



Name and Address of Organisation: Church of Scotland, 121 George Street, Edinburgh EH2 4YN

Enrolled Body Code: AA 0381

Safeguarding Coordinator Name:

Congregation:

Safeguarding Coordinator Signature:

Verifier Code:

Date:

Name	Scheme Record	Scheme Record Update	Paid Position	Voluntary Position	Application Ref No	Please tick the appropriate box		Birth Cert	Passport	Driving Licence	Driving Licence (No Photo)	Other	Regulated work with Children	Regulated work with protected adults	Date Received (For VSDS use only)	
						Retrospective Check	New Worker/Volunteer									

I understand and agree to comply with the requirements of enrolment with VSDS; the Ministerial Code of Practice and obtaining PVG Scheme Record disclosure checks. I confirm that these applications are in respect of persons who wish to undertake regulated work as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

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 VSDS to verify the particulars given and also to inform VSDS of any alterations in these particulars.

Below is for the Safeguarding Service official use ONLY:

Signatory's Name: _____ **Signature:** _____

Signatory Code: _____ **Signature Date:** _____

Completing the coversheet

You should complete the top section of the form with your name, congregation, date, verifier code and signature. It is vital that this is completed in full to allow us to assign the application to the correct congregation. Please note the bottom of the form, which is contained in the shaded area, will be completed by the Safeguarding Service. Therefore please do not complete this section of the form. The name of the applicant, the details of the application type of application and the ID that you have verified should be entered in the boxes provided. Please remember to indicate if the application is a **retrospective** check (those with or without a previous Church of Scotland Enhanced Disclosure check who are already in post) or for a **new** worker/volunteer.

Verification of Identification

This guidance is prepared to assist safeguarding coordinators to correctly verify the identity of applicants. Where VSIDS cannot be satisfied that sufficient checks have been undertaken or that the applicant's identification cannot be satisfactorily confirmed, they will refuse to counter sign the application form.

If ID is marked on the coversheet as having been seen then the details **must** be entered on the form. For example if a passport is used as photographic identification then the passport details must be entered in the form at section B25-27.

The safeguarding coordinator is responsible for ensuring sufficient ID documents have been seen and are entitled to request as many forms of identification as they feel necessary to satisfy themselves that there has been no theft or manipulation of the applicant's identity.

Original documents will always carry greater weight than copies because copies can more easily be manipulated. At a minimum it is essential that you provide at least one item of photographic evidence (for physical identification purposes) and one separate item of address related evidence (to verify the applicant's present address), unless it is a new style photographic drivers licence – see para "Photographic Drivers Licence" below.

The following lists are provided for your guidance. You should initially seek evidence of identity from amongst the items suggested. There may be other appropriate forms of identification that you can also rely on. If you are in doubt please contact us.

Range of Possible Photographic Verification that may be used

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card. Please detail these items in the **'Other'** column.

Range of Possible Address Verification documentation that may be used

Please note that the address information should detail the current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(**within last 3 months**)

5. Correspondence from statutory bodies (e.g. Jobcentre Plus, Pensions Service, Disability and Carers Service, Central or local/government departments) (**within last 3 months**)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

Suggested Alternative Range of Forms of Identification that can be used to Support Photographic and Address Verification:

- Current National Savings Card
- Current Building Society Account Book/Card
- Current Trade Union Membership Card
- Current Council Rent Book
- Current Bank Giro
- Cheque Guarantee Card Combined with Current Personal Cheque Book
- Scottish Qualifications Authority - Registration No. (School students)
- Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University, award granting body or equivalent)
- Current Credit/Debit Card
- Current AA/RAC Card
- Current Form BF7 (Benefits Agency)
- European Health Insurance Card (E11)

Where you cannot provide Photographic Evidence of Identity (Passport etc)

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states "***I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.***" Please note this letter should not be completed by the same person countersigning the VSIDS multiple cover sheet. The letter should accompany the application form and be forwarded to the Safeguarding Service. We suggest that the photograph and a photocopy of the letter should be kept by the Coordinator so that a paper trail is available.