

## Disclosure Scotland background checks – information for providers

### Introduction

From 1 April 2025, the Protecting Vulnerable Groups (PVG) scheme became a legal requirement for anyone carrying out a regulated role. If you work or volunteer with a child or protected adult in a regulated role or employ someone (paid or voluntary) in a regulated role you must assess your role(s) against the criteria for regulated roles on the Disclosure Scotland website.

Under Section 68(c) of *The Disclosure (Scotland) Act 2020*, Healthcare Improvement Scotland will request a PVG check as part of a service provider's application for registration of an independent healthcare service. This is to ensure that individuals that provide or manage an independent healthcare service are fit to work with protected adults or children, in terms of Regulation 9 of *The Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011*.

We will undertake the background check below for the following persons:

- Key relevant individual of the provider organisation of the independent healthcare service – Level 2 (PVG)
- Manager of the independent healthcare service – Level 2 (PVG)

### Key relevant individuals and managers

For key relevant individuals or managers of independent healthcare services, we will decide whether we will complete an:

- Level 2 (PVG) (Join)
- Level 2 (PVG) (Existing)

The costs of these checks are detailed below:

- If a key relevant individual or manager is not currently a member of the PVG Scheme, then we will use the *Level 2 (PVG)(Join)* application form. **The cost of this is £59.**
- If a key relevant individual or manager is already a member of the PVG Scheme for **one** type of 'regulated work' either with 'Children' **or** 'Protected Adults', then we will use the *Level 2 (PVG)(Join)* application form, selecting both 'Children' and 'Protected Adults' categories on the form. **The cost of this is £59.**
- If a key relevant individual or manager is already a member of the PVG Scheme for **both** types of 'regulated work' (with 'Protected Adults' **and** 'Children') then we will use the *Level 2 (PVG) (Existing) application form*, selecting both 'Children' and 'Protected Adults' categories on the form. **The cost of this is £18.**

Once we have determined the type of background check required for the key relevant individuals and manager, we will issue the applicant with a 'fee notice'. This is an invoice for the registration fee and the additional costs for all relevant background checks. The fee notice will give you the instructions for payment.

Once we have received payment, we will send the applicant the appropriate Disclosure Scotland information to complete.

File Name: IHC Registration background check - information for providers	Version: 1.1	Date: 10 June 2025
Produced by: Healthcare Improvement Scotland	Page 1 of 3	Review date: June 2027

Once the applicant has provided the information, they will need to have their identity verified for the purposes of the background check. They must provide **three forms of identification**, one of which must be photographic identification.

These forms of identification must **confirm their name and current address**.

Examples of these are:

- Passport
- Driving License
- National Identity Card
- National Entitlement Card
- Utility Bill

You can have your identity checked in two different ways:

1. By using the post office document certification service
2. By using a solicitor or notary public.

### **1. By using the post office document certification service**

If the applicant wishes to have their identity and copy documentation verified using the post office's document certification service, they may do so at their own cost.

Further information about this service can be found here:

<https://www.postoffice.co.uk/document-certification-service>

Please provide the information, three forms of copy identification and the post office's ID checking service form to one of our administrators via the email address provided.

### **2. By using a Solicitor and Notary Public**

If the applicant wishes to have their identity and copy documentation certified by a solicitor and notary public, they may do so at their own cost.

Please provide the information and three forms of certified copy identification to one of our administrators via the email address provided.

Once a Healthcare Improvement Scotland countersignatory has completed the relevant sections using the Disclosure Scotland online application, the applicant will receive an email requesting to complete the remainder of the form.

**Applicants will only have 7 days to complete this. After the 7 days, the application will be destroyed by Disclosure Scotland and you will have to begin the application process again. When this happens, Healthcare Improvement Scotland will need to begin the application process again and will charge the appropriate Disclosure Scotland application fee to the applicant. Failure to complete the application form will**

File Name: IHC Registration background check - information for providers	Version: 1.1	Date: 10 June 2025
Produced by: Healthcare Improvement Scotland	Page 2 of 3	Review date: June 2027

**result in a delay to the application for registration being processed by Healthcare Improvement Scotland.**

Once the applicant has completed their part of the Disclosure Scotland application form, it will take approximately 1-3 weeks for disclosure results to become available to view via their online account.

From 1 April 2025, applicants will have more control over their information. The disclosure process will include a requirement for applicants to:

- share a copy of their disclosure with Healthcare Improvement Scotland; or notify Disclosure Scotland that they will seek a review of the content of their disclosure (see 'review applications' above) prior to sharing with Healthcare Improvement Scotland.

Applicants must consent to share their disclosure with Healthcare Improvement Scotland regardless of whether it contains any disclosure information.

**If disclosure results are not shared within 10 days of the publication, they will be removed from the applicant's Disclosure Scotland online account. When this happens, Healthcare Improvement Scotland will need to begin the application process again and will charge the appropriate Disclosure Scotland application fee to the applicant. Failure to share results within 10 days of publication to their online account will result in a delay to your application for registration being processed by Healthcare Improvement Scotland.**

#### Adults residing in the premises

For Adults residing in the premises from which you provide an independent healthcare service, Healthcare Improvement Scotland will request evidence of a Disclosure Scotland Level 1 check as part of your application for registration of an independent healthcare service.

#### [Apply for a Level 1 disclosure - mygov.scot](#)

An adult is any person over the age of 16. **The cost of this is £25.**

The service provider should complete an online application form. Healthcare Improvement Scotland does not need to verify the identity of an individual or countersign this type of application. It is the service providers responsibility to ensure that these checks have been completed. The inspector reviewing your application for registration will ask to see evidence of these checks during your pre-registration visit.

If you have any further queries, please contact us on [his.ihcregulation@nhs.scot](mailto:his.ihcregulation@nhs.scot)

File Name: IHC Registration background check - information for providers	Version: 1.1	Date: 10 June 2025
Produced by: Healthcare Improvement Scotland	Page 3 of 3	Review date: June 2027