



## GUIDANCE FOR SAFEGUARDING COORDINATORS (2015 version)

### for completion of "Application to Join PVG Scheme" Form

Under the PVG Scheme, there are 2 different application forms available. If an applicant is applying to join the Scheme for the first time they should be given the "**Application to Join PVG Scheme**" form and a copy of the relevant guidance notes. If an applicant is already a member of the Scheme they should be given the "**Existing PVG Scheme Member Application**" form and a copy of the relevant guidance notes.

#### Checking Questions A1 to C2

You should ensure all applicants are referred to Form 9 on the Free Church website (the guidance notes for applicants for completion of "Application to Join PVG Scheme" Form) and should check that each applicant has fully and correctly completed questions A1 to C2 of the PVG application form.

**You, as Safeguarding Coordinator, should complete the following parts of the "Application to Join PVG Scheme" form, as follows:-**

#### Part D – Payment

**D1-D3** – If the applicant is a volunteer, cross(X) "Yes" at **D1**, cross **D2** and cross "Registered Body Invoice" at **D3**.

If the applicant is to be in a paid position, cross "No" at **D1**, leave **D2** blank and cross "Cheque" at **D3**.

The cost of a PVG Scheme Record application for a paid worker is £59 and the cheque should be made payable to "Disclosure Scotland".

#### Part E – Countersignatory Details and Declaration

**E1** – If this is a retrospective check, please cross "yes". For new staff or volunteers, cross "No". Applicants who were in post before PVG (28 February 2011) are considered retrospective.

**E2** – Cross the appropriate box.

**E3** – Enter "Free Church of Scotland".

**E5** – Enter the job title for which the application is being submitted. This must be one of the "approved positions" on the list already provided to Coordinators.

**Do not write anything in E7-E17 or in Sections F, G or H. Also DO NOT sign or date the form at F1/F2.**

**You must check appropriate ID for the applicant.** Please see the guidance regarding ID verification overleaf.

## Guide to ID Verification

1. If you check the passport, driving licence, national ID card or national entitlement card, please ensure the details of these documents are provided in full in the "Identification and Verification Statement" referred to below. For example, if you check the applicant's passport, the passport number and the country of issue must be provided in the Identification Verification Statement.
2. It is your responsibility to ensure that 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 an address should be issued within the previous 3 months. If you do not check sufficient identification, the application may be returned to you.
3. Some examples of photographic identification are: Passport, Photographic Driving Licence, National Entitlement Card, Photographic Membership Card, Employee ID Card, Young Scot Card, Student Card, Certified Photograph. If a certified photograph is used, this 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 applicant's address) and has been known to me for (enter duration of time).
4. Some examples of address confirmation are: Utility Bill, UK Driving Licence (either paper or photocard), Bank Statement, Credit/Store Card Statements, School Letter, Council Letter, Benefit Agency Letter, Financial Statements.

### **NO FURTHER SECTIONS OF THE FORM SHOULD BE COMPLETED BY YOU.**

**Once the ID has been checked, you should then complete and sign the "Identification and Verification Statement" and send this, together with the completed "Application to Join PVG Scheme" form to the Lead Signatory, marked "*Private and Confidential*". The sealed envelope containing the applicant's Self Declaration Form (updated PVG version) should also be sent, unopened, to the Lead Signatory. The envelope should be clearly marked "*Private and Confidential*."**