Existing PVG Scheme Member Application

Guidance for Applicants and Child Protection Officers

You have been given these guidance notes as you are already a PVG member and are applying for a PVG check to carry out regulated work (either paid or unpaid) with Scottish Swimming. **You must** complete an existing Member Application if you have already joined the Scheme and are still currently a member. Your form will be sent to Scottish Swimming who will then forward it to Volunteer Scotland Disclosure Services to be countersigned before being sent to Disclosure Scotland for processing.

Disclosure Scotland will send your certificate to you and Volunteer Scotland will send a copy to Scottish Swimming who will then help your club to make their recruitment decision.

Please take time to read the guidance as any errors will cause delays in processing your form. If you would prefer audio guidance, this can be found in the Disclosure Services section of the Volunteer Scotland website [www.volunteerscotland.org.uk](http://www.volunteerscotland.org.uk). If you need any assistance, please call our office on 01786 466530 and a member of our team will be happy to assist you. Alternatively, you can email your question(s) to childprotection@scottishswimming.com or disclosures@volunteerscotland.org.uk

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**Do**

- Complete the form if you are a PVG member.
- Complete sections A - C.
- Be sure to sign and date the declaration at Part C, keeping your entire signature inside the box.
- Use blue or black ink to complete the form and write clearly in BLOCK CAPITALS.
- Fields highlighted in yellow must be completed.
- Leave an empty box between each word.
- Add any additional information which you need to send with your application on a separate sheet of paper and attach it to the inside of the application.
- Be aware that if the application is incorrectly completed, it may be returned to you for correction.

**Do Not**

- Write over the edges of the boxes.
- Use this form if you have previously only had a Police Act Disclosure and have never joined the PVG Scheme. You will need to complete an Application to Join the PVG Scheme.

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**Quick Guide**

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. You should clarify this with the person who gave you this form. Detailed guidance is given below.

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**Type of Application**

**Glossary**

**Scheme Record** – When you need a full PVG check for either children or protected adults

Because you have not previously been checked for one of the workforces that you have Selected at A2.

**Scheme Record Update** – When you have already had a Scheme Record for what Workforces you have selected at A2 and just need an update on this. You can only request a Scheme Record Update if you have previously been checked for that workforce.

**Workforce(s)** – The group of people you are going to be working with (children and/or protected adults)
If completing this form you are already a PVG Scheme Member. You should clearly select one of the options by marking an ‘X’ in the appropriate box.

Scheme Membership Statement/ Scheme Membership Statement (Countersigned): Not available through us.

Scheme Record: You should select this option if:
You are an existing member of the PVG Scheme but have not previously been checked for the workforce(s) that you have selected at A2. A3 must then be crossed ‘No’. For example, you have previously been checked for children and now you need to be checked for protected adults. See diagram A.

(A)

OR

You have applied for a Scheme Record Update, however new vetting information has been added to your record and the organisation requires to know what this is. Please note that if you are applying for a Scheme Record for this reason, a note from the organisation stating this, must be attached to the inside of your application and A3 must then be crossed ‘Yes’ See diagram B.

OR

You have not previously been issued a Scheme Record as you only have a Scheme Membership Statement or Scheme Membership Statement (Countersigned). Scheme Record must be crossed and A3 crossed as ‘Yes’. Please attach a note inside the application stating that you have a Membership Statement. See diagram B.

(B)

Scheme Record Update: You should select this option if:
You have previously been checked for the workforce(s) that you have selected at A2 and have been issued a Scheme Record for this workforce. A3 must then be crossed ‘Yes’. For example, you have previously been checked for protected adults and another organisation also want you to work with protected adults. See diagram C.
* Please note, if you require further help in deciding how to complete the form, you can refer to
  the flow charts which can be found on the Disclosure Services section of Volunteer Scotland’s
  website www.volunteerscotland.org.uk

A2 Please cross the workforces (children and/or protected adults) you will be working/volunteering
  with which relate to this application. You should speak to the person who gave you this form to
  check that you are selecting the correct workforce(s). You should be aware that you will be
  committing an offence if you apply to join a workforce which you are barred from.

A3 Mark an ‘X’ in the appropriate box. Please mark ‘Yes’ if you already have a Scheme Record for
  the workforce(s) that you have selected at A2 and please ensure you are applying for a Scheme
  Record Update. If you have not previously been checked for the workforce that you have
  selected at A2 then please cross ‘No’ and ensure you are applying for a Scheme Record.

  Please note that if you already have a Scheme Membership statement you must cross
  ‘Scheme Record’ at A1 and complete the rest of part A appropriately. If you are applying for a
  Scheme Record and you are crossing ‘Yes’ at A3 then please attach a note advising of the
  reason for this.

A4 Please cross ‘No’ as online accounts are not available.

Personal Details

B1 Enter your PVG Scheme ID number. This is the 16 digit number provided when you joined the
  Scheme. You will find this on your certificate (shown in the diagram below) and it will be referred
  to as your ‘PVG Membership number’. It will start with the year and month that you joined the
  scheme. If you have lost your certificate and do not know your ID number then please call
  Disclosure Scotland on 0870 609 6006 and they will be able to inform you of this.

B2 Please cross the box next to your title. If your title does not appear in the list, please give your
  title in section marked ‘Other’. If you have more than one title, you should provide the title you
  would like to appear on your certificate.

B3 You should provide the surname you are currently known by.

B4/5 You should provide your first name. If you have any middle names, they must be provided here.
  You can continue onto B5 if necessary.

B6 Please provide your date of birth in the format DDMMYYYY.

B7 Mark an ‘X’ in the appropriate box. If ‘Yes’ please provide details on a separate sheet of paper.
  It is important that you keep Disclosure Scotland updated of changes to your personal details,
  as they happen, during the lifetime of your PVG Scheme membership to avoid delays in issuing
  your PVG record.

  Personal details mean name, gender or address. You should notify a change of name or
  gender within three months of the change occurring. There are no legal requirements to notify a
  change of address but Disclosure Scotland needs your correct address to ensure you receive
  your copy of the disclosure record. If your details have changed then please provide a
  photocopy of proof of the change.
B8 Have you registered with any Regulatory Body listed below since your last PVG application? Mark an ‘X’ in the appropriate box. If ‘Yes’ complete B9&10 and/or B11/B12 selecting the code for the Regulatory Body from the list below. B11 and B12 are relevant only if you are a member of more than one of the bodies listed.

<table>
<thead>
<tr>
<th>Regulatory Body Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Inspectorate</td>
<td>101</td>
</tr>
<tr>
<td>General Dental Council</td>
<td>103</td>
</tr>
<tr>
<td>General Optical Council</td>
<td>105</td>
</tr>
<tr>
<td>General Teaching Council for Scotland</td>
<td>107</td>
</tr>
<tr>
<td>Nursing and Midwifery Council</td>
<td>109</td>
</tr>
<tr>
<td>Scottish Social Services Council</td>
<td>111</td>
</tr>
<tr>
<td>General Chiropractic Council</td>
<td>102</td>
</tr>
<tr>
<td>General Medical Council</td>
<td>103</td>
</tr>
<tr>
<td>General Osteopathic Council</td>
<td>106</td>
</tr>
<tr>
<td>Health Professions Council</td>
<td>108</td>
</tr>
<tr>
<td>General Medical Council</td>
<td>103</td>
</tr>
<tr>
<td>Royal Pharmaceutical Society of Great Britain</td>
<td>110</td>
</tr>
</tbody>
</table>

C1-C2 Please read the application to check that the information provided is accurate and that all sections A, B & C highlighted in yellow are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY.

When you sign the form you are confirming that you are not barred from regulated work with the workforces crossed at A2 and that you are requesting a disclosure for lawful purposes (usually to work with children or protected adults).

D1-D10 If you are volunteering, your application will be paid for by the Scottish Government and you should follow the guidance in the box below ‘Payment Section for Volunteers’.

If you will be in a paid position, please speak to the person who gave you the application to check who will be paying for the application. If you are paying for the application, please refer to the guidance below.

These sections must be completed on all application forms.

Payment Section for Volunteers

If you are a volunteer with Scottish Swimming, you should cross ‘Yes’ in D1, cross D2 and cross ‘Registered Body Invoice’ in D3. The reason you need to complete the application in this way is because although the check is carried out at no charge to either you or Scottish Swimming, payment is still required for the application. The cost of the check is met by the Scottish Government.

Payment Section for Paid Staff

If you will be paid for your role with Scottish swimming, you should cross ‘No’ in D1, leave D2 blank and select your method of payment in D3. You can select any method of payment except ‘Registered Body Invoice’. This option is not available as this method of payment is used to generate the invoice for the Scottish Government to pay for ‘free’ volunteer checks.

If you are paying by cheque, please make the cheque payable to Disclosure Scotland.

If you are paying by card, you must provide the card details as requested in sections D4 to D9. If you are paying by voucher, please provide the voucher number in section D10.

The current cost of a Scheme Record is £59.00.
The current cost of a Scheme Record Update is £18.00

E1 Please cross the appropriate box.

E2 Please provide the name your swimming club.
Please enter the position that the application is for and ensure it is listed below.

If the position is not listed below, please contact Scottish Swimming on 01786 466530 or email childprotection@scottishswimming.com to determine the appropriate role title.

<table>
<thead>
<tr>
<th>Position</th>
<th>Children</th>
<th>Protected Adults (only cross this box if we have agreed this with your club)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaperone</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Child Protection Officer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Coach</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Driver</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Land Trainer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Lifeguard</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Meet Manager</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Poolside Helper/Assistant</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>President/Chair</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Swimming Teacher</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Team Manager</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

What happens next and is there anything I need to know?

What To Do With Your Application
You have now completed the applicants sections of the application form. Please return it to the person who issued it to you as the organisation will now need to complete certain sections of the application form before they send it to Scottish Swimming.

Identification Check
You will need to provide identification to allow the organisation to confirm your identity. You should speak to the person who gave you the form to check what identification they want to see. The minimum identification you must provide is either one document with a photograph and one document with your current home address or 3 documents, 2 of which must have your current home address. Documents confirming your home address should be issued within the last 3 months.

If You Leave Your Position
Please note that if you stop working or volunteering Scottish Swimming, you should contact Disclosure Scotland on 0870 609 6006.

When Will I Get My Certificate
The timescale varies depending on how much information needs to be checked and on how busy the services are, Disclosure Scotland publish their average turnaround times on their website www.disclosurescotland.co.uk. If you want to check on the progress of your application, please call Disclosure Scotland on 0870 609 6006. If they have not received your application, please contact Scottish Swimming.

If Your Personal Details Change
You should contact Disclosure Scotland on 0870 609 6006 if you change your name, address or gender.

If you become barred or considered for listing, Disclosure Scotland will notify all organisations you do regulated work for.

If You Have A New Conviction
Disclosure Scotland will continue to update your record with any new vetting information (e.g. convictions). Disclosure Scotland will not contact Scottish Swimming with this information unless you become barred or considered for listing. If you become barred or considered for listing, Disclosure Scotland will notify all organisations you do regulated work for.

Please Keep Your Certificate Safe
You will need your PVG Membership Number if you need to complete another PVG form in the future.
NOTES FOR CHILD PROTECTION OFFICER

If your club have not previously submitted any PVG applications through Scottish Swimming, please contact us on 01786 466530 to check if there is any additional paperwork which you must complete.

Identification Checking

E6-E8 Please cross the documents you are checking to confirm the identity of the applicant. If you are checking documents other than those specified, you should cross ‘Other’ and detail the documents in E6 and E7.

It is your responsibility to ensure the person completing the application form is who they say they are by checking their identification. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents, 2 of which must have their current home address. Documents confirming their home address should be issued within the last 3 months. If you do not check sufficient identification, the application may be returned to you.

Listed below are examples of documents you can use to check your applicants identification. The list is not exhaustive and there will be many other documents which you can use.

Photographic Identification
Passport
National Entitlement Card
Employee ID Card
Young Scot Card

Photographic Driving Licence**
Photographic Membership Card
Certified Photograph*
Student Card

Address Confirmation
Utility Bill
Bank Statement
School Letter
Benefit Agency Letter

UK Driving Licence (either paper or photocard)**
Credit/Store Card Statements
Council Letter
Financial Statements

If the applicant has recently changed their name and their identification has not yet been changed to their new name, you should check further documents to confirm the name on their identification and their new name. For example, an applicant has recently married but all identification is in their maiden name, you can check the applicants marriage certificate as supplementary evidence.

*A certified photograph should be signed and dated by a responsible person (e.g. minister, teacher, line manager) who has known the applicant for a reasonable period of time. The photograph should be accompanied by the statement “I certify that this is a true likeness of [name of applicant] residing at [enter applicants address] and has been known by me for [enter duration of time].

No further sections of the form should be completed.

E9 Please leave this section blank

Sections E10-F2 will be completed by staff at Volunteer Scotland Disclosure Services as they are responsible for countersigning the application for you and sections G1-H2 do not apply to applications submitted through us.

Completing the Coversheet

The coversheet is used to check that only those entitled to access disclosure information are requesting it. When we receive the coversheet, we will check that the name, codes and signature provided match those held by us.
You will need to list each applicant in the grid provided on the coversheet and whether the check is:

- a PVG check for a new member of staff/volunteer – please enter N
- a retrospective* PVG check – please enter R

* a retrospective PVG check is an application you are submitting for someone who has been in their post prior PVG being introduced (28 February 2011). Retrospective checking does not apply to Police Act Applications.

**Next Steps**

- Please refer to the applicants guidance notes for detailed information on the completion of sections A1 to C2.
- Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed.
- If sections B7 is crossed 'Yes', details of the change of personal details **must** be attached.
- If section B8 is crossed 'Yes', the subsequent sections relating to that answer must be fully completed.
- You should pay special attention to sections A1-3, B1 and E1-4 as these are the areas where errors are most often made.
- Complete the Coversheet. You should enter the name of the applicant in the grid provided and confirm if the application is new or retrospective.
- Attach payment (if required).
- Send the application form, coversheet and payment (if required) to us at Scottish Swimming, National Swimming Academy, University of Stirling, Stirling, FK9 4LA.
- If you need any advice please call our office on 01786 466530.