

PVG SCHEME – SOA GUIDANCE FOR APPLICANTS

This document gives specific guidance for members of clubs affiliated to the Scottish Orienteering Association (SOA) requiring to join the Protection of Vulnerable Groups (PVG) Scheme. It is based on the general guidance for completion of the form, available from VSDS (formerly CRBS) which you should refer to first if you require further help – see <http://www.volunteerscotland.net/disclosure-services/resources/> and use the filter to find “good practice/guidance” to find the guidance notes on completing the forms.

These guidance notes should be read in conjunction with the **Application to join PVG Scheme** form. This is the form to be used when you are applying to join the scheme for the first time.

If you are already a PVG Scheme member but you are new to a role in SOA or an SOA club, you should complete the **Existing PVG Scheme Member** form, for which separate guidance notes are available.

Both forms are available from Club Child Protections Officers and from the SOA’s Lead Signatory, Hilary Quick – e-mail hilary@scottish-orienteeing.org or phone 01479 861374.

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.

To knowingly make a false declaration is a criminal offence.

You should also familiarise yourself with the obligations on you once you have become a member of the PVG Scheme (refer to VSDS guidance).

Completion of the form – general guidance

DO

- Complete all sections of the form that are applicable to you. Do not mark any other part of the form.
- Mandatory fields are highlighted in yellow.
- Use BLOCK CAPITALS, write clearly and use BLACK ink.
- Put only one character in each box, leaving blanks for spaces if required. The number of boxes indicates the maximum number of characters that the system will accept, so shorten words if necessary.
- Mark choices in boxes indicated with “x”
- Sign the declaration in Part C, keeping your signature inside the box.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and writing the answer in the remaining space. If this is not possible, please start a new form.

DON'T

- Write over the edges of the boxes
- Place any stamps or stickers on the form (eg. to show your address).

**Guidance on individual questions – standard answers for applications through SOA
(no specific guidance is given for straightforward questions, but you are reminded not to miss mandatory questions)**

Section A		
A1	Scheme Record	
A2	Children	
A3	No	
Section B – complete as appropriate for you:		
B1	If you mark “Mrs”, then you must indicate “yes” in B5 and complete B6	
B3	If your driving licence shows a middle name, you MUST supply it here.	
B5 – 11	Mark “Yes” if the information is different from B1-4, (eg. name change through marriage, divorce or other means), and complete B6-11 as appropriate. 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 years. If you are transgender and wish for this information to remain private, you should contact the CRBS Helpline on 01786 849777.	
B13	State the surname at birth used by your mother/adoptive mother, or the surname she used prior to marriage, deed poll change etc..	
B14	use format DD/MM/YYYY	
B15	mark “x” as appropriate (current gender, see note above for transgender)	
B16	postal town, eg. Inverness. If you are adopted you need only provide the country in which your adoption certificate was issued; it should also be entered in B17.	
B19-22	Enter contact information if at all possible. It might help to prevent delays in processing your application.	
B23 – 34	Indicate yes or no as appropriate on mandatory questions, and give full details for any that you mark “yes”.	
B35	Mark “yes” only if you have electricity supplied in your name at your current address.	
B36	Mark “yes” only if you <u>were but are no longer</u> a member of the PVG Scheme, eg. if you had contacted Disclosure Scotland and requested to be removed from the PVG Scheme.	
B37	ISA is the Independent Safeguarding Authority (relevant to registration in England and Wales).	
B40-44	Complete all mandatory fields. This is the address for delivery of your PVG Certificate. It could be your home address, halls of residence or temporary lodgings. If this address is not your home address, you must include details of your home address in the address history section B47-B81.)	
B45	Month and year are preferred; minimum required is <u>year</u> residence started.	
B46	Enter information only if the address is outside the UK.	
B47-81	Five years of address history is required. Give the most recent first and work back to the oldest.	
B83	Are you registered with any of these regulatory bodies? If so, answer “yes” and give details (<i>note list continues on next page</i>)	
	Care Commission (Scottish Commission for the Regulation of Care)	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
	<p>If you are registered with the GTCS or SSSC 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.</p> <p>If you are applying for registration at the same time as you are applying for PVG Scheme membership and do not yet have a registration number then you should answer “no” in B83 and let CRBS have the relevant details later, once you have completed the registration process.</p>	
Section C		
C1-2	<p>Read the declaration, sign WITHIN THE BOX and insert the date.</p> <p>For more detail of what you are confirming and signing up to, see CRBS guidance.</p>	

Do not complete any more of the form.

You should now take your completed form and evidence of identification to your chosen ID Checker (see SOA website for list). Evidence of identification must include at least one item of photographic ID (passport and/or driving licence are ideal) **and** 2 different, recent, formal items showing your current address, such as credit card statement, bank statement, council tax bill. If in doubt, take extra items. They should be originals, not copies, and not downloads from internet accounts. Your ID Checker will be able to advise you.

ID Checkers do not complete anything on the form; they complete only their covering sheet.

Related documents

SOA Coversheet PVG

PVG Scheme – SOA Guidance for Existing Members

Hilary Quick
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