

Existing PVG Scheme Member Application Guidance Notes

**Central Registered Body in Scotland
Jubilee House
Forthside Way
Stirling
FK8 1QZ**

**Telephone: 01786 849777
Email: info@crbs.org.uk
Website: www.crbs.org.uk**

These guidance notes should be read in conjunction with the 'Existing PVG Scheme Member' form.

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or these guidance notes, please call a member of our operations team on 01786 849777 (option 2) where a member of staff will be happy to assist you. Alternatively you can email CRBS on info@crbs.org.uk or visit our website on www.crbs.org.uk where comprehensive guidance about CRBS services and the PVG Scheme are available.

Comprehensive guidance on the PVG Scheme is also available and may also assist you in completing the application form. This can be found at CRBS's website (as above).

When you complete this form, it will contain personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that both CRBS and Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. CRBS and Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, technical and procedural and measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes. We will never share your personal information with any other organisation without your prior consent.

Introduction

You should use this form if you are already a member of the PVG Scheme and require and update for a new or current position in regulated work. If you are already a member of the Scheme for one type of regulated work (e.g. with children) and want to expand your membership to include the other type of regulated work (with protected adults), you should use this form. You should use this form to request Statements of Scheme Membership, Scheme Records and Scheme Record Updates.

When you sign the form, you are confirming that-

1. you are not barred from the type(s) of regulated work to which your application relates (it is a criminal offence to seek to do regulated work while barred); and
2. you are requesting a disclosure record for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.

You are reminded that, when you are a PVG Scheme member, –

1. Disclosure Scotland will continuously update the records they hold about you so that any new vetting information (e.g. convictions) will be added to your record as it becomes available.
2. Disclosure Scotland will notify all organisations for whom you are doing regulated work if you are placed under consideration for listing or become barred.
3. You must notify Disclosure Scotland of any change in your name or gender within three months of the change taking place.
4. You should notify Disclosure Scotland when you cease to do regulated work for an organisation. Failure to do so may lead to that organisation receiving notifications of any future consideration for listing or barring to which you may become subject.
5. You should take due care of your PVG Scheme membership number and any disclosure records or other documentation issued to you by Disclosure Scotland.

Completion of the form

DO

- Complete all sections of the form.
- Complete all fields unless guidance notes suggest otherwise. **Mandatory fields are highlighted in yellow.**
- We recommend you use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.
- Use only one letter or number for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.
- Please indicate a space by leaving an empty box e.g. 1 Tower Court should be entered 1□TOWER□COURT.
- Mark choices in the boxes indicated with an 'X'.
- Be sure to sign the declaration at Part C, keeping your entire signature inside the box.
- Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes. Note that this is **not** the same as the PVG Scheme membership number which will be printed on your disclosure record when it is issued to you.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.
- Only complete the sections that are applicable to you. Don't mark any other part of the form.

DON'T

- Write over the edges of the boxes.
- Place any stamps or stickers on the form, (e.g. those featuring addresses) or the application will be returned.

NOTE A Type of Application

A1

When you join the PVG Scheme for the first time, you must choose which type of disclosure record you want to be issued to you.

You should clearly select one of the options by marking an 'X' in the appropriate box.

Scheme Membership Statement:

Not available through CRBS.

Scheme Record:

Select this box if you require a Scheme Record for either or both types of regulated work (whether or not you are a PVG Scheme member in respect of the type(s) of regulated work to which the application relates).

You should also select this box to request a Scheme Record following a Scheme Record Update.

[Note: a Scheme Record is **free** for volunteers doing regulated work for a qualifying voluntary organisation]

To request a Scheme Record, this form must be countersigned by a registered body.

Scheme Record Update:

Select this box if you require a Scheme Record Update.

You must already have Scheme Record(s) for the type(s) of regulated work to which the application relates.

[Note: a Scheme Record Update is **free** for volunteers doing regulated work for a qualifying voluntary organisation]

To request a Scheme Record Update, this form must be countersigned by a registered body.

Scheme Membership Statement (Countersigned): **Not available through CRBS.**

A2 (This application relates to 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 (Are you already a scheme member in relation to ALL types of regulated work selected in A2?) Mark an 'X' in the appropriate box. If you are not currently a Scheme Member for one of the types of regulated work highlighted at **A2** above, then this is an application to expand your membership of the

Scheme to cover that other type of regulated work. If you are not an unpaid volunteer in a respect to regulated work for a qualifying voluntary organisation you will have to pay the higher fee again (£59).

A4 (Do you wish to apply for an online account with Disclosure Scotland?) Not available through CRBS, Cross 'No'.

NOTE B Personal Details

B1 (PVG Scheme ID) Enter your PVG Scheme membership number. This is the 16 digit number provided when you joined the Scheme.

B2 (Title): Mr; Mrs; Ms; Miss – you should mark a cross 'X' in the appropriate box. Examples of 'Other' may be 'Reverend', 'Doctor', 'Sister', 'Captain' etc.

B3 (Present Surname): This should be your current surname.

B4/5 (Present Forenames): This should include all of your forenames and middle names. Use both lines if necessary.

B6 (Date of Birth): This should be date of birth in the format DD/MM/YYYY.

B7 (Are there any changes to your personal details that you have not already told us about?) Mark an 'X' in the appropriate box. If 'Yes' please provide details on a separate sheet of paper. It is important that you keep us updated of changes to your personal details as they happen during the lifetime of your PVG Scheme membership to avoid delays to issuing your disclosure records.

Personal details mean name, gender or address. You should notify a change of name or gender within three 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 your copy of the disclosure record.

Regulatory Body Details

Are you registered with any of the Regulatory Bodies listed below? If so, you should tell us.

B8 Mark an 'X' in the appropriate box. If 'Yes' complete **B8/B9** 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	Regulatory Body Code
Care Commission*	101
General Chiropractic Council	102
General Dental Council	103
General Medical Council	104
General Optical Council	105
General Osteopathic Council	106
General Teaching Council for Scotland	107
Health Professions Council	108
Nursing and Midwifery Council	109
Royal Pharmaceutical Society of Great Britain	110
Scottish Social Services Council	111

*Also known as the Scottish Commission for the Regulation of Care.

If you are registered with the General Teaching Council for Scotland or Scottish Social Services Council **and** you include your registration number **and** you are applying for a Scheme Record, then a duplicate of your Scheme Record will be sent to the GTCS or SSSC, as appropriate.

If you are applying for registration at the same time as you are applying for Scheme membership and do not yet have a registration number then you should answer **B8** 'No' and let us have the relevant details at a later date, once you have completed the registration process.

NOTE C Declaration

C1/C2 This records the applicant's signature and date of signing. It is important that the signature is kept within the border of the box provided.

By signing the declaration on the form you are making certain statements –

- You are requesting a disclosure record under the PVG Scheme:
 - If you are already a member of the Scheme for one type of regulated work, you can only expand your membership of the Scheme to cover the other type of regulated work if you are not barred from doing that other type of regulated work. If you seek to do regulated work when you are barred from doing that type of regulated work, then you will commit a criminal offence.
 - You can only request disclosure records under the PVG Scheme for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.
- You are requesting that a disclosure record is issued to the persons specified in the application in relation to the type(s) of regulated work specified in your application.
 1. If you have asked for a Scheme Record, then by signing this form you are asking for the Scheme Record to be issued to the organisation you wish to work for and, if applicable, to the General Teaching Council for Scotland or Scottish Social Services Council if you have given details of your registration with them in field B8. A copy of the Scheme Record will also be issued to you.
 2. If you have asked for a Scheme Record Update, then by signing this form you are asking for the Scheme Record Update to be issued to the organisation you wish to work for. A copy of the Scheme Record Update will also be issued to you.
- You understand that Disclosure Scotland will use the information you have given to verify your identity and check and process your application. Disclosure Scotland will use the information about you for the purposes of the Scheme, for the prevention or detection of crime and for other related purposes. Disclosure Scotland will continuously monitor and update the information it holds about you.
- You understand that Disclosure Scotland may pass the information it holds about you to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the Scheme, of the prevention and detection of crime, for the apprehension and prosecution of offenders and for other related purposes.
- You are confirming that the information you have given is complete and correct.
- You are confirming that you understand that to knowingly make a false statement in this application is a criminal offence.
- You are agreeing to give any additional information that may be required and will immediately notify any changes to your information.

NOTE D Payment

A PVG Scheme disclosure application for an unpaid position in the voluntary sector is paid for by Scottish Ministers and is therefore "free". For the current cost of a PVG Scheme disclosure for paid staff please refer to the Disclosure Scotland or CRBS website.

D1/D2 (Is this application in respect of a volunteer doing regulated work for a qualifying Voluntary Organisation) If the application is for a volunteer who will be working in an unpaid position within the voluntary sector the organisations signatory should cross the 'Yes' box in **D1** and also put a cross in section **D2**. If however the position is for a paid position and not in respect of a volunteer doing regulated work but is within the voluntary sector the signatory should cross 'No' at section **D1**, leave section **D2** blank and continue to **D3** with method of payment.

D3 (Method of Payment) Registered Body Invoice should be crossed for an unpaid voluntary position within the voluntary sector. If however the position is for a paid position within the voluntary sector the signatory should cross the method of payment being used.

D4 – D9

This section is for your credit/debit card details. If you are paying by this method, please copy the details carefully from your card.

D10

Enter your full voucher number here. The voucher is supplied by the Employment Services.

NOTE E & F Registered Body: Countersignatory Details and Declaration

SECTIONS E MUST BE COMPLETED BY THE VOLUNTARY SECTOR SIGNATORY REGISTERED WITH CRBS.

Role Details

E1 (Will the work be carried out at the home address of the Applicant?) Mark an 'X' in the appropriate box.

E2/E3 (Organisation Name) The name of the **appointing** (where the applicant will be based) voluntary organisation should be entered in box **E2**. Please note that the voluntary organisation name detailed in box **E2** will be the organisation name detailed on the disclosure certificate.

E4/E5 (Position Applied) Organisations should provide clarity where the job title does not necessarily indicate regulated work. For example, "Driver". A driver is not normally regulated work. However if it is a school bus driver the "position applied for" should state "Driver - School Contract". Please ensure that the description of the post at E4 clearly reflects the type of regulated work requested at question A2 of the form.

Confirmation of Identity & Registered Body Details

E6 – E13 (Confirmation of Identity & Registered Body Details) TO BE COMPLETED BY CRBS STAFF ONLY.

Countersigning on Behalf of Another Organisation

E14 – E16 (Are you Countersigning on Behalf of Another Organisation?) Mark an 'X' in the Yes box at **E14** and enter the name of the appointing organisation in **E15** (this should be the same organisation which was completed in section **E3**).

Countersignatory Declaration

F1/F2 TO BE COMPLETED BY CRBS ONLY

NOTE G & H Personal Employer Details and Declaration

SECTIONS G & H are not applicable to those submitting applications through CRBS