

PVG SCHEME – SOA GUIDANCE FOR APPLICANTS – Existing members

This document gives specific guidance for members of clubs affiliated to the Scottish Orienteering Association (SOA) who are already members of 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 **Existing PVG Scheme Member Application** form.

If you are NOT already a PVG Scheme member and you need to join the scheme for a role in SOA or an SOA club, you should complete the **Application to join PVG Scheme** form, for which separate guidance notes are available.

Both forms are available from Club Child Protection 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

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	<ul style="list-style-type: none"> If your existing PVG membership relates to work with vulnerable adults and your work for SOA will be with children, then you need a Scheme Record If your existing PVG membership relates to work with children, but for a different organisation, you need a Scheme Record Update
A2	Children (if you believe this is not correct for you, please consult Hilary Quick)
A3	as relevant to you
A4	No
Section B – complete as appropriate for you:	
B1	Enter the 16 digit number from your PVG membership certificate. NB this is on the left of the certificate, NOT the “disclosure number” beginning 20... top right.
	The form does not require you to state your address, but if it has changed since you joined PVG, you must inform Disclosure Scotland separately.
B2 – 4	These details must be exactly as on your existing PVG certificate. If anything has changed you must inform Disclosure Scotland.
B6	use format DD/MM/YYYY
B7	Supply any details that have changed.
B8	Have you registered with a Regulatory Body listed in the guidance notes since your last PVG Application? If yes, give the number:
	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
	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. 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 B8 and let CRBS have the relevant details later, once you have completed the registration process.
Section C	
C1-2	Read the declaration, sign WITHIN THE BOX and insert the date. For more detail of what you are confirming and signing up to, see CRBS guidance.

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.

Even though this form does not require you to state your address, you must produce for the ID Checker 2 items showing your current address, as above.

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 New Members

Hilary Quick

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