

Volunteer
Scotland



Online PVG Application Process Guidance Pack



Online Protecting Vulnerable Groups (PVG) Application Process Guidance Pack

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Stage 1

Deciding the level of check required

What level of check do you require?

- **Scheme Record to Join** - required for new applicants joining the PVG scheme.
- **Scheme Record Update** - required for existing PVG members still working with the same workforce.
- **Existing Member Scheme Record** - required for existing PVG scheme members applying to change/add workforce to their record.



Stage 2

Completing the application request web form

Organisation

Organisation and Signatory details to be completed in full.

Select request type

Application Request

This is the initial request for an applicant by your organisation - either your first request for this applicant OR a first request for a cyclical check, i.e. you are renewing a PVG every 2/3 years.

Expired/Additional link

Where the applicant has had a link which has expired (not completed within the 14-days) OR there was an issue with their email address and they did not receive the link OR the one requested initially cannot be processed by Disclosure Scotland due to an issue, e.g. you requested a Scheme Record Update and the applicant isn't a member of the scheme.

Please note: you can only request forms for the same type.

Are you requesting a PVG Application form for yourself?

If you are a Collator or Lead Signatory and there are no additional Signatories to request your disclosure application and receive your certificate, you will need to send a completed PVG Certificate Agreement form to: disclosures@volunteerscotland.org.uk

[Click here to download a copy of the PVG Certificate Agreement Form](#)

Select how many forms you are requesting

A maximum of 5 can be requested.

Please note: You must complete all applicant fields for the corresponding number of forms you are requesting. For example, if you have selected 4 forms then you must complete all fields for the 4 applicant's. You will not be able to move forward if all fields are not complete. If you have selected a higher or lower number of applications than you require, you will have to scroll up to the change the number you initially requested to allow you to continue.

Complete the request form with the applicant's information as follows:

Application type

- **Scheme Record to Join** - required for new applicants joining the PVG scheme.
- **Scheme Record Update** - required for existing PVG members still working with the same workforce.
- **Existing Member Scheme Record** - required for existing PVG scheme members applying to change/add workforce to their record.

Applicant Details

- First name
- Middle name(s)
- Surname
- Date of Birth

Please note: The name you provide for each applicant should be their current full name. This should be the name the applicant would complete when filling in their PVG link.

For example, if the applicant's current full name is Robert John Smith this is the name you must add to the request form, not 'Bob Smith'. Any differences between the name you provide, and the name the applicant completes

Stage 2 Continued

Valid e-mail address

This is where the application link will be sent. If the email address is incorrect, they will not receive the link. The email address should be unique to the applicant and not a shared email address.

Applicant full current home address and postcode

Where an applicant is homeless, please complete the address with 'No Fixed Abode and include the area in which they stay' i.e., No fixed abode, Glasgow.

Recruiting organisation

Your organisation name, however if it is a registered secondary group or club then their name would go here.

Position applied for

This should be the position the volunteer/staff member will be undertaking with your organisation or secondary group.

Regulated work group

Please select the group(s) your applicant(s) is undertaking regulated work with:

- Children
- Adults
- Both

Will the work be carried out at the home address of the applicant?

Yes/No

Volunteer?

- **Yes** - Select 'Yes' when the applicant is in a volunteering role.
- **No** - Select 'No' when the applicant is in a paid role.

Please note: Payment is required when the applicant is completing their link. If the organisation would normally pay for PVG application(s), then we ask that you discuss the reimbursement of the payment with the applicant directly before they begin completing the form.

ID verification

What ID documents have you checked? We require you to check at least one form of photographic ID and one form of address ID. These must be separate documents. Where an applicant has no photographic ID, you are required to check at least 2 forms of address ID and an additional ID document, e.g. birth certificate or marriage certificate.

Please note: A PVG Disclosure Certificate cannot be used for ID.

Identification can be verified via Zoom, FaceTime etc. if your procedures allow this.

Submit application

Once you have submitted your application, you will receive a confirmation email from Volunteer Scotland Disclosure Services confirming that your application has been received.

Please note: we recommend adding our email disclosures@volunteerscotland.org.uk to your safe senders list to prevent emails from us falling into your junk/spam folder.



Click here to access the
Application Request Form

Stage 3

Requesting the applicant's link

Volunteer Scotland Disclosure Services

The applicant's information is entered onto Disclosure Scotland's system exactly as it is provided on the request form. This will then generate a code (T number) which will be included in the applicant's link that is emailed to the applicant directly.

Volunteer Scotland Disclosure Services will email the signatory to confirm when an application request has been processed and the link has been emailed to the applicant.

Stage 4

Completion of application online

(Applicant)

The applicant will receive an email from Disclosure Scotland via disclosurescotland@notifications.service.gov.scot with their application link.

- Applicants will be informed in the email that they have 14 days (upon receiving the link) to complete the application.
- Applicants will receive a reminder from Disclosure Scotland on days 9 and 12 of the 14 days to complete form.

- These emails may go to spam/junk folders so please make sure your applicant checks these folders regularly.
- If the applicant does not receive or complete the link, it will expire on the 14th day.
- If an additional link is required, please follow steps in stage 2 to complete a request for an Expired/Additional link.

Once the applicant completes their application link, Disclosure Scotland will then carry out the necessary checks.

Stage 5

Completion

Applicant

On full completion, Disclosure Scotland will issue a paper certificate to the applicant.

Organisation

Volunteer Scotland Disclosure Services will issue an email certificate to the organisation.

The email certificate you receive will be addressed to the team member who countersigned the application on your behalf.

Please note: Paper certificates will only be issued to organisations with additional information, all other certificates will be issued electronically via email.



For more information on
Disclosure Services visit
volunteerscotland.net