**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.**