

Application to Join the PVG Scheme

Guidance Notes

**Central Registered Body in Scotland
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These guidance notes should be read in conjunction with the 'Application to join PVG Scheme' 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 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

This is the form for applying to join the Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007 - called the PVG Scheme. You should use this form only if you are joining the Scheme for the first time. 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 the Existing Scheme Member Application.

When you sign the form to apply to join the PVG Scheme, 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 applying to join the PVG Scheme for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.

Once you become a member of the PVG Scheme –

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 all of your 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 when you are joining the Scheme to work in an organisation (and the form is being countersigned by the organisation or an umbrella 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 (Do you wish to apply for an online account with Disclosure Scotland?) **Not available through CRBS, Cross 'No'**

NOTE B Personal Details

B1 (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. **(If Mrs is crossed then B6 must be completed)**

B2 (Present Surname): This should be your current surname.

B3/4 (Present Forenames): This should include all of your forenames and middle names. Use both lines if necessary.

B5 – B11 (Are you now, have you ever been, or were you at birth known by a different name?): This section should be completed 'Yes' only where the information is different from above. E.g. your name has changed through marriage, divorce, or other means. **(If yes is crossed then B6 – B11 must be completed)**

Adopted

If you are adopted, it is not necessary for you to provide your name at birth if the adoption was prior to the age of eight.

Transgender

If you are transgender, and wish for this information to remain private, CRBS recommends that you contact the CRBS Helpline for further assistance on 01786 849777.

B12 This box should be crossed if more space is required to list any other names that have not already been shown on the application form between sections B6-B11. A separate sheet with these additional details should be attached.

B13 (Mother's Maiden or Family Name) This should be the surname at birth used by your mother/adoptive mother, or the name she used prior to marriage, deed pole change, etc.

Birth Details

B14 (Date of Birth): This should be date of birth in the format DD/MM/YYYY.

B15 (Gender): Male or female should be selected as appropriate.

B16 (Town of Birth): This should be the postal town, e.g. Inverness. If you are adopted you need only provide the country in which the adoption certificate was issued, it should also be entered in B17.

B17 (Country of Birth): This should be the country of your birth.

B18 (Nationality): This should be your nationality. e.g. British.

Contact Details

B19 (Day Contact Number): A full telephone number should be inserted, including area code, at which Disclosure Scotland will be able to contact you if necessary. If this is left blank, and Disclosure Scotland need to contact you, the processing of the application may be delayed.

B20 (Evening Contact Number): You should provide another telephone number at which Disclosure Scotland can contact you, if applicable.

B21/B22 (Email Address): You should provide an email address if applicable.

Additional Information

B23/B24 (Do you have a National Insurance Number) Mark an 'X' in the appropriate box. If 'Yes' your National Insurance number should be provided and entered in section **B24** in the format of AB 12 34 56 C. This information can be accessed from a number of documents, e.g. National Insurance Certificate; Form UB40, etc. If you are aged less than 16 years of age or are a foreign national in an unpaid position you may not possess a National Insurance number, in which case this section should be left blank.

B25/B26/B27 (Do you have a Passport?) Mark an 'X' in the appropriate box. If 'Yes' your Passport Number and Country of Issue should be provided and entered in sections **B26 and B27**, this is a nine-digit number which can be found on the inside back page of a full UK or European Passport. Non-UK/European passports will differ in format. It is recognised that not everyone holds a passport, in which case these sections should be left blank. The number, if available, should be entered in full.

B28/B29/B30 (Do you have a Driving Licence?) Mark an 'X' in the appropriate box. If 'Yes' your Driving Licence Number and Country of Issue should be provided in sections **B29 and B30**. The Driving Licence Number can be found on all UK driving licences and comes in the form of a 16-digit number and letter combination, e.g. ROSS7/758921/PC7RA. The format of non-UK licences will differ from this. It is recognised that not all applicants will hold a driving licence. If no licence is held, please leave these sections blank.

B31 (Do you have a National Identity Card?) Mark an 'X' in the appropriate box. If 'Yes' please complete sections **B32/B33**, Card Number and Country of Issue.

B34 If you have a National Entitlement Card issued by a Scottish Local Authority, please enter the card number here.

Additional Information Continued

B35 (Electricity Supplier Number): If you have electricity supplied in your name please enter the 21-digit electricity supplier number. This number is commonly referred to as the 'supplier' number or 's' number and appears on electricity bills in the following form:

S	01	123	456
	16	6789 0123	222

B36 (Are you now or have you ever been a member of the PVG Scheme) – As this form is only used for those initially joining the PVG Scheme this section should be crossed 'No'.

B38 (Are you now or have you ever been registered with the ISA) – Are you now or have you ever been registered with the Independent Safeguarding Authority (ISA) (relevant to registration in England & Wales)? If yes, please detail your ISA Registration Number in section B39.

Current Address

B40, B41, B42, B43 and B44: (Current Address) Please note that this will be the delivery address of the disclosure. It could be your home address, Halls of Residence or temporary lodgings. If the address entered is not your home address you must include details of your home address in the Address History section (**B47 – B81**).

B45 (Resident From): The date from which you have been resident at this address. Although the full date is preferable the minimum required is the year of residence.

B46 (Country): Only enter information here if the address is outside of the UK.

Address History

B47-B80 Five years address history is required. **Most recent first followed by previous addresses in order of residence. (Oldest last)**

B82 This box should be crossed if more space is required to include all addresses over the past 5 years. A separate sheet with these additional details on should be attached to the application form.

Regulatory Body Details

B83 Are you registered with any of the Regulatory Bodies listed below? Mark an 'X' in the appropriate box. If 'Yes' complete **B84/B85** and/or **B86/B87** selecting the code for the Regulatory Body from the list below. **B86** and **B87** are relevant only if you are a member of more than one of the bodies listed.

Regulatory Body Details Continued

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 **B83** '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 asking to join the PVG Scheme:
 - You can only join the Scheme if you are not barred from doing the type of regulated work to which the application relates. If you ask to join the Scheme when you are barred from doing that type of regulated work, then you will commit a criminal offence.
 - You can only apply to join 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. You have asked for a Scheme Record, therefore 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 B83. A copy of the Scheme Record 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 and 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 and will immediately notify any changes to your information.

NOTE D Payment

A PVG Scheme 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 ‘Yes’ and 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 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 and not in respect of a volunteer doing regulated work but is 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 (Is the Applicant already undertaking regulated work in the position to which this application relates?) Mark an ‘X’ against “yes” if the person is already in post and doing regulated work or mark an ‘X’ against “no” **either** if the person is being asked to do regulated work for the first time **or** continuing to do so but in a new position.

E2 (Will the work be carried out at the home address of the Applicant?) Mark an 'X' in the appropriate box.

E3/E4 (Organisation Name) The name of the **appointing** (where the applicant will be based) voluntary organisation should be entered in box E3. Please note that the voluntary organisation name detailed in box E3 will be the organisation name detailed on the returned disclosure certificate.

E5/E6 (Position Applied For) 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 E5 clearly reflects the type of regulated work requested at question A2 of the form.

Confirmation of Identity & Registered Body Details

E7–E14 (Confirmation of Identity & Registered Body Details) TO BE COMPLETED BY CRBS STAFF ONLY.

Countersigning on Behalf of Another Organisation

E15–E16 (Are you Countersigning on Behalf of Another Organisation?) Mark an 'X' in the Yes box at **E15** 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 STAFF ONLY

NOTE G & H Personal Employer Details and Declaration

SECTIONS G & H are not applicable to those submitting applications to join the PVG Scheme through CRBS