## https://prod-cms.scouts.org.uk/media/2140/scouts_logo_stack_nation_bluemin.jpgID Checker’s Guidance

## Carrying out the Disclosure Scotland PVG application checklist.

## **The applicant needs to be added to scouts.org.uk before the ID meeting**

## The ID checker needs to have a full appointment on scouts.org.uk.

There are two types of PVG application that a potential or current volunteer can complete:

* ‘Application to join the PVG Scheme’ – for someone who hasn’t previously completed a PVG disclosure check with Scouts or elsewhere.
* ‘Existing PVG Scheme Member Application’ – for someone who’s already a member of the PVG Scheme and holds a 16-digit member number. This number starts with last 2 digits of the year they joined the PVG scheme (eg if they started in 2023, their PVG number will start with 23). They can find their PVG membership number on their PVG certificate under their date of birth.
1. **You will be required to meet with the applicant face-to face to check their original identity documents and complete their application.**

**Please see further guidance at** [**ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021)

**Before the Meeting**

|  |
| --- |
| In advance of your meeting with the new applicant you will need* Your scouts.org.uk Login Username and Password
* Invitation Letter
* A suitable venue with wifi/web access and a computer/laptop to use during the meeting.
1. Make an appointment by talking to the new applicant and by using the Invitation Letter. Applicants must have a copy of the Invitation Letter as it signposts them to the Scouts’ Data Protection Policy and Disclosure Scotland’s Code of Practice. Make sure they know to complete page 2 with details of their Referees.
2. Ask the applicant to bring to the meeting their completed Invitation Letter and 3 original pieces of ID as detailed on the Invitation Letter, at least one of which must be photographic. They should also have any evidence of changes of name
 |

**During the meeting with the new applicant at a suitable venue with wifi/web access**

|  |
| --- |
| **Step 1**Carefully check and cross match the new applicant’s ID documents, discussing any name changes and address history. **Three original documents must be provided in the name of the applicant at least one of which must be photographic. These should confirm the name, the date of birth and current home address of the applicant**. * You must only accept valid, current, and original documentation, not accept photocopies or documentation printed from the internet e.g. internet bank statements
* You must ensure that the applicant declares all previous name changes and provides documentary proof to support this change of name. If the applicant is unable to provide this proof, you will need to have a discussion with the applicant about the reasons why, before considering validating their identity.
* If the applicant is already a PVG scheme member, please also advise the individual that they are required to tell Disclosure Scotland of the name change if they have not already done so.

See [**ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK**](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021)for further guidance |
| **Step 2**Log in to scouts.org.uk to complete the applicant’s disclosure application. This will include a declaration. By selecting the checkbox you will be declaring that the information you have given is complete and correct, and that you understand that to knowingly make a false statement in this application is a criminal offence |
| **Step 3**Please remind the applicant to look out for an email from Disclosure Scotland which contains a one-off link for them to complete and submit their application. An applicant has 14 days to complete their section of a PVG online application then the link will expire. A reminder will be sent to applicants 9 days before the expiry date, followed by a final reminder two days before expiry. If the applicant doesn’t complete their application within 14 days then unfortunately, the process will need to be restarted.  |

**Your meeting with the applicant is now complete**