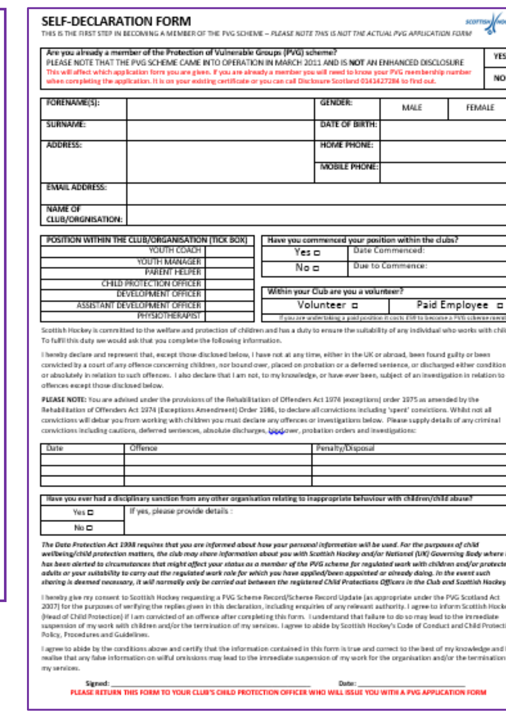
PVG Scheme Member Application Process

STEP 1

The Applicant fills in the new condensed (1 page) Self Declaration Form and returns it to the club CPO
No ID is required with this form. It can be returned in person, or a scan/photo of it can be sent to the CPO who can share it with Club Administrator to make sure **their details are up to date in Core**.
If the applicant is not already a member of the hockey club they must be added to Core. Please liaise with your Club Administrator in this instance. The CPO keeps this Self-Declaration form for their records.

The applicant may begin working in the specified role once this form is completed and returned. They are now considered ‘in the process of being PVG checked’. The form is themselves declaring that they do not have any pervious convictions. Anyone giving false information here is breaking the law.
We would also expect clubs to still undertake any additional checks including the likes of references and seeing any relevant qualifications before they undertake their role.



SELF-DECLARATION FORM

THIS IS THE FIRST STEP IN BECOMING A MEMBER OF THE PVG SCHEME – *PLEASE NOTE THIS IS NOT THE ACTUAL PVG APPLICATION FORM*

Are you already a member of the Protection of Vulnerable Groups (PVG) scheme? YES / NO
PLEASE NOTE THAT THE PVG SCHEME CAME INTO OPERATION IN MARCH 2011 AND IS NOT AN ENHANCED DISCLOSURE
This will affect which application form you are given. If you are already a member you will need to know your PVG membership number when completing the application. It is on your existing certificate or you can call Disclosure Scotland 01414272784 to find out.

FORENAME(S):		GENDER:	MALE	FEMALE
SURNAME:		DATE OF BIRTH:		
ADDRESS:		HOME PHONE:		
		MOBILE PHONE:		
EMAIL ADDRESS:				
NAME OF CLUB/ORGANISATION:				

POSITION WITHIN THE CLUB/ORGANISATION (TICK BOX): YOUTH COACH, YOUTH MANAGER, PARENT HELPER, CHILD PROTECTION OFFICER, DEVELOPMENT OFFICER, ASSISTANT DEVELOPMENT OFFICER, PHYSIOTHERAPIST

Have you commenced your position within the clubs? Yes ☐ Date Commenced: / No ☐ Due to Commence:

Within your Club are you a volunteer? Volunteer ☐ Paid Employee ☐

Scottish Hockey is committed to the welfare and protection of children and has a duty to ensure the suitability of any individual who works with children. To fulfil this duty we would ask that you complete the following information.

I hereby declare and represent that, except those disclosed below, I have not at any time, either in the UK or abroad, been found guilty or been convicted by a court of any offence concerning children, nor bound over, placed on probation or a deferred sentence, or discharged either conditionally or absolutely in relation to such offences. I also declare that I am not, to my knowledge, or have ever been, subject of an investigation in relation to such offences except those disclosed below.

PLEASE NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, to declare all convictions including 'spent' convictions. Whilst not all convictions will debar you from working with children you must declare any offences or investigations below. Please supply details of any criminal convictions including cautions, deferred sentences, absolute discharges, bind over, probation orders and investigations:

Date	Offence	Penalty/Disposal

Have you ever had a disciplinary sanction from any other organisation relating to inappropriate behaviour with children/child abuse? Yes ☐ No ☐ If yes, please provide details:

The Data Protection Act 1998 requires that you are informed about how your personal information will be used. For the purposes of child wellbeing/child protection matters, the club may share information about you with Scottish Hockey and/or National (UK) Governing Body where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protections Officers in the Club and Scottish Hockey.

I hereby give my consent to Scottish Hockey requesting a PVG Scheme Record/Scheme Record Update (as appropriate under the PVG Scotland Act 2007) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority. I agree to inform Scottish Hockey (Head of Child Protection) if I am convicted of an offence after completing this form. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my services. I agree to abide by Scottish Hockey's Code of Conduct and Child Protection Policy, Procedures and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that any false information on wilful omissions may lead to the immediate suspension of my work for the organisation and/or the termination of my services.

Signed: ______ Date: ______

PLEASE RETURN THIS FORM TO YOUR CLUB'S CHILD PROTECTION OFFICER WHO WILL ISSUE YOU WITH A PVG APPLICATION FORM

STEP 2

The CPO issues the applicant with the relevant application form. There are **two types of form**, one for those who are already a member of the PVG scheme through another organisation; and one for completely new applicants.
The first question on the Self-Declaration will clarify which form to give them.

Along with the application form there are accompanying guidance notes which you will issue with each application form. This should make it easy for the applicant to complete the form, however, you as CPO will also be given finished sample forms so you can see what a completed form should look like.

We will issue clubs with a bundle of forms and guidance notes in the beginning.
If/when you run out please email info@scottish-hockey.org.uk

PROTECT – PERSONAL (WHEN COMPLETED)

Disclosure SCOTLAND

Existing PVG Scheme Member Application

0620110008172505

Protecting Vulnerable Groups Scheme

safer scotland

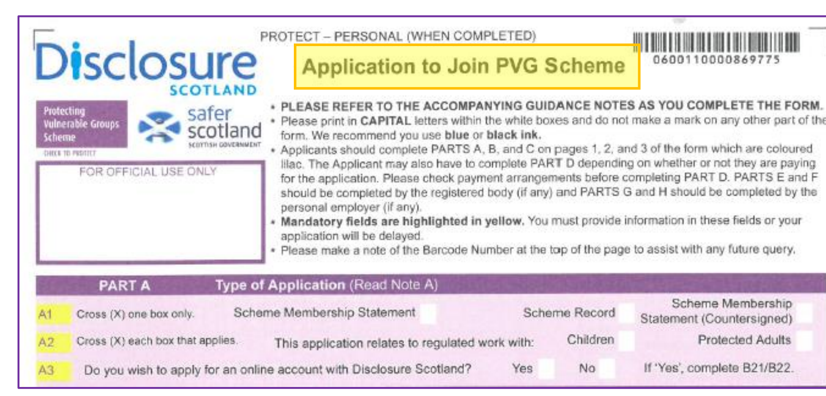
FOR OFFICIAL USE ONLY

- PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM.
- Please print in **CAPITAL** letters within the white boxes and do not make a mark on any other part of the form. We recommend you use **blue** or **black ink**.
- Applicants should complete PARTS A, B, and C on page 1 of the form which are coloured lilac. The Applicant may also have to complete PART D depending on whether or not they are paying for the application. Please check payment arrangements before completing PART D. PARTS E and F should be completed by the registered body (if any) and PARTS G and H should be completed by the personal employer (if any).
- **Mandatory fields are highlighted in yellow.** You must provide information in these fields or your application will be delayed.
- Please make a note of the Barcode Number at the top of the page to assist with any future query.

PART A Type of Application (Read Note A)

A1 Cross (X) one box only. Scheme Membership Statement ☐ Scheme Record ☐ Scheme Record Update ☐ Scheme Membership Statement (Countersigned) ☐

A2 Cross (X) each box that applies. This application relates to regulated work with: Children ☐ Protected Adults ☐



PROTECT – PERSONAL (WHEN COMPLETED)

Disclosure SCOTLAND

Application to Join PVG Scheme

0600110000869775

Protecting Vulnerable Groups Scheme

safer scotland

FOR OFFICIAL USE ONLY

- PLEASE REFER TO THE ACCOMPANYING GUIDANCE NOTES AS YOU COMPLETE THE FORM.
- Please print in **CAPITAL** letters within the white boxes and do not make a mark on any other part of the form. We recommend you use **blue** or **black ink**.
- Applicants should complete PARTS A, B, and C on pages 1, 2, and 3 of the form which are coloured lilac. The Applicant may also have to complete PART D depending on whether or not they are paying for the application. Please check payment arrangements before completing PART D. PARTS E and F should be completed by the registered body (if any) and PARTS G and H should be completed by the personal employer (if any).
- **Mandatory fields are highlighted in yellow.** You must provide information in these fields or your application will be delayed.
- Please make a note of the Barcode Number at the top of the page to assist with any future query.

PART A Type of Application (Read Note A)

A1 Cross (X) one box only. Scheme Membership Statement ☐ Scheme Record ☐ Scheme Membership Statement (Countersigned) ☐

A2 Cross (X) each box that applies. This application relates to regulated work with: Children ☐ Protected Adults ☐

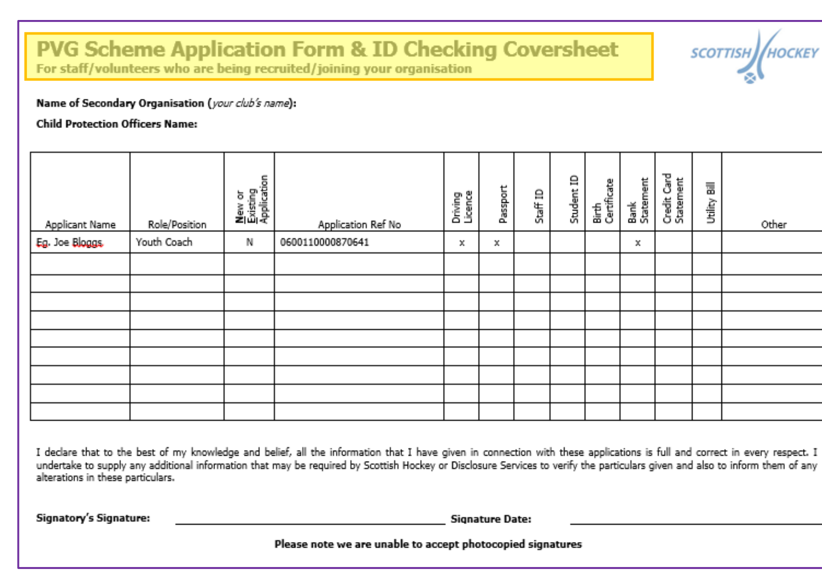
A3 Do you wish to apply for an online account with Disclosure Scotland? Yes ☐ No ☐ If 'Yes', complete B21/B22.

STEP 3

The Applicant fills in the form in full and returns to the CPO. When they return the form they need to do so in person and **bring three forms of ID**, a complete list of ID requirements are on the reverse of the cover sheet. You do not need to take copies of ID

The CPO reads through the form checking it has been completed ***in full and correctly***.
Please see the sample completed form to see the common mistakes/queries.

The CPO completes the cover sheets marking which ID they have seen, signing and dating the sheet.



PVG Scheme Application Form & ID Checking Coversheet
For staff/volunteers who are being recruited/joining your organisation

SCOTTISH HOCKEY

Name of Secondary Organisation (*your club's name*):
Child Protection Officers Name:

Applicant Name	Role/Position	New or Existing Application	Application Ref No	Driving Licence	Passport	Staff ID	Student ID	Birth Certificate	Bank Statement	Credit Card Statement	Utility Bill	Other
Eg. Joe Bloggs	Youth Coach	N	0600110000870641	x	x				x			

I declare that to the best of my knowledge and belief, all the information that I have given in connection with these applications is full and correct in every respect. I undertake to supply any additional information that may be required by Scottish Hockey or Disclosure Services to verify the particulars given and also to inform them of any alterations in these particulars.

Signatory's Signature: ______ **Signature Date:** ______

Please note we are unable to accept photocopied signatures

STEP 4

The CPO returns the checked forms along with the coversheet to Scottish Hockey via our freepost address.
Freepost RTEU-RZKE-BSHT, Scottish Hockey, Glasgow National Hockey Centre, 8 King’s Drive, Glasgow, G40 1HB
(If you choose to send recorded delivery you will have to pay for postage.)

Scottish Hockey will then make final checks, filling in the relevant parts of the form and cover sheets as the intermediary body and submit the application forms to CRBS. Updating the applicant’s record in Core, showing the date that their application has been submitted.

STEP 5

From point of submission to CRBS, depending on their workloads and time of year applications can take 2-6 weeks to be processed, although they aim to have any non-contentious applications processed within 14 days. The applicant will be sent their certificate directly and we at Scottish Hockey will receive a copy roughly two weeks later. We will update their record in Core to show that they have ‘passed’ and CPO’s will be informed that they have become a member of the PVG scheme (although the applicant may have already told you).

END