

Volunteer Scotland Disclosure Services Secondary Organisation Contract

Completing this form

The answers to the questions on this form have been agreed by Volunteering Scotland Disclosure Services, and do not require enhancement

You should complete the sections of the form which require to be completed, namely

(First page). The name of your club, the name of the club's Child Wellbeing and Protection Officer, their address, contact phone number and email address.

(Last page) Your name and position in the club

Print the form (this page is omitted from print) and sign the last page. By signing the last page, you are confirming that:

You have read the Ministerial Code of Conduct; SAA Child Protection, PVG Handling, Recruitment of Ex-Offenders and Information Security Policies.

Have read the form and agree with the pre prepared answers

That the information passed to you from a PVG application and other associated documents will be treated as confidential.

The completed form should then be returned to the

SA Child Wellbeing and Protection Officer

ADDRESS and Contact Details



Secondary Organisations Contract – Option 2

The Secondary Organisation Contract Option 2 should be completed when a secondary organisation requires the intermediary body to access and manage the disclosure records that have been accessed on their behalf and pass the details to the secondary organisation through written or oral communication.

Name of Intermediary Body
Lead Person:

Jacqui Dunlop

Name of secondary
organisation/group
requiring disclosure records:

Is the secondary organisation a qualifying
voluntary organization Yes

Name of person within the secondary organisation who will receive information relative to Disclosure Records and Disclosure Record Updates from the intermediary body through written or oral communication

Address of secondary organisation/group:

Telephone number of organisation/group:

Email Address of Organisation/Group:

I understand that it is the responsibility of
to have responsibility for

Scottish Archery

- Scheme Record or Scheme Record Update applications submitted by my organisation, ensuring the Ministerial Code of Practice is implemented at all times;
- ensuring Scheme Record or Scheme Record Update applications submitted by my organisation are completed correctly;
- advising secondary organisation orally or by written communication in relation to information contained on the Scheme Record or Scheme Record Update;
- ensuring my organisation understands its obligations and completes and signs up to a secondary organisation contract of agreement with the intermediary body.

Please provide a supporting statement about your organisation detailing the purpose of your organisation and who you provide a service to. This information should make it clear where in your organisation individuals will be working in regulated work with children/protected adults or both.

We are an Archery Club which is affiliated to Scottish Archery . We are a membership organisation whose purpose is to provide opportunities for people of different ages and abilities to participate in archery. Our members participate in club shots and local, regional and national competitions.

We have a range of volunteers doing regulated work with children and on our behalf Scottish Archery has agreed 2 job roles where the individuals will require to be members of the PVG scheme.

Which positions will you require the individual to obtain a Scheme Record or Scheme Record Update?	<ol style="list-style-type: none"> 1. Club Child Wellbeing and Protection Officer providing advice to children 2. Athlete Support Personnel working with children
Are they for individuals that will work in regulated work with children, protected adults or both?	Regulated work with children
Is your organisation registered with the Care Inspectorate? (If yes, please provide details.)	No
Please detail the roles and responsibilities of those who require a Scheme Record or Scheme Record Update.	Positions have all been previously agreed.
Who will make the recruitment decision within your organisation?	Recruitment decisions will be taken by the members of the Club Committee with advice from the Club Child Wellbeing and Protection Officer.
Who within your organisation will have access to the Scheme Record or Scheme Record Update?	Only the Club Child Wellbeing and Protection Officer will have access to the Scheme Record or Scheme Record

	Update or people with recruitment remit in course of duties
Do you agree that the information received will not be disclosed to any other persons other than those entitled to see it in the course of their official duties?	Yes
Do you have a secure use, storage and handling policy? If no, will the intermediary body be storing the Scheme Record or Scheme Record Update or providing your organisation with a copy of their secure use, storage and handling policy?	No disclosure information will be kept other than the applicants PVG membership number, certificate number and date of issue. The Scottish Archery CWPO will pass these details together with any other relevant information. The Disclosure certificate will then be destroyed by shredding. We will not retain such information for longer than it is relevant to their needs. Scottish Archery has provided the club with the VSDS template policy for us to adopt.
Have you read and understood the Code of Practice published by Scottish Ministers giving information on how the PVG scheme should be operated?	Yes. Scottish Archery has provided our Club with this Code of Practice and we can continue to refer to it as necessary
How and when will you record the information passed to you in relation to the Scheme Record and Scheme Record Update by the intermediary body?	We will record the information we receive from the intermediary body on summary sheets immediately we receive it and the summary will be held in secure, non-portable storage.
Do you understand that unauthorised disclosure of information on a Scheme Record or Scheme Record Update is a criminal act?	Yes
Do you understand that having a criminal record should not necessarily debar an ex offender from a position?	Yes
Do you understand that you must inform the intermediary body if you leave your position or no longer wish to act as the nominated person for receiving disclosure records?	Yes
Are you aware that you can be contacted by the Volunteer Scotland Disclosure Services or Disclosure Scotland regarding any matters that relate to the compliance of the relevant legislation at any time and/or be subject to an audit of your practice?	Yes
Do you understand that you cannot use the information which appears on a Scheme Record or Scheme Record Update for any purpose other than those for which it has been provided?	Yes

Declaration

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to an investigation from Volunteer Scotland Disclosure Services and/or Disclosure Scotland.

Name: _____

Position in Secondary Organisation: _____

Signature: _____

Name of Intermediary Body: SCOTTISH ARCHERY

Enrolled Body Code of Intermediary Body: AA1975

Signature (Intermediary Body): _____

Print Name (Intermediary Body): _____

Date: _____