

PVG

Guidance for Volunteers with Girlguiding Living in Scotland

The Trustees of Girlguiding Scotland require new and existing volunteers who will be working in regulated activity to register themselves with the PVG Scheme and record Girlguiding as one of the organisations that should be notified should they receive a criminal conviction or barring.

Existing PVG Scheme Member Application

The 'Existing PVG Scheme Member Application' form should be completed by all existing PVG Scheme members.

All forms can be obtained from your ID Verifier (if you do not know who this is, please ask your local Commissioner).

DO

- Complete the form in CAPITAL LETTERS using blue or black ink
- Make sure that all information is kept within the small boxes provided as this form will be scanned and stored electronically by Disclosure Scotland
- Leave an empty box between words, eg SARAH □ SMITH
- Draw a single line through any mistakes
- **Complete all sections highlighted in yellow** in **Parts A, B and C** - be aware that if you answer 'Yes' to any question you will be asked to provide additional information
- Where prompted, mark yes/no answers with an X
- Continue onto a separate piece of paper if you run out of space - please remember to make a note of the question number, eg B4
- Label any additional sheets (if required) with your full name and application reference number (number under the bar code, top right corner)

DO NOT

- Write over the edges of the boxes
- Place any stamps, stickers or labels on the form (eg address labels)
- Use staples to affix extra information
- Use correction fluid

As an applicant, you must complete **Parts A, B and C** of the form. It is important that you check your form carefully as **incomplete forms and forms containing mistakes will be destroyed and you will have to start a new application.**

You **do not** need to complete **Parts D, E, F, G or H.**

Your ID Verifier will ask to check three pieces of identification. For further information or support in completing your 'Existing PVG Scheme Member Application' form, please contact your ID Verifier or visit www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/

A1 If you are already registered to work with children, please cross 'Scheme Record Update'.
If you are currently registered to work with protected adults only, please cross 'Scheme Record'.

A2 Please cross 'Children'.

A3 If you have crossed Scheme Record Update in A1 please cross 'Yes' here. If you have crossed Scheme Record in A1 please cross 'No' here.

A4 Please cross 'No'.
Girlguiding does not currently use online accounts.

A5-6 Please leave blank.

B1 Please write your 16 digit PVG membership number. This is located on the left hand side of your certificate, under your personal details.

B2 Please cross the box next to your title. If your title is not shown, please write your title in the section marked 'Other'. If you have more than one title, use the title that is on your PVG certificate.

B3 Please write your current surname.

B4-5 Please write your first name and all middle names. You must write all names out in full (no initials). You can continue onto **B5** if you need more space.

B6 Please provide your date of birth in the format DD/MM/YYYY.

B7 Please cross 'Yes' or 'No'*. If your answer is 'Yes' please provide details on a separate piece of paper.

PART A Type of Application (Read Note A)

A1 Cross (X) one box only. Scheme Membership Statement Scheme Record
Scheme Record Update Scheme Membership Statement (Countersigned)

A2 Cross (X) each box that applies. This application relates to regulated work with: Children Protected Adults

A3 Are you already a scheme member in relation to ALL types of regulated work selected in A2? Yes No

A4 If you currently do not have an online account, do you wish to apply for one with Disclosure Scotland? Yes No

If yes, provide/confirm your email address below in fields A5/A6.

A5 Email Address

A6

PART B Personal Details (Read Note B)

Personal Details

B1 PVG Scheme ID

B2 Title Mr Mrs Ms Miss Other

B3 Surname

B4 Forename(s)

B5

B6 Date of Birth / /

B7 Are there changes to your personal details that you have not already told us about? (See guidance) Yes No

If 'Yes' please supply these on a separate piece of paper.

* You are required to notify Disclosure Scotland of a change of name or gender within three months of the change occurring.

You are not legally required to notify of a change of address but Disclosure Scotland needs your current address to ensure that you receive your copy of the disclosure record.

