

Disclosure/PVG Scheme Membership Policy (Scotland)

Policy Statement:

Synergy Medical will be a Registered Body and conduct its own Disclosure Scotland and PVG scheme record checks. All applicants who are applying to work in “regulated activities” are required to undergo an “enhanced” PVG clearance prior to starting work with Synergy Medical (through relevant bodies in England or Scotland).

Synergy Medical complies fully with the respective Codes of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation relating to the safe handling, use, storage, retention and disposal of Disclosure information.

Synergy Medical ensures that all Disclosure and Scheme Membership records and Membership update checks documents are kept securely in a non-portable storage facility within the office, and only those with authorised entitlement, relevant to their duties, have access to these documents. All documents received are logged by Number and date and monitored. Synergy Medical recognises that it is a criminal offence to forward this information to unauthorised persons.

The organisation also recognises that it is a requirement of the Disclosure Scotland Code of Practice that all Registered Bodies must treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed

After clearance, the disclosure number/PVG scheme record number and date of the disclosure is recorded on the employee’s database and this number is copied on to their staff profile form. This information is then available to any registered providers or individuals to whom we supply staff.

As per Scottish Government requirement all employees will be checked every 3 years whilst in employment with Synergy Medical.

Scope of the Policy:

This policy applies to all employees and applicants who are working within areas of regulated activity. I.e. staff who are working with vulnerable adults and/or children in NHS, Private, Care Home, Homecare, Schools, Prisons, and Clinics and to those who work in an assessing capacity.

Recruitment: incorporating process for recruitment of ex-offenders:

- As an organisation using the Disclosure Scotland service to assess applicants’ suitability for positions of trust, Synergy Medical complies fully with their Codes of Practice and undertakes to treat all applicants for positions fairly.

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- Synergy Medical undertakes not to discriminate unfairly against any subject of a PVG/Disclosure check on the basis of a conviction or other information revealed.
- Synergy Medical is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure/PVG application, or scheme membership update is only requested after interview and a thorough risk assessment has indicated that the applicant is both proportionate and relevant to the position concerned.
- Applicants are expected to bear the cost of the Disclosure/PVG scheme application and pay for this after the interview has been successful. The cost is then refunded after they have completed their first 150 hours of work.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Synergy Medical and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Applicants who are applying to work in regulated activities would be asked to declare information relating to any previous cautions or convictions or anything that is unspent as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Synergy Medical who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Any “ soft information “ that we receive back on the applicants disclosure will be reviewed by the Head of HR before a final decision is made, and would not be shared with the applicant
- When taking references against the most recent 3 year work history, we ask previous and other employers “has the applicants conduct been as such that they have been reported to the PVG Scheme or will have been placed on any Adult or Children’s List?” A Yes/No must be recorded. If the answer is a “YES” we would investigate the issue before making any final decisions on the applicant’s appointment.
- Alongside the PVG scheme check, we also check ALL Nurses NMC status through the NMC EMPLOYERS log in, this is done prior to induction and also annually when the PIN Number is renewed. We also run a monthly NMC fitness to practice check on all active staff.

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Annual Declaration:

All employees working in healthcare and homecare settings must complete an annual disclosure declaration, alongside their annual appraisal. They must declare any changes to their caution or conviction status i.e. any cautions or convictions that have occurred since the original check was done. If anything is declared, the employee would then undertake a new disclosure clearance. We would also expect to be alerted via the PVG scheme when a member of staff is flagged on the vulnerable groups list – and would then take immediate action to cease working them.

Rejoins:

If a staff member has not worked for 12 months then they are to be treated as a new employee.

Storage: All Disclosures and PVG Scheme records should be stored in a separate locked cupboard/filing cabinet and must only be accessed by counter signatory staff only. They will be shredded after a recruitment decision has been made and in accordance with the Disclosure Scotland Codes of Practice.

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