



Flowchart for Play Borders members who require PVG checks

Complete annual contract to allow Play Borders (PB) to undertake PVG checks on your behalf.

PB will send through a supply of forms to join the scheme and for scheme record updates (SRU)

New member of staff / volunteer completes part A, B & C and returns the form with copy and original Identification papers to the person named in the contract.

Named person signs the copies of the ID documents to say they have seen the originals and completes the form 'ID conformation document' this should all be sent to the co-ordinator along with the required envelopes and payment. **DO NOT COMPLETE PART D or E**

PB will check application for errors and complete part D & E then forward to Disclosure Scotland /CRBS for processing within 48 hours of receiving application.

Once certificate is received from Disclosure Scotland /CRBS PB will forward this on to setting with in 24 hours of receipt

Should a member of staff or volunteer leave your setting Disclosure Scotland must be informed to remove you're setting from that person's record. This can be done by emailing info@disclosurescotland.co.uk providing the following information about the ex member of staff

- Name
- Date of Birth
- Scheme Membership number