



Electronic PVG Application Forms - Frequently Asked Questions

1. Why are we being asked to complete an electronic PVG application rather than a paper copy?

Disclosure Scotland changed their process as a response to the COVID 19 pandemic. Disclosure Scotland has introduced a new online process. This process can only be completed by registered signatories for the Church of Scotland, who are the Safeguarding Service team. This is the reason all applications must be sent to the Safeguarding Service for processing.

2. Where are the online PVG forms and guidance notes found?

Please e-mail the Safeguarding Service to request the correct version of the online application form. We will e-mail this to you along with the relevant guidance notes. Please do not save copies of the original blank PVG form we send you as Disclosure Scotland update their forms on a regular basis.

3. What is the process for submitting a PVG form?

The Safeguarding Service will send the Coordinator an application form, self declaration form and coversheet for each applicant. The applicant's ID should be verified and the coversheet should be completed by the Coordinator. Then, the blank application form and self declaration form, along with the completed coversheet, are sent to the applicant. Once the applicant has completed their forms the applicant should send the PVG form, Self Declaration and Coversheet directly to safeguarding@churchofscotland.org.uk

4. How should Identification Checks be undertaken?

ID checks are still required to be undertaken when processing online application forms. These are some of the options available to you in practicing social distancing but still being able to submit an application:

- i. The applicant scans/photographs the documentation and sends them to you as attachments via e-mail or text message. This method should only be used if the applicant is known to you.
- ii. Using video via phone, webcam or similar to check the identification documentation. They show it to you via the camera and you can note relevant information as required.
- iii. As a last resort, face to face identification can be undertaken but please remember to follow the guidelines on social distancing.

A coversheet must be completed by the Coordinator, which will note what ID has been seen and the position the applicant has been recruited for along with the applicant's home address.

5. Are applicants still required to complete Self Declaration Forms (SG3)?

The Self Declaration Forms must still be completed by the applicants when they complete their online PVG application form. These should be completed electronically and e-mailed along with the PVG application form and coversheet to the Safeguarding Service.

6. Are Police Checks still required for people who have lived in another country for 3 months or more, or until adulthood?

Yes, Police Checks are still required and must be dated within 6 months of arriving in the UK and must be sent with the PVG application. Coordinators must confirm with all applicants whether either of these categories are applicable to them prior to completing a PVG form.

7. Will applicants still receive paper copies of their certificates?

Yes, paper certificates will still be sent to applicants and the Safeguarding Service.

8. Will Clearance Letters still be issued?

Clearance letters, via e-mail, will continue to be sent from the Safeguarding Service to Coordinators and workers must not be put in to post until clearance is received.

9. Can I request a paper PVG application form and Self Declaration Form?

If you require a paper PVG application form, or require to send in a form which has already been completed, please contact the Safeguarding Service before sending the form in as the Safeguarding Service can only submit paper applications in exceptional circumstances.