

Access to service users - Disclosure requirements

We would always recommend that a supervisor (e.g. carer/parent or guardian) be present when there is contact with children/and or protected adults.

Supervised Access: For supervised contact with a service user a basic disclosure check is applicable. Researchers can apply for this online via the Disclosure Scotland website.

- <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/>
- When the certificate is received a copy should be sent to strategyandinsight@edinburgh.gov.uk

Unsupervised Access: To minimise the risk to service users and the council any researchers who wish to have contact with children and/or protected adults should always strive for supervised access. Where this is not possible you must show proof that you are a member of the PVG scheme for the particular group you wish to interview, a Scheme Membership Statement is applicable. There are 3 different types of PVG membership:

- Working with children
- Working with protected adults
- Working with children and protected adults

Please note that you must not have unsupervised contact with a service user if you have not joined the scheme for working with that particular group.

The researcher should obtain this check directly with disclosure Scotland.

Existing PVG Members:

- Request the '[Existing PVG Scheme Member application](#)'.
- You should apply for a 'Scheme Membership Statement'.
- Completed forms should be sent to Disclosure Scotland: **PO Box No. 250, GLASGOW, G51 1YU.**

Once you have received the certificate a copy should be sent to strategyandinsight@edinburgh.gov.uk

Non PVG Members:

- Request the '[Application to join PVG Scheme](#)'.
- You should apply for a 'Scheme Membership Statement'.
- Completed forms should be sent to Disclosure Scotland: **PO Box No. 250, GLASGOW, G51 1YU.**

Once you have received the certificate a copy should be sent to strategyandinsight@edinburgh.gov.uk

Further Information:

Guidance notes for completion of these forms are available from Disclosure Scotland. If you have a Scheme Membership Statement over 3 months old you will be expected to obtain an update to this.

Failure to submit a copy of your basic disclosure or PVG certificate will result in you being unable to carry out your research with our service users.