Does your research involve the participation of Children or Vulnerable Adults

NO

YES
Working with Vulnerable Adults and or in a specific Location i.e. Care Home

YES
Working with Children [under 16 in Scotland or 18 in England]

Contact the UTREC Child Panel Representative (CPR); discuss draft research proposal (Students: must ensure it has been agreed upon by a supervisor before submitting and proceeding). Once advised an agreement is given by CPR and you may proceed with your application.

Working with Children in Other Locations e.g., Youth Groups, in the home, overseas etc.

a. Appropriate letters/contact forms for parent/guardian/child must be prepared and reviewed by Child Panel Representative
b. contact and agreement must be obtained from the relevant organisation (i.e. Youth Groups) to access the site (in writing) and submitted with your application.

If for any reason the above cannot be carried out a full explanation must be given in the Ethical Statement section of the application form

Working in a School or Nursery [with under 16’s in Scotland or 18 in England]

a. Appropriate letters/contact forms for parent/guardian/child must be prepared and reviewed by Child Panel Representative
b. contact and agreement must be obtained from the relevant Head (schools only) to access the site (in writing) and submitted with your application.

If for any reason the above cannot be carried out a full explanation must be given in the Ethical Statement section of the application form

Complete your PVG application and submit.
Staff Members: Contact Louise Milne, HR
Students: Contact Ailsa Richie, Student Services

1. Q G3 should answer “placement” if research is to be held in a specific location
2. Cost centre/payment details must be provided before application can be processed.
3. Once received a copy MUST be submitted to support your Ethical Application (your application may be approved on the principle of proceeding only when received)

WORKING IN ENGLAND/WALES: The Scottish PVG is NOT valid in England/Wales.
You will have to apply to the Disclosure and Barring Service (Formally known as CRB Check)
Working with children under 18

Submit Ethical Application to the School Ethics Committee for review
Applications involving the participation of Children will be referred by the SEC to UTREC for approval
(Exempt School of Psychology, Medicine and Geography Geosciences)

Working in Local Education School
Once approval has been obtained from the SEC/UTREC the full approved application and all associated documents should be sent to the Local Education Authority for approval.