**PVG REFERRAL RECORD**

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| **PANEL MEMBERS** | | | |
| **Members required at each panel:**  *(tick to confirm attendance)*  Head of Corporate Services: | | **One additional Panel Member from:**  *(tick to confirm attendance)*  Head of Social Policy: | |
| Name: | | Name: | |
| Legal Services Manager: | | Head of Education: | |
| Name: | | Name: | |
| **Panel Chair:** | |  | |
| **Other officers in attendance:** | |  | |
| **Date of Panel Hearing:** | | Click or tap to enter a date. | |
| **REFERRAL SUBJECT** | | | |
| Name: |  | | |
| Regulated Role: |  | | |
| Service: |  | | |
| Status: | Choose an item. | | |
| **REGULATED WORK** | | | |
| **Which protected group does the referral subject work with?** *(select as appropriate)*  Children:  Protected Adults:  Both: | | | |
| **ACTION LEADING TO REFERRAL PANEL** *(tick as appropriate)* | | | |
| Employee/volunteer dismissed: | | |  |
| Employee/volunteer permanently removed from regulated work: | | |  |
| Employee/volunteer resigned during disciplinary process – outcome would likely have been dismissal or permanent removal from regulated work: | | |  |
| Information received regarding an ex-employee that would have led the council to dismiss or permanently remove the individual from regulated work: | | |  |
| **INCIDENT** | | | |
| ***Please describe the incident that led to the decision above:*** | | | |

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| **EVIDENCE** | | |
| ***What evidence has been considered by the panel:*** | | |
| **GROUNDS FOR REFERRAL** | | |
| **Having considered the evidence, it is the opinion of the panel that the**  **subject of the referral:** *(tick as appropriate)* | | |
| \*Harmed a child or a protected adult: | |  |
| \*Placed a child or a protected adult at risk of harm: | |  |
| Engaged in inappropriate conduct involving pornography: | |  |
| Engaged in inappropriate conduct of a sexual nature involving a child or protected adult: | |  |
| Gave in appropriate medical treatment to a child or protected adult: | |  |
| PVG Panel recommend a referral, on the basis that the council has become aware of information or conduct which indicates that an individual may be unsuitable to do regulated work: | |  |
| None of the above – grounds for referral not met: | |  |
| *\* For a definition of ‘harm’ refer to section 5 of the PVG Referral Panel Guidance.* | | |
| **DECISION RATIONALE** | | |
| ***Provide rationale for decision as to whether grounds for referral have been met or not:*** | | |
| **PANEL OUTCOME** (tick as appropriate) | | |
| It is the decision of the PVG referral panel that the subject of the referral should be **Referred to Disclosure Scotland**: | |  |
| It is the decision of the PVG referral panel that the subject of the referral should **Not be Referred to Disclosure Scotland**: | |  |
| Signed (Panel Chair): | Click or tap to enter a date. | |
| **CHIEF EXECUTIVE ENDORSEMENT** | | |
| Panel decision endorsed *(select as appropriate)*: | Choose an item. | |
| Signed (Chief Executive): | Click or tap to enter a date. | |

**Completed form to be passed to the Senior HR Adviser who will arrange for the decision to be recorded on case management.**