



PVG Scheme Membership

Guidance for Individuals within Voluntary Organisations

horsescotland as an intermediary body is enrolled with Volunteer Scotland Disclosure Services and is able to access the PVG Scheme on behalf of **our Member Bodies and their Member Clubs who are not for profit voluntary sector organisations**. If you are applying to the PVG Scheme for Pony Club then you need to contact Pony Club HQ directly.

Regulated Work

The PVG Scheme applies to those that are currently / anticipating undertaking regulated work with children aged Under 18s and protected adults. There are five steps to assessing whether an individual is doing regulated work with children aged Under 18 / protected adults:

1. **Is it work?** – Will the individual be carrying out either paid or unpaid work?
2. **Who are they working with?** – Will the individual be working with children aged Under 18 years or protected adults?
3. **What do they do?** – Will the individual be carrying out a particular activity, working in an establishment, holding a particular position or supervising/ managing those in regulated work?
4. **Is it their normal duties?** – Is it the individual's normal duties to carry out regulated work with children aged Under 18 years or protected adults?
5. **Are there any exceptions which apply?** – If delivering activities to children aged Under 18 years or protected adults is this incidental to the individual's normal duties?

If the work you are / are going to be undertaking is regulated, you now need to consider which form to complete.

Your PVG Scheme Membership will be linked to / processed by the main organisation you are undertaking regulated work for. If you are undertaking regulated work within more than one organisation you are required to have a Scheme Record Update for each additional organisation.

What Form to Complete

If you are a new applicant to / have previously left the PVG Scheme you need to complete the '**Application to Join PVG Scheme**' form.

If you are an existing member of the PVG Scheme and require a Scheme Record Update then you should complete the '**Existing PVG Scheme Member Application**' form.

If you are unsure whether you are still a member of the PVG Scheme you can contact Disclosure Scotland on 0870 609 6006 to check your status.

You can obtain the correct form from the identified Child Protection Officer for your main voluntary organisation.

Costs

The Scottish Government pay for **volunteers** undertaking regulated work to join the PVG Scheme / complete a PVG Scheme Record Update, meaning the only cost involved is an administration fee to **horsescotland**.

For those that are **undertaking paid regulated work** and joining the PVG Scheme for the first time, or returning having previously left, the cost is £59 plus the **horsescotland** administration fee.

For those that are **undertaking paid regulated work** and require a PVG Scheme Update, this costs £18 plus the **horsescotland** administration fee.

To submit payment for membership of the PVG Scheme (either £59 or £18) you should complete sections D3 – D9 within the relevant application form. See Part D within 'How to Complete your Form' for more information.

The **horsescotland** administration fees are £2 for existing PVG Scheme Members and £3 for new / returning individuals to the PVG Scheme. The administration fee should be made by cheque or postal order, payable to **horsescotland** and submitted with your completed application form.

ID Check

Your identified Child Protection Officer will perform your ID Check and complete a **horsescotland** Cover Sheet when you visit them. Disclosure Scotland currently recommends three forms of identification if possible, these must verify the applicant's full name, date of birth and current address, and at least one should be photographic e.g. Driver's License, Passport and Utility Bills.

Completed Forms

All completed forms and cover sheets should be returned to Fiona Rawson once ID has been checked. These forms, along with any administration fees should be sent directly to Fiona by the Child Protection Officer who completed the ID Check. These should be posted to Fiona at:

**Fiona Rawson, Education & Development Officer, horsescotland Office, Titwood Farm,
Ayrshire, KA3 2PN**

Once Form is submitted

Once your form has been sent to Fiona she will do a final check. If there are any gaps in completion at this stage Fiona will contact you directly.

When the form is fully complete, it will be submitted for processing. Once your form is processed you and Fiona will both receive copies of your PVG Scheme Record or PVG Scheme Record Update. This and any future information received will be shared with your identified Child Protection Officer.

Once you are a member of the PVG Scheme **you have certain responsibilities** that include updating Disclosure Scotland if you change your name or gender or **even leave the role / organisation you have a PVG Scheme Membership for**. For a full list of these responsibilities please see: http://www.volunteerscotland.net/media/256703/guidance_-_pvg_scheme_member_responsibilities.pdf

How to Complete your Form

This guidance is intended as a quick guide; more detailed guidance notes are available at <http://www.volunteerscotland.net/disclosure-services/resources/>.

1. Always use black or blue ink when completing forms.
2. The fields highlighted in yellow are mandatory.

Completing the 'Application to Join PVG Scheme' Form

Part A

A1 - Cross the box marked "Scheme Record"

A2 - If you are only working with Children only select the 'Children' option, if only working with Protected Adults select the 'Protected Adults' option and if you work with both select both 'Children' and 'Protected Adults'.

A3 - This is not available through Volunteer Scotland Disclosure Services so mark the box marked "No".

Part B

B1, B2 and **B3** - Are all self-explanatory, however, middle names should always be provided, even if not commonly used.

B5 - If you have used any other names mark "Yes", if you have marked **B1** as "Mrs" Disclosure Scotland will expect to see your maiden name at **B6**, if you have continued to use your maiden name after marriage enter it at **B6** (this will avoid them sending a letter for clarification). If your maiden name and married names are the same, you must still declare a name change and complete the appropriate sections between **B6** – **B11**.

B13 - Please enter your mother's maiden name; your own maiden name should be entered at **B6** where applicable.

B14 to **B18** - Self-explanatory.

B19 to **B22** - These are necessary in case clarification is sought.

B23 to **B35** - Are self-explanatory, however, when "Yes" has been indicated the relevant numbers must be provided. Please note that for UK Driving Licences the number referred to is the long number starting with the first five letters of the holder's surname.

B36 - If you are now or have ever been a member of the PVG Scheme select 'Yes', if you are new to the PVG Scheme select 'No'.

Please note if you are now a member of the PVG Scheme you should complete the 'Existing PVG Scheme Member Application', however if you have been but are not currently a member you should continue to complete the 'Application to Join PVG Scheme' form.

B38 - The ISA is an English and Welsh system so it is most likely the answer will be 'No'.

B40 to **B45** - This is self-explanatory. However, you must ensure that you provide the "Resident from" date (so that a five year address history can be established).

B46 - Only to be used if the address is outside the United Kingdom.

B47 to **B82** - Only to be used if you have not lived at your current home address for the past five years.

B83 - This will probably be "No" however double check the guidance notes at <http://www.volunteerscotland.net/disclosure-services/resources/> for a full list of these bodies e.g. Nursing & Midwifery Council.

Part C

C1/C2 - Please ensure that you sign and date declaration.

Part D

If you are a volunteer mark “Yes” at **D1**, mark the cross at **D2** and ‘Registered Body Invoice’ in **D3**.

If you are in paid employment in Regulated Work mark “No” at **D1**, ignore **D2**, in **D3** please note that Cheque is no longer an option, and then complete the payment details in sections **D4 – D9**, (this only applies to the £59 Scheme membership fee, not the administration fee).

Part E

Your Child Protection Officer will complete sections **E1 – E10** during your visit with them and **NO OTHER PARTS OF THE FORM SHOULD BE COMPLETED**.

Completing the ‘Existing PVG Scheme Member Application’ Form

Part A

A1 - Cross the box marked “Scheme Record Update”

A2 - If you are only working with Children only select the ‘Children’ option, if only working with Protected Adults select the ‘Protected Adults’ option and if you work with both select both ‘Children’ and ‘Protected Adults’.

A3 – Self-explanatory

A4 - This is not available through Volunteer Scotland Disclosure Services so mark the box marked “No”.

A5 and **A6** – self-explanatory

Part B

B1 – Your 16 digit PVG Scheme ID can be found on your PVG Scheme Record or PVG Scheme Record Update

B2 to **B4** - Are all self-explanatory, however, middle names should always be provided, even if not commonly used.

B6 and **B7** - self-explanatory

B8 - This will probably be “No” however double check the guidance notes at <http://www.volunteerscotland.net/disclosure-services/resources/> for a full list of these bodies e.g. Nursing & Midwifery Council.

Part C

C1/C2 - Please ensure that you sign and date declaration.

Part D

If you are a volunteer mark “Yes” at **D1**, mark the cross at **D2** and ‘Registered Body Invoice’ in **D3**.

If you are in paid employment in Regulated Work mark “No” at **D1**, ignore **D2**, in **D3** please note that Cheque is no longer an option, and then complete the payment details in sections **D4 – D9**, (this only applies to the £18 Scheme Update membership fee, not the administration fee).

Part E

Your Child Protection Officer will complete sections **E1 – E10** during your visit with them and **NO OTHER PARTS OF THE FORM SHOULD BE COMPLETED**.