

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.

Application to Join PVG Scheme

There are two different forms for PVG Scheme registration. The 'Application to Join PVG Scheme' form should be completed by anyone not already registered under the Scheme. 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 'Application to Join PVG Scheme' form, please contact your ID Verifier or visit www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/.

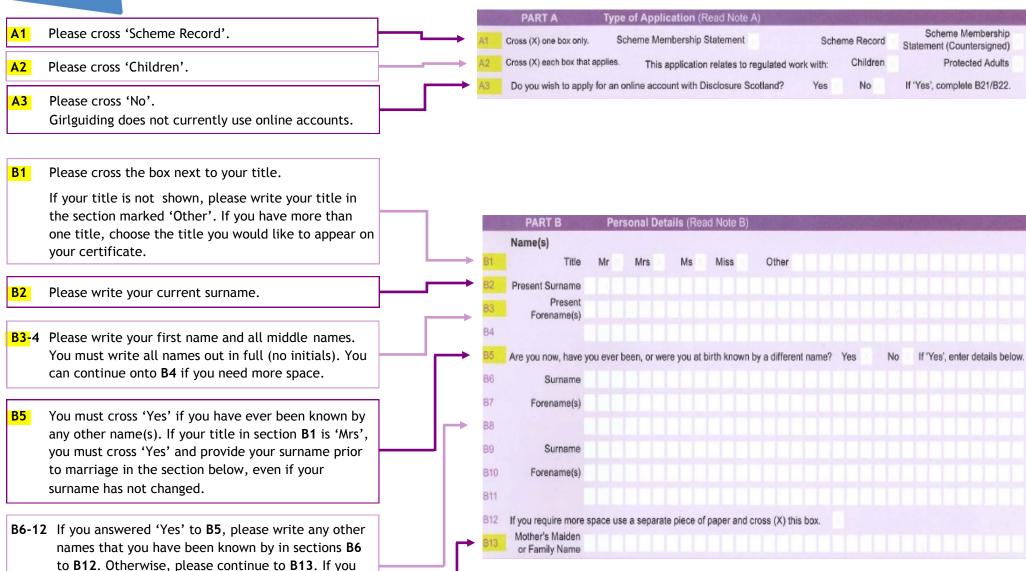


run out of space, please cross B12 and use a

Please write the surname used by your mother/ adopted mother at birth. You do not need to provide

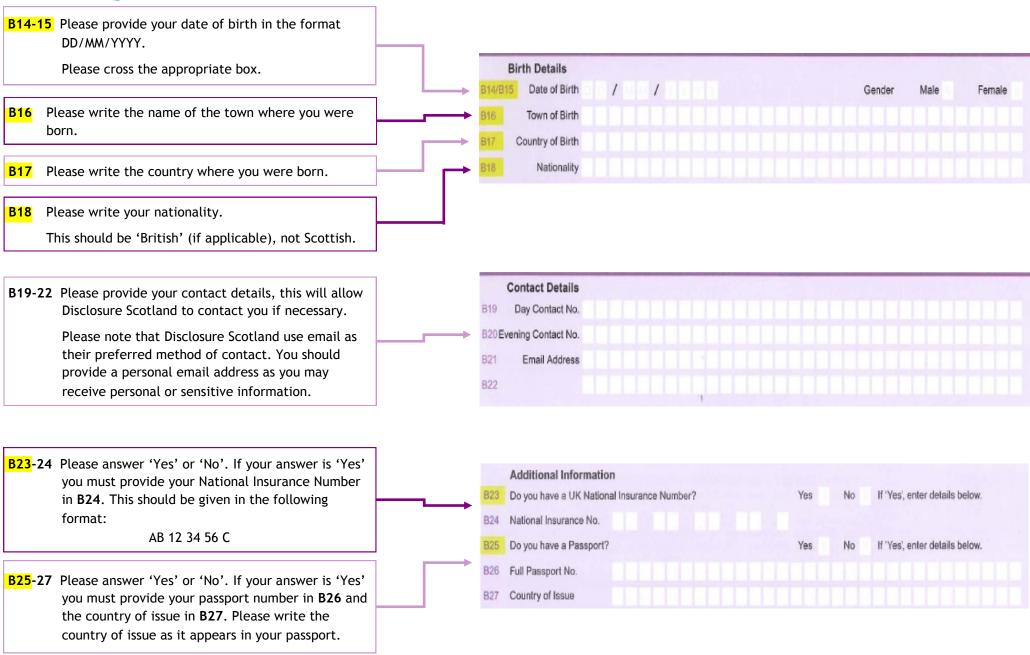
separate piece of paper.

a forename.



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B28-30 Please answer 'Yes' or 'No'. If your answer is 'Yes' you must provide your driving licence number inB29 and the country of issue in B30.

If you hold a UK driving licence, the number can be found at point 5 of your photo card. This will be given in the following format*:

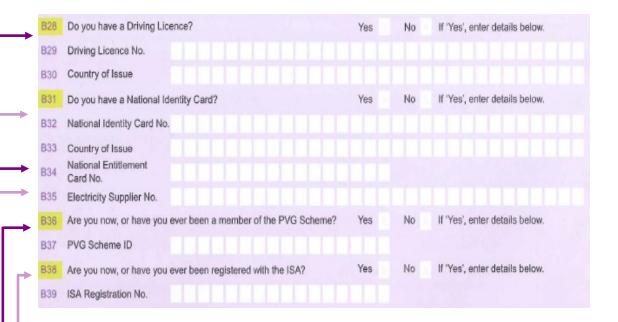
Α	В	С	D	Е
JONES	615109	CE9	LY	12

- B31-33 Please answer 'Yes' or 'No'. If your answer is 'Yes' you must provide the card number in B32 and the country of issue in B33.
- B34 If you have a National Entitlement Card issued by a Scottish Local Authority, you must provide the number here. Some examples of National Entitlement Cards are: Young Scot Card, Concessionary Travel Pass and One Scotland Card.
- B35 If you have an electricity supply to your home, please write the 21 digit electricity supplier number here. This number will be given on your electricity bill in the following format:

S	01	123		456
	67	6789	0123	222

B36-37 Please answer 'Yes' or 'No'**. If your answer is 'Yes' you must provide your 16-digit PVG Scheme ID number in B37. This number can be found on your PVG Certificate, under your date of birth.

B38-39 Please answer 'No'.



* Part C of your driving licence is comprised of your initials and the number 9. <u>Please note that if</u> your driving licence indicates that you have a middle name, you must provide this in B3. In the example shown, the applicant has a first name beginning with C and a middle name beginning with E.

** You should only cross 'Yes' if you have previously joined the PVG Scheme and have told Disclosure Scotland that you wish to leave. If you have left the Scheme and now wish to join again you must provide a note to explain this. If you do not provide a note, your form will be destroyed and you will have to start the application again.

If you have not told Disclosure Scotland that you wish to leave, you will still be a member of the PVG Scheme and should complete an 'Existing PVG Scheme Member Application' form.



B40-46 Please write your house name/number and street in **B40**, you can continue onto **B41** if you need more space.

Please write your post town in **B42** and county in **B43**.

Please write your postcode in **B44** and the date that you moved into this address in **B45**. This should be in the format MM/YYYY.

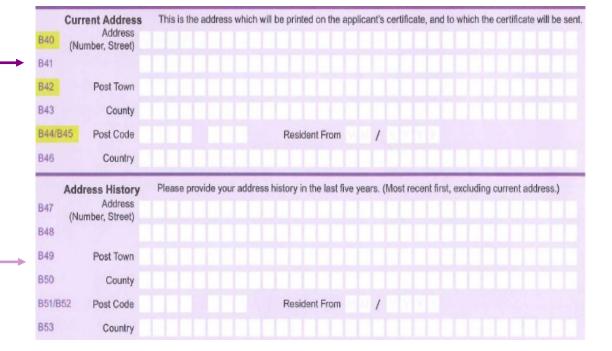
If you live away from home or have more than one current address, please provide the address where you would like your PVG certificate to be sent and attach a note explaining this. Please provide your second address in **B47-82**.

B47-82 If you have lived at your current address for less than five full years, you must provide your previous address(es) in sections B47-81. You must provide the date that you moved into each address in the format MM/YYYY.

Please provide your most recent address first and work backwards, leaving no gaps.

If you need to provide more that six addresses, please cross **B82** and provide the additional address(es) on a separate piece of paper.

Remember you only need to provide addresses for the last five full years.



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B83-87 Please answer 'Yes' or 'No'. If your answer is 'Yes' you must provide the code for your regulatory body in B84 and your registration number in B85. If you are registered with more than one regulatory body, you may use sections B86-87 and you can continue on a separate piece of paper if necessary.

A list of regulatory bodies is provided below. If you do not see your regulatory body listed, you do not need to provide your registration details.

Regulatory Body Name	Regulatory Body Code		
Care Commission/Care Inspectorate	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		
General Pharmaceutical Council	110		
Scottish Social Services Council	111		

C1-2 Please check your application form and make sure that all the information is accurate and that all sections highlighted in yellow are complete. Next, read the declaration in Part C. You must sign C1 (remember to keep your signature inside the box) and write the date in C2 following the format DD/MM/YYYY.

Please be aware that when you sign the form you are confirming that you are requesting a disclosure for lawful purposes and that you are not barred from working with children.

	gulatory Body De	tails (see Guidance Notes)				
B83 Are	you registered with	any Regulatory Body listed in th	e guidance notes?	Yes	No	If 'Yes', enter details below
B84/B85	Regulatory Body	Code	Registra	ition No		
B86/B87	Regulatory Body	Code	Registra	ition No		
100	PART C	Declaration (Read Note C)	SECTION OF STREET		888	
I apply to j	join the Scheme und to the persons spec	der the Protection of Vulnerable ified in this application in relatio	Groups (Scotland) Act	t 2007 ('Sche	me"). I re	equest that a disclosure reco I understand the following:
Scot for th	tland will use this inf	use the information I have giver ormation and any other informat ection of crime and for other rela about me.	ion relating to my Sch	eme member	ship for t	the purposes of the Scheme,
othe	r law enforcement a	y pass the information it holds al gencies for the purposes of the ders and for other related purpo	Scheme, of the preven			
application	n is a criminal offend	have given is complete and cor ce. I will give any additional infor as to this information.				

Do not complete Parts D-H.

Your ID Verifier should complete questions E1-10 with you.

Check through the whole form with your Commissioner/ID Verifier.

NOTE: If you do not <u>complete this form correctly</u> it may be destroyed and you will be notified and have to <u>start the process again</u>.

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