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Foreword

I am pleased and privileged to introduce Disclosure Scotland’s (DS) Corporate Parenting Plan 2018-2021. The plan outlines six core commitments, with a seventh which gives an undertaking to review our plan. We believe that these will drive genuine change within our organisation and will support care experienced young people, enhance their wellbeing and remove barriers which could prevent them from achieving their personal goals.

DS has a clear safeguarding role that will shape a safer environment to live and work. We do this through the Protection of Vulnerable Groups (PVG) Scheme to help protect Scotland’s vulnerable children and adults and through the provision of a basic disclosure service to help employers make better informed decisions. As an Executive Agency of the Scottish Government we are committed to supporting Scottish Ministers in their role as corporate parents. We continue to develop our services and the way in which we deliver them to contribute to improving the life chances of care experienced young people.

This is our first corporate parenting plan. It comes at a time when we are undergoing a period of significant transformational change. This involves a comprehensive review of the PVG Scheme, the development of a new IT system and a systematic review of the way in which we deliver our services to our customers. This presents us with a unique opportunity to actively engage with care experienced young people and work collaboratively with other organisations, so we can make joint and informed decisions about the way we work to make a positive impact on the lives of young people.

This partnership work will be at the heart of our approach as the feedback received will help us shape and improve our services to customers. As part of the evolutionary changes we will continue to engage with a wide range of stakeholders including care experienced young people themselves as our plan develops and grows.

Lorna Gibbs
Chief Executive
Disclosure Scotland
Introduction

On 1 April 2015, Disclosure Scotland (DS), on behalf of the Scottish Ministers, joined many other public bodies in Scotland to become a national corporate parent under the Children and Young People (Scotland) Act 2014. Part 9 (Corporate Parenting) of the Children and Young People (Scotland) Act 2014 placed legal responsibilities on Scottish Ministers to promote the wellbeing of care experienced people.

This Corporate Parenting Plan sets out how we’ll help to deliver our Scottish Ministers’ statutory obligations as a Corporate Parent. We’ve taken a collaborative approach to developing our plan and have worked closely with partner agencies including the Centre for Excellence for Looked after Children in Scotland (CELCIS) and Who Cares? Scotland and have asked for feedback from care experienced young people themselves. In addition, we’ve involved key business areas within our organisation. Our Board and people also contributed to this plan and fully endorse it.
Background

Disclosure Scotland is an Executive Agency of the Scottish Government. The work we do helps Scottish employers make safer decisions when they are recruiting people by providing customers with accurate and timely criminal history information, and barring unsuitable people from working with children and protected adults.

Last year (2016-2017) we issued over 1.9 million certificates to customers and we maintain a list of over 4,600 people barred from working with children or vulnerable people.

We provide two strands of service in relation to safeguarding and decision making in Scotland:

Protection

Under the Protection of Vulnerable Groups (Scotland) Act 2007, we administer the Protection of Vulnerable Groups Scheme (PVG Scheme). This is a membership scheme for individuals in regulated work with children or protected adults. We:

• maintain the PVG Scheme membership and issue PVG Scheme disclosure records; and
• act for Scottish Ministers in determining unsuitability for regulated work with children, adults or both groups and administer the barred lists in relation to regulated work.

Disclosure

Under Part V of the Police Act 1997, we process customers’ applications for disclosure certificates which enable safer recruitment decisions to be made by employers. We issue:

• basic certificates which are available for any purpose and disclose unspent convictions; and
• standard or enhanced certificates where the law says that this type of disclosure is required.

We support Scottish Ministers by advising on the development and refining of policy in relation to both Acts.
Civil Service code

All Disclosure Scotland staff are bound by the Civil Service code. The Civil Service code sets out the values and standards of behaviour expected of all civil servants. Our core values are:

- integrity: we will put the obligations of public service above personal interests;
- honesty: we will be truthful and open;
- objectivity: we will base advice and decisions on rigorous analysis of the evidence; and
- impartiality: we will act solely according to the merits of the case and serve equally well governments of different political persuasions.

The Civil Service code underpins our vision, mission and values statements.

Vision, mission and values

Disclosure Scotland has developed its own vision, mission and values which we use to inform our business priorities and draw on to influence the approach we take as we try to achieve our goals. The values in particular will influence how we achieve the aims detailed in our corporate parent plan.

Vision

Protecting Scotland’s People: shaping a safer environment to live and work.

Mission

Driving safeguarding outcomes by preventing and removing harmful people from working and volunteering with vulnerable groups, and helping employers make better informed decisions.

Values

We are an inclusive organisation, enriched by diversity, where individual needs are supported and where people are treated with respect.

We are open and adaptable to new opportunities and encourage creativity to deliver innovative solutions that make a difference.

We work collaboratively which allows us to achieve the best outcomes for the public.

We are professional in our handling of people and their personal data.
The Children and Young People (Scotland) Act 2014 came into effect on 1 April 2015. The legislation is a key part of the Scottish Government’s strategy for making Scotland the best place in the world to grow up. The Act established a new legal framework within which public services are to work together in support of children, young people and families in Scotland.

The Statutory Guidance on Corporate Parenting defines it as:

“An organisation’s performance of actions necessary to uphold the rights and safeguard the wellbeing of a looked after child or care leaver, and through which physical, emotional, spiritual, social and educational development is promoted.” (Scottish Government, 2015)

Our role

In terms of the legislation Scottish Ministers are named as the Corporate Parent; Disclosure Scotland is not a corporate parent in its own right. As an Executive Agency we are set up to perform a specific function of Scottish Government. Our key function is to help employers make safer decisions when they’re recruiting people and to bar unsuitable people from working with children and vulnerable adults. We’re also playing an active role in educating employers so that they are better able to interpret the information we provide and understand their legal obligations.

We’ll try and get a better understanding of care experienced young people’s needs to improve our services so we can provide them with the advice and assistance they require. We’ll do this by working with other corporate parents and care experienced young people to identify how we can improve our plan, services and processes.
Disclosure Scotland’s action plan

Disclosure Scotland’s corporate plan for 2018-21 is under development and will set out our vision on how we intend to protect the people of Scotland by shaping a safer environment to live and work.

Our Agency has already started a programme of transformation which involves a review of the systems and processes we use to deliver our services. We’ve also started looking at the PVG Scheme to identify ways to make it more efficient and effective as we want to provide services which are easy for our customers to access and use and are also able to adapt to changes in policy and customer needs.

Our Corporate Plan sets our vision in context and details the key facts which influence the way we’ll deliver our strategic outcomes. To achieve this we’ve set four strategic goals:

**Strategic goal 1:** To deliver a fair, rigorous and supporting safeguarding service

**Strategic goal 2:** To have a fast, accessible and accurate digital service

**Strategic goal 3:** To provide excellent customer experience

**Strategic goal 4:** To make Disclosure Scotland a great place to work

In line with our strategic goals we’ve made commitments to care experienced individuals and this is detailed on our action plan.
# Disclosure Scotland’s Corporate Parenting plan 2018-21

Corporate Parenting responsibilities: alert, assess, promote, opportunities, access and improve

<table>
<thead>
<tr>
<th>Commitments</th>
<th>Actions</th>
<th>Target date</th>
<th>Owner(s)</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> We’ll develop new and existing relationships with other corporate parents to make sure that DS remains <strong>alert</strong> to the needs of care experienced young people.</td>
<td>We’ll develop new and existing relationships with other corporate parents.</td>
<td>March 2019</td>
<td>Director of Protection Services and Policy Programme Director Director of Corporate Services Director of Disclosure Services and Customer Engagement</td>
<td>We are alert to matters which, or which might, affect care experienced young people</td>
</tr>
<tr>
<td></td>
<td>We’ll continue to work closely with relevant organisations and stakeholders to inform our policy and practice.</td>
<td>August 2019</td>
<td>Director of Protection Services and Policy Programme Director Director of Corporate Services Director of Disclosure Services and Customer Engagement</td>
<td></td>
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<tr>
<td><strong>2</strong> We’ll <strong>assess</strong> the requirements of care experienced young people to ensure their needs are being met.</td>
<td>We’ll consider care experienced young people in all DS Equality Impact Assessments.</td>
<td>March 2018</td>
<td>Head of Policy</td>
<td>We consider the needs of care experienced young people.</td>
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<tr>
<td></td>
<td>We’ll gain an understanding of care experienced young people’s needs through user research.</td>
<td>December 2018</td>
<td>Programme Director</td>
<td></td>
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<td></td>
<td>We’ll evaluate our services to ensure they are relevant and accessible for care experienced young people.</td>
<td>July 2018</td>
<td>Director of Protection Services and Policy Programme Director Director of Corporate Services Director of Disclosure Services and Customer Engagement</td>
<td></td>
</tr>
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<td>3 We’ll develop staff awareness on the subject of corporate parenting to make sure staff <strong>promote</strong> benefits for care experienced young people.</td>
<td>We’ll arrange awareness sessions through Who Cares? for our Board and Senior Management Team.</td>
<td>March 2018</td>
<td>Director of Corporate Services</td>
<td>We prioritise the needs of care experienced young people whilst providing them with the advice and assistance they require.</td>
</tr>
<tr>
<td></td>
<td>We’ll develop awareness sessions for all staff to outline the principles of corporate parenting, our responsibilities, and the DS action plan.</td>
<td>October 2018</td>
<td>Director of Corporate Services</td>
<td></td>
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<td></td>
<td>We’ll ensure all new staff have an understanding of corporate parenting by including it in our induction pack.</td>
<td>June 2018</td>
<td>Head of Organisational Development</td>
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<td></td>
<td>We’ll strengthen internal communications to improve the understanding of corporate parenting issues.</td>
<td>January 2019</td>
<td>Director of Corporate Services</td>
<td></td>
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<td></td>
<td>We’ll set up an internal network to support staff with corporate parenting.</td>
<td>July 2018</td>
<td>Director of Corporate Services</td>
<td></td>
</tr>
<tr>
<td>4 We’ll provide <strong>opportunities</strong> for care experienced young people.</td>
<td>We’ll provide work experience opportunities within DS to care experienced young people.</td>
<td>June 2019</td>
<td>Head of Organisational Development</td>
<td>We provide an educational role to support and provide opportunities for care experienced young people.</td>
</tr>
<tr>
<td></td>
<td>We’ll work with other corporate parents and organisations to provide an educational role to assist employers and educators with their recruitment process.</td>
<td>August 2018</td>
<td>Head of Policy Head of Customer Relations</td>
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<td></td>
<td>We’ll support care experienced young people with convictions to obtain further education and/or employment.</td>
<td>October 2019</td>
<td>Head of Policy Head of Customer Relations</td>
<td></td>
</tr>
</tbody>
</table>
## Disclosure Scotland’s Corporate Parenting plan 2018-21

**Corporate Parenting responsibilities:** alert, assess, promote, opportunities, access and improve

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<tr>
<td><strong>5</strong> We'll ensure <strong>access</strong> to our services for care experienced young people.</td>
<td>We'll develop online guidance aimed at both employers and individuals.</td>
<td>March 2018</td>
<td>Head of Policy</td>
<td>We assist care experienced young people to access information which will help them get into work.</td>
</tr>
<tr>
<td></td>
<td>We'll arrange workshops for care experienced young people and the networks that support them to ensure that they have a better understanding on the service we provide.</td>
<td>October 2019</td>
<td>Head of Policy, Head of Customer Relations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We'll provide guidance to care experienced young people and the networks that support them about our consideration process and disclosable offences.</td>
<td>July 2019</td>
<td>Head of Policy</td>
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<tr>
<td></td>
<td>We'll consider where we could <strong>improve</strong> our services and processes for care experienced young people.</td>
<td>March 2019</td>
<td>Director of Protection Services and Policy, Programme Director, Director of Corporate Services, Director of Disclosure Services and Customer Engagement</td>
<td>We tailor our services for care experienced young people.</td>
</tr>
<tr>
<td><strong>6</strong> We'll review, develop and report on our Corporate Parenting Plan.</td>
<td>We'll work with other corporate parents and care experienced young people to identify how we can improve our plan, services and processes.</td>
<td>March 2019</td>
<td>Director of Corporate Services</td>
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<tr>
<td></td>
<td>We'll review our plan annually</td>
<td>March 2019</td>
<td>Director of Corporate Services</td>
<td>We ensure that our plan continues to be responsive to the needs of care experienced young people.</td>
</tr>
<tr>
<td></td>
<td>We'll report on the progress of our plan every three years.</td>
<td>March 2021</td>
<td>Director of Corporate Services</td>
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Contact information

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