**Applicant Information – Existing PVG Scheme Member Application**

***The following information should be read by all applicants completing an ‘Existing PVG Scheme Member Application’.***

When you complete this form, it will contain personal information about you. For that reason, it is marked PROTECT – PERSONAL (WHEN COMPLETED). This marking means that both VSDS and Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. VSDS and Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, technical and procedural and measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes. We will never share your personal information with any other organisation without your prior consent.

**Introduction**

You should use this form if you are already a member of the PVG Scheme and require and update for a new or current position in regulated work. If you are already a member of the Scheme for one type of regulated work (e.g. with children) and want to expand your membership to include the other type of regulated work (with protected adults), you should use this form. You should use this form to request Statements of Scheme Membership, Scheme Records and Scheme Record Updates.

When you sign the form, 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 requesting a disclosure record for lawful purposes, usually that you are seeking to do the type(s) of regulated work to which the application relates.

You are reminded that, when you are a PVG Scheme member, –

1. Disclosure Scotland will continuously update the records they hold about you so that any new vetting information (e.g. convictions) will be added to your record as it becomes available.
2. Disclosure Scotland will notify all organisations for whom you are doing regulated work if you are placed under consideration for listing or become barred.
3. You must notify Disclosure Scotland of any change in your name or gender within three months of the change taking place.
4. You should notify Disclosure Scotland when you cease to do regulated work for an organisation. Failure to do so may lead to that organisation receiving notifications of any future consideration for listing or barring to which you may become subject.
5. You should take due care of your PVG Scheme membership number and any disclosure records or other documentation issued to you by Disclosure Scotland.

**FAQ’s**

1. ***Does the legislation state I need to be a PVG Scheme member to work with children?***

No. It is not a legal requirement for you. However, it is a legal requirement of the club to ensure that they do not employ an individual (paid or unpaid) who is on the Children’s List and therefore barred from working with children. That is why they are asking you to become a PVG Scheme Member. This is the only way they can check you are not barred. The club needs to ensure that they are safeguarding the children in their club to the best of their ability.

1. ***What if I have previous convictions/non-conviction information?***

Having a criminal record will not necessarily prevent you from working in the club. Any relevant vetting information disclosed on your Scheme Record will be considered in relation to the position you have applied for. By disclosing this information in the self-declaration form, you will have had the opportunity already to make Bowls Scotland aware of this information and provide some details. If required, we will invite you to a meeting to discuss this further to ensure we have as much of an understanding as possible with regards to your situation.

**Existing PVG Scheme Member Application – Quick Reference Guide**

This form should be completed by any applicants who are already a member of the PVG Scheme and are going to be fulfilling a regulated work with children role in your club. They may have already joined the PVG Scheme for work or a role in another sports club. If they are already a member of the PVG Scheme they must state their membership number on this form.

Anyone who has an existing Enhanced Disclosure (prior to February 2011) for a regulated work with children role that they are still fulfilling in your club should complete an *Application to Join the PVG Scheme form*.

The full guidance notes issued by Volunteer Scotland Disclosure Services can be downloaded from the VSDS ([www.VSDS.org.uk](http://www.crbs.org.uk)) or Bowls Scotland website ([www.bowlsscotland.com](http://www.bowlsscotland.com)).

**A SAMPLE ‘EXISTING PVG SCHEME MEMBER APPLICATION’ IS PROVIDED ON PAGES 35-37.**

**Quick Reference Guide – First time applicants**

* We recommend you use blue or black ink to complete the form and write clearly in **BLOCK** **CAPITALS**.
* Mark choices in the boxes indicated with an ‘**X**’.
* Only complete the sections that are applicable to you. Don’t mark any other part of the form.

**PART A**

**A1** Mark a cross in the box beside ‘Scheme Record Update’.

**A2** Mark a cross in the box beside ‘Children’.

**A3** Mark a cross beside ‘Yes’ or ‘No’. If you are already registered on the PVG Scheme for regulated work with children and protection adults you should cross ‘Yes’. If you are only registered for regulated work with one of those groups you should cross ‘No’.

**A4** Mark a cross at ‘No’.

**PART B**

**B1** Fill in your PVG Scheme Membership number. This should be 16 digits.

**B2** Mark a cross beside your title. If other please complete details in boxes provided.

**B3** Fill in your surname.

**B4** Fill in your first name and any middle names.

**B6** Fill in your date of birth in the following format DD/MM/YYYY (e.g. 01/01/1990).

**B7** Mark a cross beside ‘Yes’ or ‘No’. If ‘Yes’ please highlight these changes on a separate piece of paper and submit it with your Existing PVG Scheme Member Application.

**B8** Mark a cross beside ‘Yes’ or ‘No’. If ‘Yes’ please complete sections **B9-B12**. For a list of Regulatory Bodies please see the table below.

**Regulatory Bodies**

|  |  |
| --- | --- |
| **Regulatory Body Name** | **Regulatory Body Code** |
| Care Commission\* | 101 |
| General Chiropractic Council | 102 |
| General Dental Council | 103 |
| General Mental Council | 104 |
| General Optical Council | 105 |
| General Osteopathic Council | 106 |
| General Teaching Council for Scotland | 107 |
| Health Professions Council | 108 |
| Nursery and Midwifery Council | 109 |
| Royal Pharmaceutical Society of Great Britain | 110 |
| Scottish Social Services Council | 111 |

 **\*Also known as the Scottish Commission for the Regulation of Care.**

If you are registered with the General Teaching Council for Scotland or Scottish Social Services Council **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 GTSC or SSSC, as appropriate.

If you are applying for registration at the same time as you are applying for Scheme membership and do not yet have a registration number then you should answer **B8** ‘No’ and let Disclosure Scotland have the relevant details at a later date, once you have completed the registration process.

**PART C**

**C1-C2** Please read the declaration then sign within the box and date in the following format DD/MM/YYYY.

**PART D**

**D1** Mark a cross beside ‘Yes’. If you are completing an application for a paid position in your club then please contact Disclosure Scotland directly.

**PART E**

**E1** Mark a cross beside ‘Yes’ or ‘No’. For all positions within the bowling club this will be ‘No’.

**E2** Fill in the full name of the bowling club e.g. SCOTLAND BOWLING CLUB.

**E4** Fill in the name of the role that the volunteer will be fulfilling. In must be one of the four following registered positions:

* CHILD PROTECTION OFFICER – PROVIDING ADVICE TO CHILDREN
* CLUB COACH (this is a qualified coach)
* JUNIOR COACHES ASSISTANT – INSTRUCTING CHILDREN (this is an unqualified coach)
* JUNIOR CONVENOR – INSTRUCTING CHILDREN

**E6-E13 DO NOT COMPLETE ANY INFORMATION IN THIS SECTION**

**E14** Mark a cross beside ‘Yes’.

**E15** Fill in the full name of the bowling club e.g. SCOTLAND BOWLING CLUB.

**DO NOT COMPLETE PART F OR PART G.**

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