will continually monitor scheme members suitability to carry out regulated work and will notify our organisation if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

If we are notified that an individual is barred from a regulated work type that they do or have applied to do within our organisation, the individual will not be recruited to do, or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation will take the following action:

At Recruitment stage

- *Continue with the recruitment as is the organisation's normal process
- *Continue with the recruitment but ensure the individual is supervised at all times until the final determination is made
- *Suspend the recruitment decision until the final determination is made
- *Place you in a non-regulated work role until the final determination is made
- *Decide on a case by case basis

Detail any alternative action that your organisation will take.

As a result of on-going monitoring

- *No change will be made to the work carried out by the individual
- *The individual will continue in their role but will be supervised at all times until the final determination is made
- *The individual will be suspended until the final determination is made
- *Place you in a non-regulated work role until the final determination is made
- *Decide on a case by case basis

Detail any alternative action that your organisation will take.

The decision will be fully explained in accordance with our current HR policies.

This policy will be made available to all of our staff/volunteers.

(*delete as appropriate)