## https://prod-cms.scouts.org.uk/media/2140/scouts_logo_stack_nation_bluemin.jpg**Invitation letter**

Dear………………………………………..……………. Date…………………………………………….

Thank you for expressing an interest in becoming a volunteer with the Scouts. To start your application process we need to arrange to meet so we can enter your details onto the Scouts’ membership database and complete your Disclosure Scotland online application to join the PVG (Protecting Vulnerable Groups) Scheme.

The PVG check is an important part of keeping young people in Scouting safe, we recognise that if you have a criminal record this is not an automatic bar to obtaining a position.

Your personal data will be stored on your membership record (scouts.org.uk) to support your application process, as well as your current and potential future involvement in Scouting. It is also kept for monitoring purposes. Some information is considered special category data under the General Data Protection Regulation and the Data Protection Act 2018, and as such will be managed as required under the regulation. Further information can be found at [www.scouts.org.uk/dppolicy](http://www.scouts.org.uk/dppolicy)

Could we please arrange to meet:

**Date: Time: Venue:**

**Please bring the following to the meeting:**

1. Details of referees – as per page 2. Please note references are not required for Helper roles.
2. Three original documents in your name from the lists below, at least one of which must be photographic. These should confirm your name, date of birth and current home address.

* We can only accept valid, current, and original documentation – not photocopies or documentation printed from the internet e.g. internet bank statements
* You will need to declare all previous name changes and provide documentary proof to support this change of name. If you are unable to provide this proof, please discuss the reasons why with your ID Checker.

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| **Photographic Identity Documents** | | | |
|  | Current passport (any nationality) |  | Current driving licence (UK, Isle of Man or Channel Islands) |
|  | Biometric Residence Permit (UK) |  | National Entitlement Card |
| **Other Documents** | | | |
|  | Birth certificate (UK, Isle of Man or Channel Islands) issued after time of birth |  | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
|  | Marriage / Civil Partnership Certificate (UK, Channel Islands) |  | Current driving licence photocard, full or provisional (All countries outside of the UK excluding Isle of Man and Channel Islands) |
|  | HM Forces ID card (UK) |  | Current driving licence, (full or provisional) paper version (if issued before 1998) UK, Isle of Man, Channel Islands |
|  | Firearms licence (UK, Isle of Man, Channel Islands) |  | Adoption certificate (UK, Isle of Man or Channel Islands) |
| **Below documents must be issued within the last 12 months** | | | |
|  | Mortgage Statement (UK) |  | P45 or P60 statement (UK, Channel Islands) |
|  | Financial statement, for example pension or endowment (UK) |  | Council tax statement (UK, Channel Islands) |
| **Below documents must be issued within the last 3 months** | | | |
|  | Credit card statement (UK) |  | Bank or building society account opening confirmation letter (UK) |
|  | Bank or Building society statement (UK, Channel Islands) |  | Utility bill (not mobile phone) (UK) |
|  | Bank or Building society statement (Outside UK) Branch must be in the country where the applicant lives and works |  | Benefit statement, for example Child Benefit, Pension, etc (UK) |
|  | Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) | | |
| **All the below documents must be valid at the time of checking** | | | |
|  | EEA National ID card |  | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
|  | Irish Passport Card (Cannot be used with an Irish passport) |  | Letter from head teacher or further education college principal for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided (UK) |
|  | Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid only for applicants residing outside of the UK at time of application) | | |

**References (References are not required for Helpers)**

Please add details of two people to act as referees who are known to you and who can be contacted by email. The referees should preferably have knowledge of your work or contact with young people and should be able to comment on your character and relationships with others. At least one referee should have known you for at least five years and one of the referees must not be from Scouting. Referees must not be relatives. Examples of referees include your employer, college tutor, etc. The referees’ personal data will only be used for the purposes of providing a reference.

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|  | I can confirm that I have been given permission to provide the referees’ personal data. |

|  |  |
| --- | --- |
| **Referee No. 1** Name | Relationship |
| Email | Phone Number |
| Address | Postcode |
| **Referee No. 2** Name | Relationship |
| Email | Phone Number |
| Address | Postcode |

Once we have completed the check of your identity documents and submitted the application on scouts.org.uk, the Scouts’ Safeguarding Team will submit an application to Disclosure Scotland who will then contact you regarding how to complete.

For further guidance, the Disclosure Scotland Code of Practice can be accessed via the MyScot website - [Disclosure Scotland Code of Practice - mygov.scot](https://www.mygov.scot/disclosure-code-of-practice)

Thank you.

Name:……………………………………………………………….. Appointment: ………………………………………………………………………………………..