

SG03 PVG Information Request & Self Disclosure Form v7.1

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| Please read the information on the following pages carefully, before answering the questions that follow.  You must answer all questions in the bold-bordered boxes or your application will be returned.  When complete, this form should be sent by the applicant to [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk) These documents should be sent as attachments to the email and **not** as links to cloud services such as Google Drive or iCloud. Documents should be saved as .docx or .pdf or .odt files. Please do not send documents saved as .pages files as the Safeguarding Service is unable to open such files.  You do not need to show this document to your Safeguarding Coordinator.  This form is just the **first stage** of your application.  The **second stage** requires you to create a ScotAccount and then follow the email link that Disclosure Scotland will send you to complete your PVG Scheme membership application. |

**Guidance on completing this form**

**The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended)**

**This information will help you complete Sections** [**3**](#Section3)**,** [**4**](#Section4) **and** [**5**](#Section5) **of this form**

The post that you have applied for requires a standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

* Rehabilitation of Offenders Act 1974 (as amended)
* Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* Police Act 1997 (as amended)

You are therefore required to disclose certain convictions below, but you should not tell us about any convictions which were gained before the age of 12.

Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to recruitment in Scotland. If you are being recruited in England, Wales or Northern Ireland, you should refer to that country’s guidance on what to disclose.

The Recruiting with Convictions Policy and Guidance for Disclosing Convictions (please read prior to completion of the form) and Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the [Rehabilitation of Offenders Act 1974](https://www.legislation.gov.uk/ukpga/1974/53) Please read any section relevant to you prior to completion of the form.

**Conviction disclosure guidelines**

**This information will help you complete Sections** [**4**](#Section4) **and** [**5**](#Section5) **of this form**

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| **Minor conviction** | **Conviction detailed in Appendix 3** | **Conviction detailed in Appendix 4** | **A custodial sentence of more than 48 months** |
| Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent. | Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed. | Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed.  The conviction will not be detailed after this period. | Never spent |

**Spent convictions**

**This information will help you complete** [**Section 5**](#Section5) **of the form**

Section 5 of this form deals with spent convictions and should only be completed following the guidance below if you will be applying for a standard, enhanced or PVG disclosure but you should not tell us about any convictions which were gained before the age of 12.

The Recruiting People with Convictions Policy gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 of the Recruiting People with Convictions Policy should only be detailed if 15 years (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of conviction) from the date of conviction have not passed, unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information.

Those in Appendix 4 of the Recruiting People with Convictions Policy should only be disclosed above if they are unspent.

If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that if you are applying for a Standard, Enhanced or PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2 of the Recruiting People with Convictions Policy).

Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure.

Where such information is released, we will discuss this with you when we receive our copy of your disclosure.

Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.

If you have any convictions detailed in Appendix 3 of the Recruiting People with Convictions Policy and the extended disclosure period has not passed, please provide the information in [Section 5](#Section5) of this form.

**Overseas Criminal Record Certificate**

**This information will help you complete** [**Section 2**](#Section2) **of this form**

As per the Church of Scotland Safeguarding Act 2018, the Church of Scotland requires applicants to provide a criminal record certificate, where available, from their government or an appropriate government/police agency of any country (excluding the UK) where they have lived for 12 months or more (whether continuous or in total), in the 10 years before their application, while aged 18 or over.

If this applies to you, you must obtain an official statement from the country(ies) concerned confirming that you do not have any criminal record proceedings pending. The criminal record certificate should cover the entire country, not just one state or province. For example, an FBI clearance is required for the USA and RCMP clearance is required for Canada. For details on how to apply for overseas criminal record certificates, please see [the UK Government guidance](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). Where relevant, an official English translation of the relevant criminal record document is required.

If you have already obtained your overseas police check/s, we are able to accept these if they are dated within the last six months of your residence in that country, or later.

If an applicant is applying for PVG Scheme membership to work with children only and an overseas criminal record certificate is required from their country of nationality, Disclosure Scotland will check their criminal history information in the following countries as well as the UK through the PVG process. A criminal record certificate from their country of nationality will not be required:

Germany, Lithuania, Netherlands, Portugal, Romania, Hungary, Greece, France, Ireland, Italy, Spain, Poland

Please note that this relates only to applicants who are nationals/citizens of the country/ies on the list. It does not relate to UK citizens who lived in any of the countries on the list.

It is the responsibility of the applicant to obtain any criminal record certificate required **prior** to being appointed to a post. These should be submitted as part of the PVG application, along with this form. If you are unable to obtain an overseas criminal record certificate, please contact the Safeguarding Service on 0131 240 2256.

**Data Protection Act 2018 and GDPR**

*The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes****.*** *The full Privacy Notice of the Church of Scotland Safeguarding Service is available from the Church of Scotland website. Please visit the website for details. Should you have any questions concerning the use of this information please contact the Safeguarding Service. If you wish to exercise any of your data protection rights, please contact the National Office’s Data Protection Officer (DPO) at* [*Privacy@churchofscotland.org.uk*](mailto:Privacy@churchofscotland.org.uk)

***If you have printed this form and are completing it by hand, please continue your answers on a separate page if necessary (noting the relevant question number)***

**Section 1**

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| **1.1 Safeguarding Coordinator name**  *Note: If you are applying for a Ministries position this question is not applicable* |  |
| **1.2 Congregation the applicant will be volunteering/working with** |  |

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| **1.3 Position applied for**  Note: If you are applying for a Ministries position, please choose from the following options: Interim Moderator, Locum-Minister, Locum-Other, Ministries Applicant-Discernment Scheme, Ministries Candidate, Minister of Word and Sacrament, Ministries Reader, Ministries Development Staff, Ordained Local Minister |  |
| ***1.3a Girls’ Brigade Company name*** *(if applicable*) |  |

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| **1.4 Title** |  |
| **1.5 Forename(s)** |  |
| **1.6 Middle name(s)** *(mandatory if applicable)* |  |
| **1.7 Surname** |  |
| **1.8 Maiden or former name** *(if applicable)* |  |
| **1.9 Date of birth (dd/mm/yyyy)** |  |
| **1.10 Email address** |  |
| **1.11 Phone number (home)** |  |
| **1.12 Phone number (mobile)** |  |
| **1.13 Current address (including postcode)** |  |

The next questions are designed to enable us to determine your application type. Applications cannot be processed until the application type has been established so please ensure you answer these questions.

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| **PVG membership** | | |
| **Please note, PVG membership is not the same thing as a basic/enhanced disclosure check. If you have only ever previously had a basic and/or enhanced disclosure, please answer “No” to question 2.1**  If you are not sure whether or not you are already a member of the PVG scheme, please contact Disclosure Scotland on 03000 2000 40 | | |
| **1.14 Have you ever joined the PVG scheme?**  *(If yes, questions 1.15 – 1.17* ***must*** *be answered fully;*  *If no, please answer “n/a” to questions 1.15 – 1.17)* | Yes/No |
| **1.15 Has the Church of Scotland ever been an interested party to your PVG scheme membership** (i.e. have you ever joined the PVG scheme through the Church of Scotland or updated your PVG scheme membership through the Church of Scotland? |  |
| **1.16 We need to know which groups your existing PVG scheme membership covers you for – is it:**  **A) For working only with protected adults, or**  **B) For working both with children and with protected adults, or**  **C) For working only with children** |  |
| **1.17 If you have ever joined the PVG scheme, what is your PVG scheme membership number?** *(mandatory if applicable)*  *Note: A PVG scheme membership number is 16 digits long with the first 6 digits being the date you joined the PVG scheme: i.e. YYMMDD.* ***You should contact Disclosure Scotland on 03000 2000 40 if you do not know your number.*** |  |

**Section 2**

These questions should be answered with reference to the information earlier in this document about [Overseas Police Checks](#OverseasPolice)

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| **2.1 Please highlight or circle whichever statement below applies to you (or delete those not applicable to you):** |
| I am a UK citizen |
| I am an Irish citizen |
| I have been granted leave to remain in the United Kingdom and that the voluntary or paid work I have agreed to undertake is permitted in terms of my immigration status |
| I have been granted a Visa that allows me to work in the United Kingdom and the work I have agreed to undertake is permitted in terms of my immigration status. |
| Other (*please specify*) |

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| **2.2 Please state your town of birth** |  |
| **2.3 Please state your country of birth** |  |
| **2.4 Please state your nationality** |  |

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| **2.5 *Have you lived in any country other than the UK for 12 months or more (whether continuous or in total) in the 10 years before your application, while aged 18 or over*** | | | **Yes/No** |
| ***2.5a If you answered Yes to question 2.5, please provide details below*** *(add extra rows if required)*  *Note: You* ***must*** *obtain a police check from* ***each country*** *you have listed below. See guidance* [*here*](#OverseasPolice) *for details regarding obtaining a police check. Contact the Safeguarding Service if you are having difficulties obtaining a police check.* | | | |
| **Country** | **Resident from** | **Resident until** | |
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**Section 3**

These questions should be answered with reference to the information earlier in this document about [The Rehabilitation of Offenders Act](#RehabAct)

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| **3.1 Have you ever been charged or convicted of any offence that you must disclose under the New Rules? If yes, please give details in the table in Section 2** | **Yes/No** |
| *If you answered Yes to this question, please describe the circumstances that led to the offence:* | |

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| **3.2 Are you at present the subject of a criminal investigation or do you have a prosecution pending?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

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| **3.3 Have you ever been the subject of disciplinary proceedings that have been upheld in any paid or voluntary work because of reported harmful conduct towards children or protected adults?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

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| **3.4 Are you currently the subject of disciplinary proceedings in any paid or voluntary work because of reported harmful conduct towards children or protected adults?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

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| **3.5 Have you been disqualified from any post working with children or protected adults? e.g. Listed or Barred by Disclosure Scotland or any similar government organisation in any country?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

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| **3.6 Are you currently under consideration for Listing (barring from working with children or protected adults) by Disclosure Scotland or a similar organisation in any other country?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

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| **3.7 Have you ever been de-registered or disqualified from working by the Scottish Social Services Council (SSSC), the General Teaching Council for Scotland (GTCS) or England or any other professional or regulatory body?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* | |

**Section 4**

These questions should be answered with reference to the information earlier in this document about [The Rehabilitation of Offenders Act](#RehabAct) and the [Conviction Disclosure Guidelines](#DisclosureGuidelines)

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| **4.1 Do you have any unspent convictions?** | **Yes/No** |

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| ***4.1a If you have answered Yes to the above question and/or Section 1 Question 2, please provide details below. All unspent convictions must be disclosed.*** | | | |
| **Date** | **Court** | **Offence** | **Disposal** |
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**Section 5**

This section should be completed with reference to the information earlier in this document about [Spent Convictions](#SpentConvictions) and the [Conviction Disclosure Guidelines](#DisclosureGuidelines)

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| **5.1 Do you have any spent convictions detailed in Appendix 3 of the 2020 amendment order** **for which the extended disclosure period has not passed?** | **Yes/No** |

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| ***5.1a If you answered Yes to the above question, please provide the information below.*** | | | |
| **Date** | **Court** | **Offence** | **Disposal** |
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**Section 6**

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| **Declaration**  I certify that the information contained in this form is true and complete to the best of my knowledge and belief.  I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s).  I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.  I agree to contact the Safeguarding Service to let them know about any convictions that I receive in the future whilst I am in post as a paid member of staff or a volunteer doing Regulated Work in the Church.  I confirm that I have read and understood this declaration. | |
| **Signature** (a typed signature is acceptable) |  |
| **Date** (must be within 3 months of application being submitted to the Safeguarding Service) |  |