



## Applicant's Guidelines 'Existing PVG Scheme Member' Application

This is the form for applying for various PVG records, including the **Scheme Record Update**. **You should use this form only if you are already a member of the PVG Scheme**. 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 (e.g. with protected adults), you should use this form to apply for a new 'Scheme Record'.

You will be required to produce, for your Safeguarding Coordinator, one form of photographic ID and one form of address ID.

If you permanently stop working with children or protected adults in the Church of Scotland you must advise Disclosure Scotland by email: [dsupdate@disclosurescotland.gsi.gov.uk](mailto:dsupdate@disclosurescotland.gsi.gov.uk) or Telephone 0300 020 0040. Please also inform your Safeguarding Coordinator and the Safeguarding Service.

Only complete parts A, B C and D.

### COMPLETION OF THE FORM:

#### Part A: Type of Application

- A1 – Mark an 'X' in the applicable box.
  - If you are already a member of the Scheme and are now 'updating' that record i.e. you have a Scheme Record for children and this application relates to work with children, then cross 'Scheme Record Update.'
  - If you are already a Scheme member for one type of regulated work (i.e. with children) and now want to expand your membership to include the other type of regulated work (with protected adults), then cross 'Scheme Record'.
- A2 – Mark an 'X' in the applicable box/boxes. If the application relates to both regulated work with children and protected adults cross both.
- A3 – Mark an 'X' in the applicable box.
  - You should answer 'Yes' if you already have a Scheme Record for working with the groups indicated at A2 e.g. if this application is for working with children and you already have a Scheme Record for working with children.
  - You should answer 'No' if you do not already have a Scheme Record for working with the groups indicated at A2 e.g. if this application is for working with protected adults and you already have a Scheme Record working with children.
  - You should answer 'No' if this application is for working with children and protected adults and you already have a Scheme Record for working with only one of the groups.
- A4 – Mark an 'X' in the box for 'No'.

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## Part B: Personal Details

- B1 – Enter your PVG Scheme membership number. This is the 16 digit number that was provided when you joined the Scheme. It can be found on your Scheme Record.
- B2 – Mark an 'X' in the appropriate box.
- B3-B5 – Enter current surname and all forenames, not just initials.
- B6 – Enter your date of birth in the format DD/MM/YYYY.
- B7 – If you have changed your name, gender or address since you first joined the Scheme then you should cross 'Yes' and detail the changes on a separate piece of paper. If your details have not changed then cross 'No'.

## Regulatory Body Details

- B8 – If you are registered with any of the Regulatory Bodies listed below since your last PVG then mark an 'X' for 'Yes'. **If you answer 'Yes' then it is mandatory for you to provide the relevant code and registration number.**

Regulatory Body Name	Regulatory Body Code
Care Commission*	101
General Chiropractic Council	102
General Dental Council	103
General Medical Council	104
General Optical Council	105
General Osteopathic Council	106
General Teaching Council for Scotland	107
Health Professions Council	108
Nursing and Midwifery Council	109
General Pharmaceutical Council	110
Scottish Social Services Council	111

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

## Part C – Declaration\*

- C1 – Please sign. It is important that the signature is kept within the border of the box provided.
- C2 – Please date.

\*Please note if any changes are made to this section, then these must be initialled by the applicant.

## Part D – Payment

- D1 – If the application is for a volunteer cross 'Yes' in D1 and leave the rest of part D blank. If the application is for a paid position, then please Cross 'No' and complete D3 with the method of payment. The cost of a Scheme Record is £59 and the cost of a Scheme Record Update is £18. Cheques should be made payable to Disclosure Scotland.
- D1 – If the application is for a 'Minister of Word and Sacrament' or 'Ministries Candidate' then, please cross 'No', but leave D3 blank as Ministries Council will pay for these applications. If the application is for a locally appointed Ministries position, eg Locum Minister, then payment should be enclosed.

Should you be concerned or have questions about any of the information given, or require clarification, please do not hesitate to contact the Safeguarding Service on 0131 240 2256 or email [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk). Further information is also available at [http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service](http://www.churchofscotland.org.uk/about_us/safeguarding_service).