

Existing PVG Scheme Member Application

Guidance for Applicants

You have been given these guidance notes as you are already a PVG member and are applying for a PVG check to carry out regulated work (either paid or unpaid) with a voluntary organisation. You must complete an Existing Member Application if you have already joined the Scheme and are still currently a member.

Your form will be sent to us (Volunteer Scotland Disclosure Services) to be countersigned before being sent to Disclosure Scotland for processing. After processing, 2 copies of the disclosure certificate will be printed. Disclosure Scotland will send your copy to you and we will send the other one to the organisation you are applying to work / volunteer with.

If you want to understand more about the disclosure process, we have provided a short video presentation on our website - in the "Disclosure Services – For Individuals" section. You can also find a narrated video version of these notes there.

Please take time to read the guidance as any errors will cause delays in processing your form. If you need any assistance, please call our office on 01786 849777, option 2 or email us at disclosures@volunteerscotland.org.uk.

Do

- Complete the form if you are a PVG member.
- Complete sections A - C.
- Be sure to sign and date the declaration at Part C, keeping your entire signature inside the box
- Complete the application in CAPITAL LETTERS, using black or blue ink and ensure all information is kept within the boxes as the application will be scanned and electronically stored by Disclosure Scotland.
- Leave an empty box between each word.
- Use correction fluid or draw a line through any mistakes.
- Ensure any additional information which you need to send with your application is provided on a separate piece of paper and attached to the inside of application.
- Check that the application is correctly completed.

Do Not

- Write over the edges of the boxes.
- Complete this form unless you are already a member of the PVG Scheme.

Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. You should clarify this with the person who gave you this form. Detailed guidance is given below.

Type of Application

Glossary

Scheme Record – this is requested when someone is a member of the PVG Scheme for working with only one group (children or protected adults) but now wants to work with the other group or with both. The disclosure check is for suitability for working with the new group.

Scheme Record Update – you can only request a Scheme Record Update if you have previously been checked for the workforce(s) that you are going to be working with in relation to the current disclosure check. It is to confirm that you are still a member of the PVG Scheme and to provide a status update to the organisation you are working with.

Workforce(s) – The people you are going to be working with - children and/or protected adults.

A1 **Do not** cross “Scheme Membership Statement” or “Scheme Membership Statement (Countersigned)”: these are not available through us.

Scheme Record: You should select this option if any of the 3 conditions apply:

You are an existing member of the PVG Scheme but have not previously been checked for the workforce(s) selected at A2. If this applies, then A3 must be crossed ‘No’. For example, you have previously been checked for children and now you need to be checked for protected adults. See diagram A.

(A)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input checked="" type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input checked="" type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

OR

You have applied for a Scheme Record Update but new vetting information has been added to your record since the last disclosure check and the organisation requires to know what this is. If you are applying for a Scheme Record for this reason, a note from the organisation must be attached to the inside of your application and A3 must then be crossed ‘Yes’ See diagram B.

OR

You have not previously been issued a Scheme Record as you only have a Scheme Membership Statement or Scheme Membership Statement (Countersigned). Scheme Record must be crossed and A3 crossed as ‘Yes’. Please attach a note inside the application stating that you have a Membership Statement. See diagram B.

(B)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input checked="" type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Scheme Record Update: You should select this option if:

You have previously been checked for the workforce(s) selected at A2 and have been issued a Scheme Record. A3 must then be crossed ‘Yes’. For example, you have previously been checked for protected adults and another organisation also want you to work with protected adults. See diagram C.

(C)

PART A		Type of Application (Read Note A)	
A1	Cross (X) one box only.	Scheme Membership Statement <input type="checkbox"/>	Scheme Record <input type="checkbox"/>
		Scheme Record Update <input checked="" type="checkbox"/>	Scheme Membership Statement (Countersigned) <input type="checkbox"/>
A2	Cross (X) each box that applies.	This application relates to regulated work with:	Children <input type="checkbox"/> Protected Adults <input checked="" type="checkbox"/>
A3	Are you already a scheme member in relation to ALL types of regulated work selected in A2?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

* Please note, if you require further help in deciding how to complete the form, you can refer to flow charts on the “Disclosure Services – Resources” section of our website.

A2 Please mark the workforces (children and/or protected adults) you will be carrying out regulated work with. You must only apply in relation to the type(s) of regulated work which you are or will be doing for the organisation by marking a cross in the appropriate box.

A3 Mark an ‘X’ in the appropriate box. Please mark ‘Yes’ if you already have a Scheme Record for the workforce(s) that you have selected at A2 and please ensure you are applying for a Scheme Record Update. If you have not previously been checked for the workforce that you have selected at A2 then please cross ‘No’ and ensure you are applying for a Scheme Record.

If you already have a Scheme Membership statement you must cross ‘Scheme Record’ at A1 and complete the rest of part A appropriately. If you are applying for a Scheme Record and you are crossing ‘Yes’ at A3 then please attach a note advising of the reason for this.

A4 Please cross ‘No’ as online accounts are not available through us.

Personal Details

B1 Enter your PVG Scheme ID number. This is the 16 digit number provided when you joined the Scheme. You will find this on your certificate (shown in the diagram below) and it will be referred to as your ‘PVG Membership number’. It will start with the year and month that you joined the scheme. If you have lost your certificate and do not know your ID number then please call Disclosure Scotland on 0870 609 6006 and they will be able to inform you of this.

Applicant Personal Details	
Surname:	PELL
Forename(s):	SAM
Date of Birth:	00/00/0000
PVG Membership No.:	0000000000000300

B2 Please cross the box next to your title. If your title does not appear in the list, please give your title in section marked ‘Other’. If you have more than one title, you should provide the title you would like to appear on your certificate.

B3 You should provide the surname you are currently known by.

B4/5 You should provide your first name. If you have any middle names, they must be provided here. You can continue on to B5 if necessary.

B6 Please provide your date of birth in the format DDMMYYYY.

B7 Mark an ‘X’ in the appropriate box. If ‘Yes’ please provide details on a separate sheet of paper. It is important that you update Disclosure Scotland promptly if your personal details change while you hold PVG Scheme membership. This helps to avoid delays in issuing your PVG certificate. **Note: you are legally obliged to notify a change of name or gender within 3 months of the change occurring.** There are no legal requirements to notify a change of

address but Disclosure Scotland needs your correct address to ensure you receive the disclosure certificate. Please provide a photocopy of proof of any changes.

- B8 Have you registered with any Regulatory Body listed below since your last PVG application? Mark an 'X' in the appropriate box. If 'Yes' complete B9&10 and/or B11/B12 selecting the code for the Regulatory Body from the list below. B11 and B12 are relevant only if you are a member of more than one of the bodies listed.

Regulatory Body Name	Code	Regulatory Body Name	Code
Care Inspectorate	101	General Chiropractic Council	102
General Dental Council	103	General Medical Council	103
General Optical Council	105	General Osteopathic Council	106
General Teaching Council for Scotland	107	Health Professions Council	108
Nursing and Midwifery Council	109	General Pharmaceutical Council	110
Scottish Social Services Council	111		

C1-C2 Please read the application to check that the information provided is accurate and that all sections A, B & C highlighted in yellow are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY.

When you sign the form you are confirming that you are not barred from regulated work with the workforces crossed at A2 and that you are requesting a disclosure for lawful purposes.

D1-D10 This should be completed by the organisation where you will be working / volunteering.

Please return your application form to the person who issued it to you as the organisation will now need to complete certain sections of the application form before they send it to us.

What happens next and is there anything I need to know?

You should read the 1-page leaflet “Responsibilities of PVG Scheme Members”, available in the “Disclosure Services – Resources” section of our website.

Identification check

You will need to provide identification to allow the organisation to confirm your identity. You should speak to the person who gave you the form to check what identification they want to see: either one document with a photograph and one document with your current home address or 3 documents, 2 of which must have your current home address (issued within the last 3 months).

If you leave your position

Please note that if you stop working or volunteering for the organisation that this application relates to, you should contact Disclosure Scotland on 0870 609 6006.

When will I get my certificate?

The timescale varies on how busy the services are. Disclosure Scotland publishes the average turnaround times on its' website www.disclosurescotland.co.uk . If you want to check on the progress of your application, please call Disclosure Scotland on 0870 609 6006. If they have not received your application, please contact the organisation who can call us to check.

If you have a new conviction

Disclosure Scotland will continue to update your record with any new vetting information (e.g. convictions). Disclosure Scotland will not contact your employer with this information unless you become barred or considered for listing. If this happens, Disclosure Scotland will notify all organisations you do regulated work for.

Please keep your certificate safe: you will need your PVG Membership Number if you need to complete another PVG form in the future.