



## **PVG and Administration Frequently Asked Questions**

### ***If someone has already joined the PVG scheme through another organisation do they still need to join through the Church of Scotland?***

Yes. The applicant should complete an Existing Member Application form and this should be submitted to the Safeguarding Service as normal. This is so that the Church of Scotland can be added as an 'Employer' on to their record with Disclosure Scotland. Therefore in the future should there be any relevant information which requires to be shared with the 'Employers' the Church of Scotland are informed.

### ***Do I have to check ID for Existing Member Applications?***

Yes. A minimum of two forms of ID, one to be address and one to be photographic, must be seen for **all** applications submitted. Please note that a PVG Certificate or Enhanced Disclosure Certificate are not accepted by Disclosure Scotland as valid forms of ID and therefore cannot be used as Address Verification documentation.

### ***What do I do if the applicant does not have any photo ID?***

Please see the section on the back of the coversheet entitled 'Where you cannot provide Photographic Evidence of Identity'.

### ***What does 'Retrospective Check and New Worker/Volunteer' mean on the coversheet?***

'Retrospective Check' should be ticked when the person is already undertaking the regulated work within the congregation. 'New Worker/Volunteer' should be ticked when the person is new to the role and has not yet started undertaking regulated work.

### ***Does a Self-Declaration Form have to be submitted for Existing Member Applications?***

Yes. Every application, both for Applications to Join the PVG Scheme and Existing Member Applications, must be submitted with a Self-Declaration Form.

### ***What is a PVG Scheme ID Number?***

The PVG Scheme ID/Membership number can be found on the left hand side of the applicant's PVG Scheme record and is 16 digits long. The number will begin 11, 12, 13, 14, 15, etc. depending on the year the applicant first joined the PVG scheme.

If the number is only 15 digits and starts 1201000\*\*\*\*\* it is likely that this number is an Enhanced Disclosure number. The applicant should check their certificate and if the applicant only has an Enhanced Disclosure a full Application to Join PVG Scheme should be completed.

***The applicant can't find their previous PVG Scheme Record certificate. How can they find out their PVG Scheme ID/Membership Number?***

The applicant should contact Disclosure Scotland directly on 0870 609 6006. Only an applicant can contact Disclosure Scotland as they will be asked security questions before their PVG Scheme ID/Membership number is given to them.

***What do I put in the 'Organisation Name' section?***

This section must always be completed as 'Church of Scotland'. The name of a congregation or other organisation should never be completed in this section.

***I can't find the title of the position I want to put down noted in the guidance notes.***

Please read the guidance notes and enter the closest matching position title(s). If you are still unsure please contact the Safeguarding Service office to discuss what should be entered.

***Can I oversee a PVG Application for someone who is related to me?***

No. The application must be overseen by another local Safeguarding Coordinator. When the application is submitted a note should be included to inform the Safeguarding Service that the application is being overseen for a different congregation and which congregation that is.

***If a person has an Enhanced Disclosure, does this mean that they complete an Existing Member Application?***

No. Where an applicant only has an Enhanced Disclosure they should complete a full Application to Join PVG Scheme Application form. Only people who have already joined the PVG scheme, e.g. through their work, should complete an Existing Member Application form.

***If an application is for a paid post can I have a receipt for the cheque submitted?***

Unfortunately the Safeguarding Service are unable to issue a receipt. This is because the cheque is made payable to Disclosure Scotland and cleared through their bank. Disclosure Scotland do not issue receipts for cheques received.

***Does a PVG application or Self-Declaration form go out of date?***

Yes. All applications received by the Safeguarding Service must be dated within 3 months of receipt. If there is no change to an applicant's details they can re-date an application form or Self-Declaration form by re-dating above the original date and initialling the new date. If there are changes to the applicant's details they should complete a new form.