

Perth & Kinross Scouts

- **Adults>**
 - Add to Membership and add role, Once individual logs in and updates own details>Request PVG via Membership system
- **16/17-Year-olds>**
 - Submit online form to request to add to Membership, Once individual logs in and updates own details> Request PVG via membership system
- **15 yrs & 8 mth >**
 - Submit online form to request to add to Membership, Once individual logs in and updates own details>Request PVG via paper based system

Please ensure to make your new helpers aware of the Yellow Card and Purple Card and Young people aware of the Orange Card as volunteers to safeguard. It is good practise if they are to stay overnight to do the Safety and Safeguarding training found in My Learning.

What do we need to do?

Identify the people that need a PVG to support your group:

- Adult volunteers (Trustees, parent rotas, helpers)
- Young Leaders and Helpers aged 16–17
- Adults and young people aged 16+ visiting Scotland from elsewhere and volunteering in a regulated role at the invitation of Scouts in Scotland

Contact them to advise why they need a PVG:

It is now a legal requirement for all individuals volunteering in a regulated role to be a member of the PVG scheme and have a PVG disclosure that has been viewed and cleared for a regulated role by the UKHQ Safeguarding Team. [PVG - View the changes here](#)

Once a person has a Scouts' PVG disclosure, they are a PVG scheme member and Disclosure Scotland keep the UKHQ Safeguarding Team updated with any new information that may need risk assessing.

You can contact them by Email, WhatsApp, in Person or by telephone - you know your parents, young leaders and trustees and have the advantage of that pre-existing relationship to get this information to ask for volunteers to be PVG'd to stay on the parent rota to keep the section running.

Others are planning on asking parents who are on the rota this term to bring their ID with them so they can add them to the membership system and PVG at the end of the session they are supporting. I know it is going to be tricky and that there are some parents who will refuse or not be able to get a PVG which is going to be frustrating.

Set up a time to get your helpers onto the system

Suggestions are:

- a drop in session during cubs/beavers or a Saturday morning at your hall?
- Can even do them online

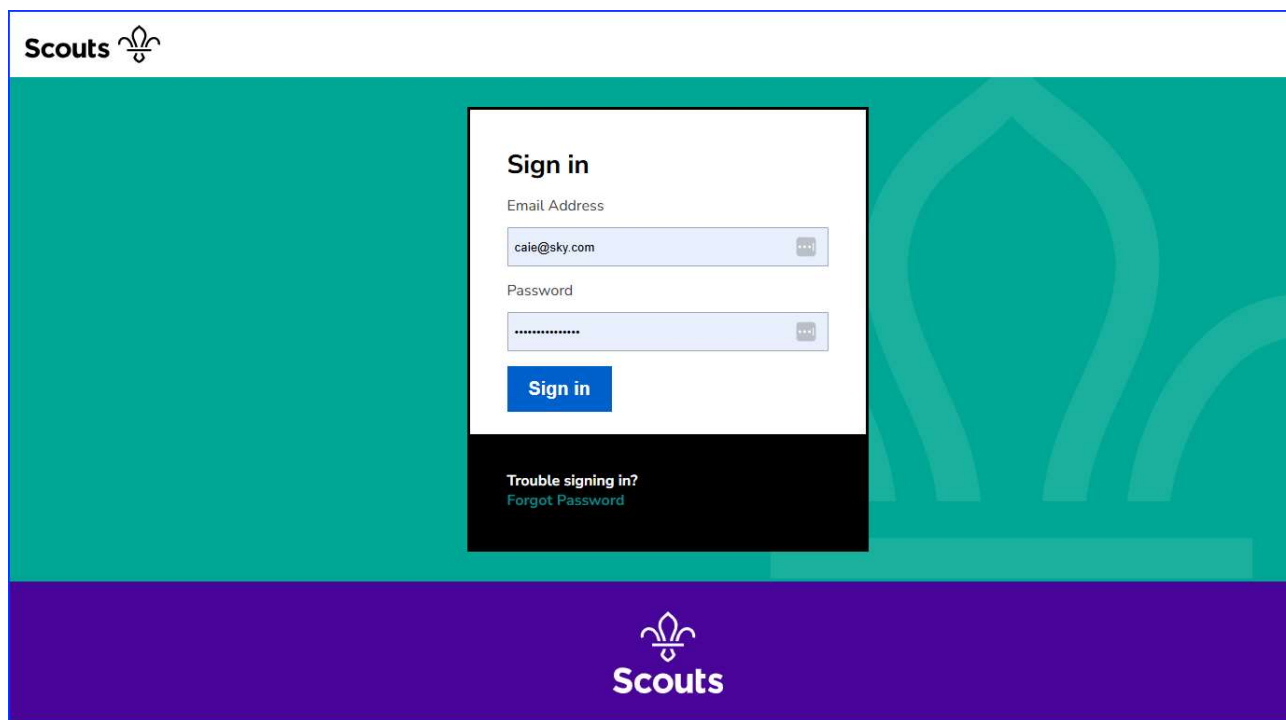
Others are planning on asking parents who are on the rota this term to bring their ID with them so they can add them to the membership system and PVG at the end of the session they are supporting. I know it is going to be tricky and that there are some parents who will refuse or not be able to get a PVG which is going to be frustrating

Perth & Kinross Scouts
ADD A NEW ADULT:

To add a new adult directly onto the membership system you will need their:

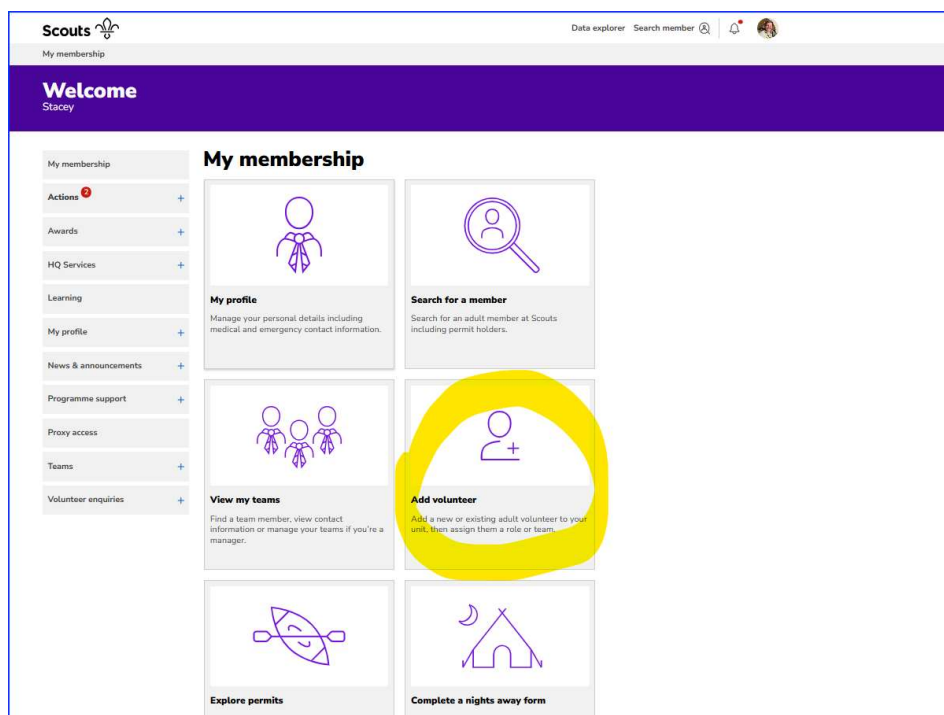
- first name
- surname
- date of birth
- post code
- email address

Once you have this information, add them to the membership system - Start by signing in to scouts.org.uk.



On your welcome page:

Select Add Volunteer,



Then jump to point 6 OR:

On your welcome page:

1. Click 'My membership'.

On the left-hand side menu (if you're using a phone, click the menu button on the top right):

2. Click 'Teams'.
3. Click 'My units'.

On the 'My units' page:





4. Click 'Select' under 'Actions'.
5. Click 'Add member' from the dropdown menu.

The screenshot shows the 'My units' page in the Scouts system. The left-hand side menu is visible, with 'My units' highlighted. The main content area displays a table of units. The table has the following columns: Unit type, Unit name, Contact person, Parent unit, and Actions. The 'Perth and Kinross' unit is selected, and the 'Actions' dropdown menu is open, showing 'Add member' and 'Send message' options.

Unit type	Unit name	Contact person	Parent unit	Actions
District	Perth and Kinross		East - Scotland	Select
Country	Scotland		The Scout Association	Add member Send message
District	Southern Europe	Kenneth Lee	British Scouting Overseas	Select

On the 'Add member' page:

6. Type the member's 'First name', 'Surname', 'Date of birth', 'Postcode' and Email' into the boxes. If the member was part of Scouts in the past and you know their membership number, switch the toggle button 'Scouts member' to 'Yes', and type their membership number into the box.
7. Click 'Search'.

Scouts  Data explorer Search member   

My membership > Teams > View all units > Perth and Kinross : Details > Add member

My membership

Actions 2 +

Awards +

HQ Services +

Learning +

My profile +

News & announcements +

Programme support +

Proxy access

Teams -

Action escalations

My team reviews

My teams

My units +

View all units -

Perth and Kinross -

[Details](#)

Grants application

Add member

Please make sure you record the member's correct legal name, including any middle names. Their name(s) and postcode will need to match their documentation, for example their passport or driving licence. They'll have the opportunity to add a preferred name and correspondence address later.

Personal details

First name *

Middle name

Surname *

Previous surname

Date of birth *

Age should be more than 17 years and 6 months

Post code *

Email *

Search

If there aren't matches, or if the options don't match the member:

8. Click 'Add new member'.
9. Type 'Country of residence' into the box.
 - If the country of residence isn't the UK, select 'Yes' or 'No' to confirm if the member was a resident in the UK at any time since their 10th birthday.
10. Tick the acknowledgement box.
11. Click 'Add member and assign role'.

On the 'Assign new role' page:

12. Type the 'County', 'District', 'Group' and **miss out 'Section'** for Helpers into the boxes.
13. Select a 'Team' (Helper/Trustee) and 'Role' (non member needs disclosure) from the dropdown menus.
14. Type a 'Start date' into the box.
 - If you're adding a member who's under 18 the start date should be before their 18th birthday to allow you to request their disclosure.
15. Click 'Assign role'.

If there is a match for your search that corresponds with the member:

8. Select the member from the list.
9. Click 'Assign role'.

On the 'Assign new role' page:

10. Type the 'County', 'District', 'Group' and **miss out 'Section'** for Helpers into the boxes.
11. Select a 'Team' (Helper/Trustee) and 'Role' (non member needs disclosure) from the dropdown menus.
12. Type a 'Start date' into the box.
13. Click 'Assign role'.

The screenshot shows the 'Assign new role' page for a member named Paige. The page has a sidebar on the left with various menu items like 'My membership', 'Actions', 'Awards', etc. The main content area is titled 'Assign new role' and 'New role for Paige'. It contains a form with the following fields and values:

- Membership number: 0012192518
- Organisation: The Scout Association
- Country: Scotland
- Region: Scotland (Region)
- County: East - Scotland
- District: Perth and Kinross
- Group: 3rd Perthshire (Scout)
- Group section: (empty)
- Team: Helpers
- Role: Non Member - Needs disclosure
- Role title: Non Member - Needs disclosure 3rd Perthshire (Scout)
- Start date: 21/02/2026

At the bottom of the form, there are two buttons: 'Assign role' and 'Discard'.

Once added to the system, the new applicant will receive an email asking them to login and finish entering their personal and application information. The email will also include their login details.

Get the new Helper/Trustee to log in and add their personal details – this must happen before a PVG can be requested!

Then we view their ID and request a PVG

What do we need to see?

- [id-checkers-guidance-for-applicants-aged-18plusjanuary-2026.docx](#)

What does the volunteer need to know, the list of acceptable ID is in the following and further down the page:

- [pvg-applicants-guidance-for-volunteers-aged-18plus-january-2026.docx](#)

We need the following at the meeting:

Three original documents in applicants name from the lists below, at least one of which must be photographic.

These should confirm name, date of birth and current home address. Forename, All Middle names, and Surname, Date of Birth, and the address must be correct and match the ID and the system, please also ensure we have the correct email address. Any incorrect information has to be fixed before the PVG is submitted.

We need the PVG ID number from any existing PVG members, if they do not have access to the number they need to [Contact Disclosure Scotland](#) and give it to the person who checked the ID.

- 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 with your ID Checker.

References are not required for Helper

Photographic Documents	
Current passport	Biometric Residence Permit (UK)
Current driving licence photocard	National Entitlement Card / Young Scot Card
National Identity card	
Documents which confirm Date of Birth	
Current passport	Birth certificate
Biometric Residence Permit (UK)	Adoption certificate
Firearm licence or certificate (UK)	National Identity card from a country outside of European Economic Area (EEA)
Marriage / Civil Partnership Certificate	Current driving licence photocard, full or provisional
HM Forces ID card (UK)	NHS card
National Entitlement Card / Young Scot Card	
Documents which confirm Address	
You cannot use the same document for both Date of Birth and Address.	
Mortgage Statement – within last 12 months	Payslip or P60 statement - within last 12 months
UK TV licence- within last 12 months	Council tax bill or letter - within last 12 months
Credit card statement - within last 3 months	University, college or school letter – within last 12 months
Bank or Building society statement - within last 3 months	Utility bill (not mobile phone)- within last 3 months
Driving licence photocard (full or provisional)	Tenancy agreement (typed not handwritten)- within last 12 months
UK Hospital or Doctor's letter- within last 12 months	Insurance policy document or letter- within the last 12 months
UK firearm or shotgun certificate- within last 12 months	UK Solicitor's letter on headed paper- within last 12 months
Central or local government, government agency, or local council document for example from the Department for Work and Pensions, the Employment Service, HMRC, Home Office, UK Electoral Register Office letter or UK polling card – within the last 12 months	

Once the ID has been viewed, Request a disclosure in Scotland on the Membership system

Note: You can request a disclosure only after the volunteer signs in to scouts.org.uk and provides their personal details.

Start by signing in to scouts.org.uk.

On your welcome page:

1. Click **'My membership'**.

On the top right (if you're using a phone, click the menu button on the top right):

2. Click **'Search member'**.

On the 'Member search' page:

3. **Type the member's name** into the text box and click **'Search'**.
4. **Click the member's name** on the list.

On the left-hand side menu, under the member's name (if you're using a phone, click the menu button on the top right, then click the member's name):

5. **Click 'Disclosures'**.
6. **Click 'Request disclosure'** under the column 'Action' (you might need to scroll along using the bar at the bottom of the list).

Scouts

Data explorer Search member

My membership > My profile > Disclosures

My membership

Disclosures

This table shows the status of any Disclosures. In England and Wales, Disclosures are processed by Atlantic Data - visit [Atlantic Data](#).

Nation	Certificate ref	Date issued	↓ Disclosure status	Date modified	Expiry date	Action
Overseas -Atlantic	001913850912	16/02/2025	Disclosure issued	17/02/2025	16/02/2030	-
Scot -Disclosure Scotland	3000 0000 02690590	10/01/2024	Disclosure issued	09/11/2024	10/01/2029	-
Scot -Disclosure Scotland	2000000102477 60	28/02/2019	Disclosure Expired	09/11/2024	28/02/2024	-
Scot -Disclosure Scotland	2000000073382 48	12/12/2016	Disclosure Expired	09/11/2024	12/09/2018	-

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My profile

Award preferences

Disclosures

Diversity and Inclusion

Medical details

My qualifications

Personal details

Roles and accreditations

News & announcements

On the member's disclosure page:

7. Check the member's details match their ID.

If you need to correct the member's details:

On the left-hand side menu (if you're using a phone, click the menu button on the top right) click the member's name. Click 'Edit' where you need to make any changes, click 'Save changes' and then return to step 4.

8. Select **'Existing'** or **'New'** PVG member.

If the member is an existing PVG member, type their PVG number into the text box.

9. Select **'Photographic ID documents provided'** from the list.

Perth & Kinross Scouts

10. Select '**Other documents**' from the list.
11. Tick the '**Declaration**' box.
12. Click '**Submit**'.

What happens next:

Scouts HQ Safeguarding Team receives this information and the applicant receives an email from Disclosure Scotland requesting them to complete their PVG application, and select the link to sign in to or create a ScotAccount. This must be done in 14 days.

The PVG will take between 7 – 31 days to process and return.

When it is returned **the Volunteer MUST share it with the Scouts within 14 days** if they do not wish to appeal the result. This enables the PVG to be recorded on the Scouts system.

The Safeguarding Team will need to see the PVG certificate, regardless of whether it has any conviction information on it or not, unless you have requested that Disclosure Scotland review the information. If you they do not click 'Share', HQ will not be able to see the certificate and won't be able to complete the vetting process so membership will then be declined.

After that, if they wish to continue in Scouting, they would need to start the process again and submit a new PVG application.

For further guidance, the Disclosure Scotland Code of Practice can be accessed via the MyScot website - Disclosure Scotland Code of Practice - mygov.scot

Step-by-step: How to view a team member's disclosure status

Start by signing in to scouts.org.uk.

On your welcome page:

1. Click '**My membership**'.

On the top right (if you're using a phone, click the menu button on the top right):

2. Click '**Search member**'.

On the 'Member search' page:

3. Type the member's name into the text box and click '**Search**'.
4. Click the **member's name** on the list.

On the left-hand side menu, under the member's name (if you're using a phone, click the menu button on the top right, then click the member's name):

5. Click '**Disclosures**'.

From < <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/disclosures/#RequestADisclosureInScotland> >

Scouts

Data explorer Search member

My membership > My profile > Disclosures

Disclosures

This table shows the status of any Disclosures. In England and Wales, Disclosures are processed by Atlantic Data - visit [Atlantic Data](#).

Nation	Certificate ref	Date issued	↓ Disclosure status	Date modified	Expiry date	Action
Overseas - Atlantic	001913850912	16/02/2025	Disclosure issued	17/02/2025	16/02/2030	-
Scot - Disclosure Scotland	3000 0000 02690590	10/01/2024	Disclosure issued	09/11/2024	10/01/2029	-
Scot - Disclosure Scotland	2000000102477 60	28/02/2019	Disclosure Expired	09/11/2024	28/02/2024	-
Scot - Disclosure Scotland	2000000073382 48	12/12/2016	Disclosure Expired	09/11/2024	12/09/2018	-

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YOUNG PEOPLE 16 & 17 Years

All young people aged 16-17 who are carrying out a regulated role in Scotland must be fully compliant with these changes by 1 April 2026.

Any young person aged 16-17 who is carrying out a regulated role in Scotland must be clear to volunteer – this means they'll have the 'Disclosure Issued' status showing against a Disclosure Scotland check on My Membership.

This includes Young Leaders, Young Helpers (such as young people who are not Explorer Scouts volunteering with Scouts as part of their Duke of Edinburgh Award) and any Explorer Scouts that carry out a regulated role.

When the young person is added to My Membership, and a PVG is required, the young person will have 60 days to submit their application to join the PVG Scheme, and will need to be supported by an adult volunteer to do this.

From 1 April 2026, any young people aged 16-17 who are not clear to volunteer **mustn't carry out a regulated role in Scotland** until they have the 'Disclosure Issued' status showing against a Disclosure Scotland check on My Membership

Step 1 – Request that a young person is added to My Membership

An adult volunteer with permission to add members to My Membership can request that a young person is added to My Membership by on online form, which must be completed online:

<https://www.cognitofirms.com/TheScoutAssociation/AddAYoungPerson>

Add a Young Person Request

About the Young Person

Full Name *

First	Middle	Last
-------	--------	------

As it appears on official ID

Date of Birth *

Previous surname

Postcode *

Country of residence *

Email Address *

This must be the Young Person's email address

Roles

Which Nation does the Young Person volunteer in? *

Is the Young Person a member of an Explorer Unit? *

Yes No

We will automatically add a Young Leader role in the relevant Young Leader Unit - select 'Yes' here for Explorers who also attend an Explorer Unit as an Explorer Scout.

Is the Young Person a Young Leader? *

Yes No

Select 'Yes' if the Young Person volunteers with a younger Section, and is a member of Scouts.

Is the Young Person a Young Helper? *

Yes No

Select 'Yes' if the Young Person volunteers with a younger Section, and is not a member of Scouts. For example, someone who is on a DoFE Volunteering placement.

Consent

Please make sure the young person is aware that:

Your personal data will be stored on the Scouts' membership system at scouts.org.uk to support your PVG application process. Your volunteer line managers will be able to see the application information held about you in the membership system. Other members of your group will be able to see your name only. If you continue in Scouting when you turn 18 your membership record will become a full adult record, and if you do not, your account will be closed and the data kept on the system for 10 years.

Please confirm that the young person has read the above and understands how their data will be processed

Yes - they understand

We record **Parent/Carer Contact Information** to support volunteers aged under 18. This information will be stored in a hidden field on My Membership until their 18th birthday, and the email address will be copied into emails regarding criminal record check compliance.

If a young person later decides they do not wish for us to hold this information, they should contact the [Support Centre](#).

Email Address

Your Details

We capture your details so we can get in touch if we have any questions regarding the information you've submitted through this form, and to notify you once we've added the young person to My Membership. When adding the role(s) to the young person, we will also record you as having assigned the role.

Name *

Membership Number *

Email Address *

Your membership number may start with a number of 0s so that it is 10 digits in length.

Submit

The form collects basic details for the young person and allows you to select the role(s) they need to be given. The young person must give permission for this information to be collected. The roles available to young people are:

- **Explorer Scout:** Should only be added for an Explorer Scout who holds a Young Leader role so their membership is recorded accurately.
- **Young Leader:** For any Young Leader aged 16-17 who is carrying out a regulated role in Scotland.
- **Young Helper:** For any young person aged 16-17 who is carrying out regulated role but is not a member of Scouts, such as a Duke of Edinburgh participant.

Up to two roles can be selected.

Examples of how to select the correct roles for a young person

Example 1

Yasmin Fadel – 17 year old Young Leader for Cubs at 2nd Somewhere Cub Pack, should be given the Young Leader role in 2nd Somewhere Cub Pack and an Explorer Scout role at 1st Anywhere Explorer Unit so that all roles are recorded.

Example 2

Fiona Murray – 17 year old Duke of Edinburgh participant who helps at 2nd Somewhere Beaver Colony, should be given the Young Helper role at 2nd Somewhere Beaver Colony.

If a young person holds a role in more than two locations, or needs to be added to their Young Leader Unit, these additional roles can be added locally from our next digital release in late February/early March.

The form also provides an optional field for a parent or guardian's email address to be added to the system. Adding this will copy the parent or guardian email address into emails sent to the young person about their criminal record check. Permission must be given by the young person for this to be added (which'll be recorded on the form). They can remove this permission and the parent or guardian's email address at any time by [contacting the Support Centre](#).

This is currently an interim process, and we'll make changes to allow 16-17 year olds to be added to My Membership locally during 2026.

Step 2 – Role added to My Membership

Once the form is submitted, it'll be sent to Scouts' Support Centre at UKHQ. The young person's role will be added as soon as possible, and we'll aim to do this within five working days. We'll email the volunteer who requested for them to be added once this is complete.

Once a role is added on My Membership, the young person will receive an email with guidance for completing their PVG, supported by an adult volunteer. We'll also let them know they have 60 days to complete this.

The young person's default team leader will also receive a notification that their role has been added.

Step 3 – Completing personal details

The young person will need to login and complete their personal details on My Membership to allow for their disclosure to be requested.

Once the individual has been added to the membership system on scouts.org.uk:

Step 4 - Completing their PVG - 16+

The PVG process for anyone aged 16+ is the same as the usual adult process. There are some variations in the guidance for those under 18 as they will hold different roles and ID documents.

The young person should now follow the [pvg-applicants-guidance-for-volunteers-aged-16-17-january-2026.docx](#) which gives full information

Check the ID Documents:

The ID Checker will need to meet face-to-face with the applicant to review their ID documents, if this is not possible then an online meeting can be used.

Note: Where the applicant is under 18 the young person and ID checker must not be in a one-to-one situation at any point, so another volunteer, or a parent or guardian should also be in attendance, although it will be the applicant's choice whether they wish to bring their parents to this meeting.

The applicant will need to show three original documents, with at least one of these documents being photographic.

The following information is needed across the three documents:

- Full name (including any middle names)
- Date of birth
- Current residential address

From <<https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/criminal-record-checks/scotland/>>

January 2026	
List of Acceptable Documents	
Photographic Documents	
Current passport	Biometric Residence Permit (UK)
Current driving licence photocard	National Entitlement Card / Young Scot Card
National Identity card	
Documents which confirm Date of Birth	
Current passport	Birth certificate
Biometric Residence Permit (UK)	Adoption certificate
Firearm licence or certificate (UK)	National Identity card from a country outside of European Economic Area (EEA)
Marriage / Civil Partnership Certificate	Current driving licence photocard, full or provisional
HM Forces ID card (UK)	NHS card
National Entitlement Card / Young Scot Card	
Documents which confirm Address	
You cannot use the same document for both Date of Birth and Address.	
University, college or school letter - within last 12 months	UK Hospital or Doctor's letter- within last 12 months
Driving licence photocard (full or provisional)	Payslip or P60 statement - within last 12 months UK
Tenancy agreement (typed not handwritten)- within last 12 months	UK TV licence- within last 12 months
Bank or Building society statement - within last 3 months	Utility bill (not mobile phone)- within last 3 months
Council tax bill or letter - within last 12 months	Insurance policy document or letter- within the last 12 months
UK firearm or shotgun certificate- within last 12 months	UK Solicitor's letter on headed paper- within last 12 months
Central or local government, government agency, or local council document for example from the Department for Work and Pensions, the Employment Service, HMRC, Home Office, UK Electoral Register Office letter or UK polling card – within the last 12 months	

Once the ID has been viewed, [Request a disclosure in Scotland on the Membership system](#), follow the same process as adults on Page 7.

Under 16 PVG applications

Young Leaders/Helpers who are younger than 16 do not need a PVG disclosure, however they can start the process at 15 years and 8 months so their result is returned by their 16th birthday.

Step 1 – Add the 15 year and 8 Mth old to the Membership system:

Add the young person to the Membership system in the same way as 16 & 17 years olds, same instruction as Page 7

Once the young persons membership profile has been completed, they will need to login and complete their personal details on My Membership to allow for their disclosure to be requested.

Step 2 – Request a PVG

Those under 16 cannot use the online Scotland PVG application process and must follow the paper PVG process. You can [download the paper PVG form here](#). Please complete this online as you will need to save it and upload it to the membership system when it is complete.

Please support the young person to complete this document as it is quite long:

Completing a paper PVG for The Scout Association

This form is designed for Young Leaders or Young Helpers who are over 15 and 8 months but not yet 16 to process their PVG or for those aged 16+ who need to carry out a paper disclosure for any reason.

Please note that whilst we refer to paper or offline PVGs we expect this form to be completed on this word document, please don't print this out and fill it in as it makes checking and correcting any issues more difficult and time consuming.

PVG Application Process Summary:

A full walkthrough of the PVG application process and guidance on completing the paper PVG process is available on our [Criminal record checking process in Scotland](#) page.

Once added to the membership system you'll need to login and update your personal details. Once this complete, you'll need to work through the 3-step process for processing all applications

1. Checking of ID documents

Use our guidance forms to complete your paper PVG and gather the appropriate ID Documents. Then meet with an ID Checker who will check your ID Documents and your paper PVG form to ensure it is accurate.

2. Finalising the application

Your ID checker will record your ID Check through My Membership and then upload this PVG form along with scans/photographs of your ID documents as one document through a support centre request on My Membership. The ID Documents should be pasted into the bottom of this document.

3. Sharing the result with Scouts HQ

Once the check is then completed you will be contacted direct by Disclosure Scotland and asked to confirm if their result can be shared with The Scout Association. (This is the HQ Safeguarding team, NOT the local leaders). You'll have 14 days to carry this out.



Personal details

All fields must be filled unless marked optional. Please use block capitals.

1. Application

Date submitted:

Application type:

~~PVG scheme disclosure (Join) - Protected Adults~~

PVG scheme disclosure (Join) - Children

~~PVG scheme disclosure (Join) - Both~~

Confirmation of PVG scheme membership (Join) - Protected Adults

Confirmation of PVG scheme membership (Join) - Children

Confirmation of PVG scheme membership (Join) - Both

2. Names

Title:

Forename(s):

Surname:

Previous names (if any)

Previous forename(s):

Previous surname:

Mother's maiden name:

3. Birth details

Date of birth:

Gender:

Place of birth:



Country of birth: [redacted]

Nationality: [redacted]

4. Your current address

Address line 1: [redacted]

Address line 2: [redacted]

Town: [redacted]

Country: [redacted]

Postcode: [redacted]

Date you started living at this address: [redacted]

If you have lived at this address for less than five years, you must provide previous addresses below to cover this period.

Previous address 1

Address line 1:

Address line 2:

Town:

Country:

Postcode:

Date you started living at this address:

Previous address 2

Address line 1:

Address line 2:

Town:

Country:

Postcode:

Date you started living at this address:






Previous address 3

Address line 1:
Address line 2:
Town:
Country:
Postcode:
Date you started living at this address:



Previous address 4

Address line 1:
Address line 2:
Town:
Country:
Postcode:
Date you started living at this address:

5. Your contact details (optional)

Mobile number: 
Home telephone: 
Email address: 

6. Identifying information

National insurance number: _____
Passport number: 
Country of issue: 
Driver licence number (if any): _____
Country of issue: _____

7. Regulatory body details

Are you registered with a regulatory body? Yes No

Regulatory body name/code: **THE SCOUT ASSOCIATION**

Regulatory body membership number: [REDACTED]

~~Regulatory body name/code.~~

~~Regulatory body membership number.~~

8. PVG membership details

PVG membership number (if any): [REDACTED]

Only enter this PVG ID if you're rejoining the scheme, having previously been a member.

9. Declaration on application

You're making this PVG scheme application under the Protection of Vulnerable Groups (Scotland) Act 2007 and the Disclosure (Scotland) Act 2020.

By applying, you're asking for a disclosure in relation to the type of regulated role specified in your application.

Before you apply you must confirm that:

- you have given complete and correct information
- you understand that to knowingly make a false statement is a criminal offence
- you will give any information needed to verify the information
- you will let Disclosure Scotland know of any changes to the information

Applicant's signature: [REDACTED]

Signature date: [REDACTED]

Either a typewritten or scanned signature is valid. There is no need to print and sign a form by hand.



10. Payment

If you, as the applicant, are paying for this application, please complete this section. If you are not paying for it, this should be completed by the person who is countersigning it.

Is this application for a volunteer role which is a regulated role for a qualifying voluntary organisation (QVO)? Yes No

Payment method: Card Accredited Body Invoice Exempt from fee (QVO)
 Cheque Postal Order

If you're paying by card, use our payment portal (<https://payments.disclosure.scot/pvg-join>) and then insert your payment reference number below.

9-digit payment reference number:

If you want to pay by card but you're unable to use our payment portal, insert your card details below and we will process your payment using these. Leave the details blank if you already paid via our payment portal.

Visa Credit Visa Debit Mastercard

Card number:

Expiry date:

Issue number (if applicable):

Name of cardholder:

Cardholder signature:

Signature date:



About your PVG membership

The PVG scheme is managed by Disclosure Scotland. It's a mandatory membership scheme for people doing a regulated role with children or protected adults.

When you're a PVG member you're continuously checked to make sure you're not unsuitable to work with children or protected adults.



Countersignatory details

This section should only be completed if you're applying for a PVG scheme membership (not a Confirmation of PVG scheme membership) and you're not applying by the countersignatory before this form is submitted.

The application will go to the UK HQ Safeguarding Team who will check, countersign and submit it to Disclosure Scotland. If there are any issues, the form will be sent back to the applicant and the ID Checker for corrections before sending off.

1. Countersigning on behalf of another organisation

Are you countersigning this application on behalf of another organisation? Yes No

Organisation name:

2. Position details

Will the work be carried out at the home address of the applicant? Yes No

Organisation name:

Position applied for:

Description of role (optional):

3. Confirmation of identity

Employers must check the identity of the applicant. You should ask for three forms of identity. If possible, one should be photographic. Please confirm below which forms of identity have been checked.

Birth certificate Passport Drivers licence ID card Entitlement card

Other (specify):

4. Accredited body details

Accredited body name/code: **THE SCOUT ASSOCIATION**

Countersignatory name:

Countersignatory code:



Personal employer details

You should only complete this section if:

- you're applying for a Confirmation of PVG scheme membership
- and you will be doing a regulated role for someone

Provide details about the person you'll be working for

Title:

Forename(s):

Surname:

Email address:

Contact number:

Role you're doing for them:

Provide their address

Address line 1:

Address line 2:

Town:

Country:

Postcode:



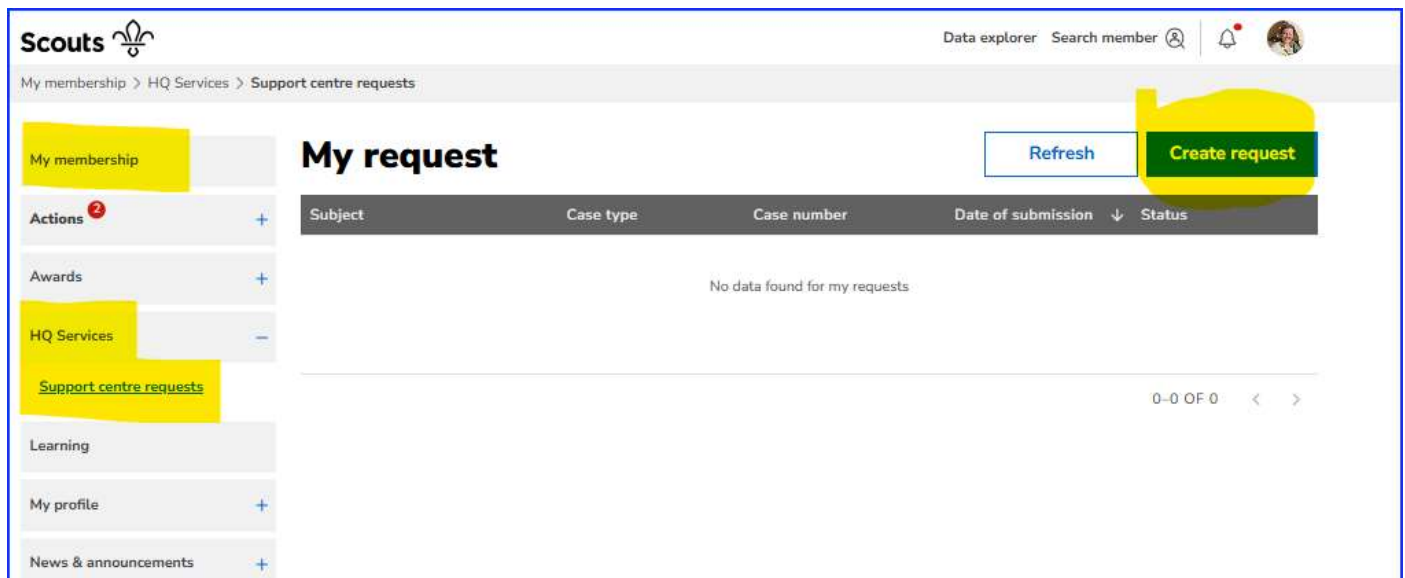
ID Documents

Please insert below colour scans/photographs of the individuals ID documents ensuring they are fully legible.

Paper PVG Process

ID Checkers must

- Check the paper PVG application form is correct to prevent any delays in submission.
- Upload **clear, colour** Scans/photograph copies of the front and back of their ID documents onto the last page of the PVG application form The ID Documents should be pasted into the bottom of the paper PVG Form document so it goes as 1 document to HQ
- Upload the document onto your own My Membership, by selecting from the left side menu:
 - HQ Services > Support Centre Requests > Create Request
 - Select 'paper based criminal record check' as the type.
 - Add in the applicant's name and membership number,
 - Upload the paper PVG application form which contains copies of their ID and then submit the request.



The application will go to the UK HQ Safeguarding Team who will check, countersign and submit it to Disclosure Scotland. If there are any issues, the form will be sent back to the applicant and the ID Checker for corrections before sending off.

Once submitted to Disclosure Scotland the status will be updated to 'Forwarded to Authority' and be awaiting the check by Disclosure Scotland who will then send the result to the applicant.

Please explain to the applicant that

- Only they will receive the result from Disclosure Scotland and they will need to 'Share' their PVG disclosure with The Scout Association HQ whether they have convictions/cautions or not. The disclosure will then go to the HQ Safeguarding Team to finalise the process.
 - o For online applications there will be a sharing link provided when they get their outcome which the applicant can follow
 - o For paper applications the applicant will receive an email with their criminal record check outcome and must reach out to Disclosure Scotland to share this, the instructions for this will be in the email from Disclosure Scotland.
- Their PVG disclosure must be shared with Scouts HQ within 14 days of receiving it. If they do not 'share' their result with Scouts HQ within that timeframe, they would need to start the application process again.

Perth & Kinross Scouts

- If their PVG disclosure contains some adverse (negative) criminal information, it doesn't mean that they won't be able to hold a role; but the Scouts' HQ Safeguarding Team will need to risk assess it so they may not be able to help with younger Scouts straight away. If they also have an Explorer role in Scouting, the HQ Safeguarding Team will talk to the applicant about whether it affects that role.
- If they disagree with the information on their certificate, they should ask Disclosure Scotland for a review.
- If they do forget to 'Share' their outcome with The Scout Association or have any other queries, they can contact the Disclosures staff in the HQ Safeguarding Team via Disclosures@scouts.org.uk

[You can check the status by reviewing the Disclosure status on My Membership](#), on page 8.