

## **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 SARAHDSMITH
- 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 mis**takes 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 <a href="https://www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/">www.girlguidingscotland.org.uk/leaders/resources/recruitment-checks/</a>

### (F) we discover, we grow Girlguiding

If you are already registered to work with children, A1 Type of Application (Read Note A) PART A please cross 'Scheme Record Update'. Scheme Membership Statement Scheme Record Cross (X) one box only. If you are currently registered to work with protected Scheme Membership adults only, please cross 'Scheme Record'. Scheme Record Update Statement (Countersigned) Cross (X) each box that applies. This application relates to regulated work with: Children Protected Adults A2 Please cross 'Children'. Are you already a scheme member in relation to ALL types of regulated work selected in A2? Yes No A3 If you have crossed Scheme Record Update in A1 If you currently do not have an online account, do you wish to apply for one with Disclosure Scotland? Yes No please cross 'Yes' here. If have crossed Scheme Record in If yes, provide/confirm your email address below in fields A5/A6. A1 please cross 'No' here. Email Address 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. Personal Details (Read Note B) PART B This is located on the left hand side of your Personal Details certificate, under your personal details. **PVG Scheme ID** Please cross the box next to your title. If your title is **B2** Title Miss Other not shown, please write your title in the section Surname marked 'Other'. If you have more than one title, use the title that is on your PVG certificate. Forename(s) Please write your current surname. **B3** Date of Birth **B4-5** Please write your first name and all middle names. Are there changes to your personal details that you have not already told us about? (See guidance) Yes No You must write all names out in full (no initials). You If 'Yes' please supply these on a separate piece of paper. can continue onto **B5** if you need more space. Please provide your date of birth in the format **B6** \* You are required to notify Disclosure Scotland of a change of name or gender within three months DD/MM/YYYY. of the change occurring. You are not legally required to notify of a change of address but Disclosure Scotland needs your **B7** Please cross 'Yes' or 'No'\*. If your answer is 'Yes' current address to ensure that you receive your copy of the disclosure record. please provide details on a separate piece of paper.

## (C) we discover, we grow Girlguiding

B8-12 Please cross 'Yes' or 'No'. If your answer is 'Yes' you must provide the code for your regulatory body in B9 and your registration number in B10. If you are registered with more than one regulatory body, you may use sections B11-12 and you can continue onto a separate piece of paper if necessary.

The regulatory bodies are listed in the table below. If you do not see your regulatory body, you do not need to provide your registration details.

Regulatory Body Name	Regulatory Body Code 101 102	
Care Commission/Care Inspectorate		
General Chiropractic Council		
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 provided 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 in 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.

В	Regulatory Body Details (see G Have you registered with a Regulatory your last PVG Application?	uidance Notes) Body listed in the guidance notes since Yes	No	If 'Yes', enter details below.
B	9/B10 Regulatory Body Code	Registration No.		
В	11/B12 Regulatory Body Code	Registration No.		

#### PART C Declaration (Read Note C)

I request that a disclosure record be issued to the persons specified in this application in relation to the type(s) of regulated work specified. I understand the following:

- Disclosure Scotland will use the information I have given to verify my identity and to check and process my application. Disclosure Scotland will
  use this information and any other information relating to my Scheme membership 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 me.
- Disclosure Scotland may pass the information it holds about me 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, of the apprehension and prosecution of offenders and for other related purposes.

I declare that the information I have given is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

Applicant's Signature

Signature Date D / / / / / /

#### Do not complete Parts D-H.

Your ID Verifier should complete questions E1-9 with you.

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

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