

PVG Application Coversheet v7.0

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| This form should only be completed by a Safeguarding Coordinator and then sent directly to the Safeguarding Service. The applicant will submit their SG03 application form separately.  If your congregation does not have a Safeguarding Coordinator in post, please contact the Safeguarding Service for guidance. |

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| **1.1 Safeguarding Coordinator name** |  |
| **1.2 Safeguarding Coordinator verifier code** |  |
| **1.3 Date** *(must be within 3 months of application being submitted to the Safeguarding Service)* |  |

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| **2.1 Applicant name**  *(this should be copied exactly from the ID documents viewed)* |  |
| **2.2 Applicant date of birth**  *(this should be copied exactly from the ID documents viewed)* |  |
| **2.3 Applicant address**  *(this should be copied exactly from the ID documents viewed)* |  |
| **2.4 Congregation the applicant will be volunteering/working for** |  |

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| **3. ID shown to Safeguarding Coordinator**  *(Note: You are required to view* ***three*** *forms of ID - refer to full* [*note 1*](#Note1) *Please state in each box the specific document you were shown (e.g. “passport”, “gas bill”)*  ***The three ID documents must show between them the applicant’s name, address, date of birth and photograph*** | |
| **Photographic ID viewed** (refer to [note 2](#Note2))  *(e.g. Driving Licence, Passport, Young Scot card, Bus Pass)* |  |
| **Proof of address viewed** (refer to [note 2](#Note2))  *(e.g. Driving Licence if not used as photographic ID, bank statement, Scottish Power bill, council tax bill)* |  |
| **Third piece of ID viewed** (refer to [note 2](#Note2)) |  |

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| **4.1 Position(s) applied for**  (refer to note 3) |  |
| **4.2 Position is paid or voluntary?** *(note: if the position is paid, a copy of the job description must be submitted along with this Coversheet by the Safeguarding Coordinator)* |  |
| **4.3 Regulated work with which group(s)?**  (refer to note 3) | Protected Adults  Children  Both |

**Note 1**

**ID verification should be done in person with original documents. Where this is not possible, the applicant can show their ID to the Safeguarding Coordinator over a video call. Photos/scans of documents are not acceptable for use in the ID verification process.**

**A minimum of three types of identification must be shown to the** **Coordinator.** At least one must be photographic and across the documents you must be able to verify the applicant’s full name, date of birth and current address.

The same piece of ID cannot be used as photographic and to prove the address (in other words, if you view a photographic driving licence as the photographic ID, you must view another type of ID to verify the applicant’s address).

**Note 2**

Acceptable forms of identity are an original of one or more of the following (copies are not acceptable), which includes date of birth:

* Current passport
* Current driving licence (full or provisional) - photocard only
* Biometric residence permit
* National identity card from a country outside the European Economic Area
* Birth certificate
* Adoption certificate
* Marriage certificate or civil partnership certificate
* NHS card
* UK armed forces identify card
* UK firearm or shotgun certificate

You'll also need to provide the original of one or more of the following which includes your current address:

* Council tax bill or letter (if bill, must be for current year; if letter, must be less than 3 months old)
* \*Utility bill, such as gas, electric or phone bill (not mobile)
* \*Bank or credit card statement
* Driving licence photocard (full or provisional)
* \*Mortgage statement
* Tenancy agreement (typed, not handwritten)
* Insurance policy document or letter
* \*Payslip or P60
* \*UK Hospital or doctor's letter
* \*NHS prescription
* UK TV Licence
* \*University, college or school letter
* \*UK Electoral Register Office letter or UK polling card
* \*Home Office letter
* UK firearm or shotgun certificate
* \*UK solicitor's letter on headed paper

*\* Must be less than 3 months old*

Your proof of address must be no more than 12 months old, although your driving licence can be older. You cannot use the same document for both date of birth and address.

Please note that a PVG Certificate, or any other Disclosure Scotland documentation, cannot be used as proof of address. A bank card also cannot be used as proof of identity as this does not have a photo or address present.

A Photo Driving Licence cannot be used as both photo and address ID, two separate forms of ID must be seen. Similarly, if a Driving Licence has been used as one form of ID, a letter from the DVLA cannot be used as another form of ID (as they are both issued by the same organisation).

All documents must be original paper documents. Online statements (including print-outs of online statements) cannot be used as proof of identity. If you are using 2 bank statements as ID, each statement must be from a different bank.

**Where you cannot provide Photographic Evidence of Identity:**

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 (on headed paper) 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 to me for [enter duration of time].*

*Sign, print name & position, insert address & email of responsible person and date.”*

Please note this letter should not be completed by the same person countersigning this coversheet.

The letter should be forwarded to the Safeguarding Service by the Safeguarding Coordinator along with the coversheet.

We suggest that the photograph and a photocopy of the letter should be kept by the Coordinator so that a paper trail is available, these documents should be confidentially destroyed once the application has been completed.

**Note 3**

**The position(s) applied for must be from the list below**

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| **Position** | **Regulated work with** |
| Congregational Children’s Worker | Children only |
| Congregational Youth Worker | Children only |
| Girls’ Brigade | Children only |
| Girls’ Brigade Adult Supervisor | Protected Adults only |
| Musician working with children | Children only |
| Host Family (Parent) | Children only |
| Pastoral Care Worker/Visitor | Protected Adults only |
| Safeguarding Coordinator | Children & Protected Adults |