The United Reformed Church **Roles which require a DBS check within URC**

**S3**

Introduction

The Disclosure (Scotland) Act 2000 has introduced a number of

changes to the system of obtaining a criminal record check in Scotland. These changes are being implemented from April 2025. The matrix below, which sets out the appropriate type of criminal record check for roles within the National Synod of Scotland of the United Reformed Church, has been prepared as a result of direct consultation with Disclosure Scotland in readiness for the changes which will come into force in April 2025.1

From April 2025, it will be mandatory for all people undertaking regulated work with children and protected adults to members of the Protecting Vulnerable Groups (PVG) scheme.

From April 2026, membership will only be for a period of five years and members will need to reapply for membership if they continue to undertake regulated work. Currently, there is no charge for membership for volunteers, but the Scottish Government is consulting on introducing charges for volunteers.

The new legislation also requires all charity trustees to be members of the PVG scheme if the charity undertakes regulated work with children or protected adults, regardless of whether the individual engages directly in regulated work.

It remains the case that, with the exception of charity trustees, a person cannot be a member of the PVG scheme unless they are directly undertaking regulated work as defined by the legislation. For further information about what constitutes regulated work see [**www.disclosure.gov.scot**.](https://www.disclosure.gov.scot/)

In the new legislation there are two levels of disclosure. Level 1 replaces the ‘Basic’ Disclosure, Level 2 means membership of the PVG Scheme is required. The new terminology is used in the matrix.

Where an individual carries out a number of roles within a local church and these roles require different levels of criminal record check, then the check applied for should be the highest level of check required.

1 Implementing the Disclosure (Scotland) Act 2020 - Disclosure Scotland

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| **Role** | **Type of criminal record check** | **New and five year renewals to be actioned by** |
| **Ministers** |  |  |
| Ministers, stipendiary/NSM and Church Related Community Workers – Active | Level 2 Disclosure (Membership of PVG scheme) | Ministries office |
| Ministers, stipendiary/NSM and Church Related Community Workers – Retired Active | Level 2 Disclosure (Membership of PVG scheme) if undertaking regulated work, otherwise Level 1(Basic) Disclosure | Ministries office |
| Ministers, stipendiary/NSM and Church Related Community Workers – Non Active | No check | Ministries office |
| Ministers of other denominations employed by the URC | Level 2 Disclosure (Membership of the PVG scheme) | Ministries office |
| Special Category Ministry posts | Level 2 Disclosure (Membership of PVG scheme) if undertaking regulated work, otherwise Level 1 (Basic) Disclosure | Ministries office |
| Ministers and CRCWs in training | Level 2 Disclosure (Membership of the PVG scheme) | Ministries office |
| Synod appointed lay pastors, local leaders and interim ministers | Level 2 Disclosure (Membership of the PVG scheme) | Ministries office |
| **Preachers and worship leaders** |  |  |
| People who preach regularly (four times per year or more) | Level 1 (Basic) Disclosure | Local church |
| URC Synod (locally recognised) Lay Preachers (including those in training) | Level 1 (Basic) Disclosure | Synod |
| URC Locally Recognised worship leaders (including those in training) | Level 1 (Basic) Disclosure | Synod |
| URC Assembly Accredited  Lay Preachers (including those in training) | Level 1 (Basic) Disclosure | Ministries office |

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| **Role** | **Type of criminal record check** | **New and five year renewals to be actioned by** |
| **Trustees and Elders** |  |  |
| United Reformed Church Trustees or Elders as local church trustees of a registered charity providing regulated activities for children or protected adults | Level 2 Disclosure (Membership of the PVG scheme) | Local church |
| Authorised Elders/Serving Elders/Deacons who are not trustees and who do  not directly carry out regulated work with children or protected adults | Level 1 (Basic) Disclosure | Local church |
| Synod of Scotland trustees | Level 2 Disclosure (Membership of the PVG scheme) | Synod |
| United Reformed Church Trustees resident in Scotland | Level 1 (Basic) Disclosure | Ministries office |
| **Safeguarding roles** |  |  |
| Church Safeguarding  Co-ordinators, Lead/Primary Contact and Deputy/Joint | Level 1 (Basic) Disclosure | Local church |
| Synod Safeguarding Officer or other safeguarding professionals | Level 1 (Basic) Disclosure unless they participate directly in regulated work or have line management responsibility for those undertaking regulated work, in which case Level 2 Disclosure (membership of PVG scheme) | Synod |
| **Roles working with children** |  |  |
| Children and youth workers (voluntary or paid), stewards, drivers, doing regulated work with children and young people | Level 2 Disclosure (membership of PVG scheme) | Local church |
| Children’s and youth workers (voluntary or paid), stewards, drivers, in roles not involving regulated work | Level 1 (Basic) Disclosure | Local church |
| Children and Youth Development Officer | Level 2 Disclosure (membership of the PVG scheme) | Ministries office |

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| **Role** | **Type of criminal record check** | **New and five year renewals to be actioned by** |
| General Assembly/Church House staff resident in Scotland who undertake regulated work with children | Level 2 Disclosure (membership of PVG scheme) | Ministries office |
| **Roles with Protected Adults** |  |  |
| Protected Adult workers (voluntary or paid), Elders and pastoral and personal care visitors where the role includes direct feeding, physical care, or driving to medical or social care appointments | Level 2 Disclosure (membership of PVG scheme) | Local church |
| Protected Adult workers (voluntary or paid), Elders and pastoral carers without personal care | Level 1 (Basic) Disclosure | Local church |
| General Assembly/Church House staff resident in Scotland who undertake regulated work with Protected Adults | Level 2 Disclosure (membership of PVG scheme) | Ministries office |
| **Administrative/financial/ practical roles** |  |  |
| Church Administrators (or equivalent working from a church office) | Level 1 (Basic) Disclosure | Local church |
| Church treasurer or equivalent | Level 1 (Basic) Disclosure | Local church |
| Building caretakers, cleaners or equivalent | Level 1 (Basic) Disclosure | Local church |
| Synod Treasurer/Synod Finance Officer or equivalent | Level 1 (Basic) Disclosure | Synod |
| Synod Administrator/PA/office Manager/Admin Assistant or equivalent whose role involves safeguarding administration | Level 1 (Basic) disclosure | Synod |

There is currently no minimum age for applying for PVG membership. This may change in future and guidance will be updated as needed in due course.