



Secondary Organisations Contract

This form should be completed when a Secondary Organisation requires the Intermediary Body to access and manage the disclosure records that have been accessed on their behalf and pass the details to the secondary organisation through written or oral communication.

Part 1 – to be completed by the Secondary Organisation

Name of Intermediary Body:

SCOTTISH ARCHERY

Name of Secondary Organisation:

Name of person within the Secondary Organisation who will receive information relative to Disclosure Records and Disclosure Record Updates from the intermediary body through written or oral communication:

Address of Secondary Organisation:

Tel no:

Email:

Is the Secondary Organisation a qualifying voluntary organisation?
The definition of a qualifying voluntary organisation can be found [here](#).

***Yes/No**

A qualifying voluntary organisation is an organisation which:

- Is not conducted primarily for profit, and any profit generated is used to further the objectives of the organisation and is not distributed to its members
- Is not a further education institution, a school, a public or local authority, or which is not under the management of a public or local authority.

How is funding generated for your organisation e.g. (from specific organisations, grants or by fundraising within your organisation?)

Companies House No.

Are you a registered care service? ***Yes/No** If yes, enter details below

Type of care service Registration No.

Is your organisation a registered charity? ***Yes/No** If yes, enter details below

Registered Charity No.

Please provide a brief description of the purpose of your organisation and detail the reasons for your entitlement to obtain disclosure records.

Which positions will you require the individual to obtain a Scheme Record or Scheme Record Update?

Position	Level	Child/Adult/Both
e.g. Coach	PVG	Children

I understand that it is the responsibility of

to have responsibility for:

- o ensuring the Ministerial Code of Practice is implemented at all times when submitting Scheme Record or Existing PVG Scheme Member applications by my organisation,
- o ensuring Scheme Record or Existing PVG Scheme Member applications submitted by my organisation are completed correctly;
- o ensuring my organisation understands its obligations and completes and signs up to a secondary organisation contract of agreement with the Intermediary Body.

Will the Intermediary Body forward the Disclosure Certificate to your organisation

***Yes/No**

How and when will you record the information/certificate passed to you in relation to the Scheme Record and Short Scheme Record by the Intermediary Body? (Please be aware that Disclosure Certificates are governed by the PVG Code of Practice whilst any tracking sheet is governed by Data Protection legislation.)

Does your organisation have a policy on the storage of the information? ***Yes/No**

Does your organisation have a policy on the requirement to make a referral ***Yes/No**

Declaration

Do you agree that the information received will not be disclosed to any other persons other than those entitled to see it in the course of their official duties? ***Yes/No**

Have you read and understood the Code of Practice published by Scottish Ministers giving information on how the PVG scheme should be operated? ***Yes/No**

Do you understand that unauthorised disclosure of information on a Scheme Record or Short Scheme Record is a criminal act? ***Yes/No**

Do you understand that having a criminal record should not necessarily debar an ex offender from a position? ***Yes/No**

Do you understand that you must inform the Intermediary Body if you leave your position or no longer wish to act as the nominated person for receiving disclosure records? ***Yes/No**

Are you aware that you can be contacted by the Volunteer Scotland Disclosure Services or Disclosure Scotland regarding any matters that relate to the compliance of the relevant legislation at any time? ***Yes/No**

Do you understand that you cannot use the information which appears on a Scheme Record or Short Scheme Record for any purpose other than those for which it has been provided? ***Yes/No**

Do you understand that the Intermediary Organisation can carry out an audit on an annual basis. ***Yes/No**

Will the Intermediary Organisation act in an advisory capacity to support your Organisation to make a recruitment decision. ***Yes/No**

***Delete as appropriate**

I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information or omissions may lead to an investigation from Volunteer Scotland Disclosure Services and/or Disclosure Scotland.

Signature: (Typed name is acceptable) _____ Date: _____

Part 2 – to be completed by the Intermediary Body

Enrolled Body Code: AA _____

Signatory Name: _____

Signatory Code: _____ Date: _____



**Application Form for Individuals Seeking
Regulated Work with children**

Position applied for: Child Wellbeing and Protection Officer / Athlete support personnel

Personal Details:

Forename(s)		Surname	
Any previous name by which you've been known			
Address:		Home Tel No	
		Mobile No	
		Email Address	
Post code:			
Archery GB membership number			
If you are already a PVG member, what is your membership number			
Is your membership for working with children/adults or both			

References

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted.

Name	Name
Address	Address
Postcode:	Postcode:
Tel No	Tel No

How do they know you?	How do they know you?
How long have they known you?	How long have they known you?

Declaration

Data Protection Act. In order to recruit to the post, The club and the Scottish Archery Association will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to the club, through Scottish Archery requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed

Date

Support of club (To be completed by club Chair/President)

I confirm that (name of Club) _____ are supporting the application of (applicant's name) _____ who is applying to become the club's Child Wellbeing and Protection Officer / volunteer working with children. They have been a member of the club for _____ years.

Once this form has been completed, it should be retained in a secure container by the Club Child Wellbeing and Protection officer, until such time as the process is completed, when it will be destroyed by shredding.

Scottish Archery

Recruiting with Convictions Policy and Self-Disclosure Form

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Recruiting People with Convictions Policy

The purpose of this policy is to provide assurance to applicants, staff and volunteers and guidance to those making recruitment decisions of our organisations process in assessing whether any conviction information provided to us, either through self-disclosure or in a disclosure certificate impacts on a person's ability to carry out the role that they have applied for or which they hold within our organisation. It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.

Our organisation treat all applicants fairly and consistently in accordance with the requirements of Rehabilitation of Offenders Act 1974 (as amended). We do not differentiate between paid and unpaid roles when applying the criteria detailed in this policy, the assessment is based entirely on the requirements of the role and any information shared with us either through self-disclosure or contained in a disclosure certificate. The level of disclosure which we will access will be the appropriate level for the role (basic, standard, enhanced or PVG).

Self-Disclosure

We operate a fair recruitment process and will ensure anyone applying for, or holding a role in our organisation is given the opportunity to discuss any unspent convictions which they are required to tell us about.

As part of our recruitment process, the self-disclosure form should be completed and returned with application form. The form should be returned in a separate sealed envelope and will only be opened if the candidate is provisionally offered the role subject to the outcome of the disclosure. Any self-disclosure forms for unsuccessful candidates will be securely destroyed without being opened.

The rules around what you need to disclose are complex and it may be difficult to know what should and should not be disclosed. We should, therefore, only be told about unspent convictions, using the form in Appendix 1. You should not tell us about any convictions which were gained before the age of 12, those which are spent and any which are not considered appropriate to disclose subject to exceptions. There is a guidance document in Appendix 2 which will give you detailed information on how long a conviction is considered unspent and a table of disclosure periods in Appendix 5. If you are in doubt you can seek legal advice (at your own expense) or you can withhold the conviction information until the appropriate level of disclosure is received.

Appendices 3 and 4 list offences that are made available for a longer period of time for roles which require a standard, enhanced or PVG disclosure. The offences in Appendix 3 are made available on the disclosure certificate for an extended timeframe (a minimum of 15 years for those aged 18 or over at the date of conviction and 7½ years for those under 18 at the date of conviction) with the opportunity to appeal for removal after the extended timeframe has passed.

The offences in Appendix 4 are made available on the disclosure certificate for at least the time that they are unspent and then an extended timeframe (up to a maximum of 15 years for those aged 18 or over at the date of conviction and 7½ years for those under 18 at the date of conviction) with the opportunity to appeal for removal once in the extended timeframe from becoming spent under normal circumstances until the extended timeframe has passed. After this time the offence will no longer be disclosed.

Once in post, any member of staff or volunteer who gains any new convictions, must complete the self-disclosure form in Appendix 1 and return it to Scottish Archery's Safeguarding and Welfare Officer. It is important to note that failing to follow this ongoing self-disclosure process may result in disciplinary action and could ultimately result in dismissal.

Disclosure Certificate

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of our recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

When we receive our copy of your disclosure certificate, we will compare it to the self-disclosure form which you have completed. If there are any differences between the details on the two documents, we will arrange to discuss this with you. We will not make any judgement on the reasons that information differs prior to our discussion as we understand that the rules around what information you should share with us is complex.

How We Will Use Disclosed Information

Any information disclosed will be treated in the strictest confidence and only people required to see the information to help assess it will have access to it. There may be instances where we need to seek support or guidance externally (for example, from a solicitor). When this is necessary, we will not share any information which will identify you, only the information which we require support or guidance on.

Where information has been detailed on the self-disclosure form but is not shared on the disclosure certificate, we must always disregard this information as this means that you have provided information that you were not required to share.

We do, however, need to risk assess any conviction or vetting information carefully to ensure there is no risk to our organisation or those who use our services. In order to ensure we carry out a fair and consistent practice when we assess any conviction or vetting information, we will take into account the following criteria:-

Is the conviction relevant to the position being offered?

How serious was the offence?

How long is it since the offence took place?

Is there a pattern of offending behaviour?

Have the personal circumstances changed since the time of the offending behaviour?

How has the person become rehabilitated?

Is the person barred from the type of regulated work we need them to do?

If we determine that the disclosed information is relevant to the role, we will withdraw the job or volunteering role offer. For those already in post, this may result in disciplinary action and could ultimately result in dismissal. The reason(s) for our decision will be fully explained.

Appeals

If you feel that the risk assessment has not been carried out appropriately or that our decision is unfair, you have the right to appeal as outlined in the Scottish Archery Disciplinary Policy.

Appendix 1



Self-Disclosure Form for Declaring Convictions – Scotland

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended)

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

- Rehabilitation of Offenders Act 1974 (as amended)
- Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
- Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
- Police Act 1997 (as amended)

You are therefore required to disclose certain convictions below but you should not tell us about any convictions which were gained before the age of 12. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to recruitment in Scotland. If you are being recruited in England, Wales or Northern Ireland, you should refer to that country's guidance on what to disclose.

Data Protection Act 2018 and GDPR

The information given in this form will be treated in strict confidence. When completed, the document contains sensitive personal data as defined by the Data Protection Act and GDPR which will be used only for the purpose it was requested and handled in accordance with the Act.

Unspent Convictions

You must complete this section.

Do you have any unspent convictions? If

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

 you have crossed yes, please provide details below.

All unspent convictions must be disclosed. Please provide details of any unspent convictions here:-

Date	Court	Offence	Disposal

Spent Convictions

This section should only be completed following the guidance below, if you will be applying for a standard, enhanced or PVG disclosure but you should not tell us about any convictions which were gained before the age of 12. Do not complete this section if you are applying for a basic disclosure.

The 2020 amendment order gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 should only be detailed if 15 years (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of conviction) from the date of conviction have not passed, unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information. Those in appendix 4 should only be disclosed above if they are unspent.

Appendix 1



If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that if you are applying for a Standard, Enhanced or PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2). Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure. Where such information is released, we will discuss this with you when we receive our copy of your disclosure. Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.

If you have any convictions detailed in Appendix 3 and the extended disclosure period has not passed, please provide the information here

Date	Court	Offence	Disposal

Conviction Disclosure Guidelines

Minor conviction	Conviction detailed in Appendix 3	Conviction detailed in Appendix 4	A custodial sentence of more than 48 months
Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent.	Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed.	Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed. The conviction will not be detailed after this period.	Never spent

Barred Lists

This section should only be completed if you will be applying for PVG disclosure or enhanced disclosure with list checks. Do not complete this section if you are applying for a basic, standard or enhanced disclosure without list checks.

I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s).	
Signed	Date

Declaration

I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.
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Appendix 1



I confirm that I have read and understood this declaration.	
Full name	
Address	
Signed	
Date	

Appendix 1

Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974

August 2020

Contents of this document (CLICK ON HEADINGS TO JUMP TO THAT SECTION)

- [DISCLOSURE PERIODS: CUSTODIAL SENTENCES](#)
- [RULES CONSECUTIVE AND CONCURRENT SENTENCES](#)
- [SUSPENDED SENTENCES](#)
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- [CUSTODIAL SENTENCE OVER 48 MONTHS](#)
- [CHILDREN'S HEARINGS](#)
- [ALTERNATIVES TO PROSECUTION \(ATP\)](#)
- [DISCLOSURE PERIODS: SERVICE DISCIPLINARY OFFENCES](#)
- [THE DISCLOSURE PERIOD APPLICABLE TO A CONVICTION](#)
- [SOLEMN PROCEEDINGS](#)
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- [SUMMARY PROCEEDINGS, SERVICE PROCEEDINGS AND CONVICTIONS OUTSIDE A SCOTTISH COURT](#)
- [WHAT HAPPENS IF I GET ANOTHER CONVICTION FOR WHICH AN "EXCLUDED SENTENCE" IS IMPOSED BEFORE MY FIRST CONVICTION BECOMES SPENT?](#)
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- [WHAT HAPPENS IF I WAS GIVEN A LIFE SENTENCE OR AN EQUIVALENT TO A LIFE SENTENCE?](#)
- [WHAT HAPPENS IF I BREACH A COMMUNITY PAYBACK ORDER \(CPO\), DRUG TESTING AND TREATMENT ORDER \(DTTO\) OR A RESTRICTION OF LIBERTY ORDER \(RLO\)?](#)

Appendix 1

Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974 (“the 1974 Act”)

(CLICK ON ARROW TO THE LEFT OF THE HEADINGS TO EXPAND THAT SECTION)

- 1) [Disclosure Periods: Custodial sentences](#)
- 2) [Section 5 Rules Consecutive and concurrent sentences](#)
- 3) [Suspended sentences](#)
- 4) [Sentences imposed outwith Scotland](#)
- 5) [What happens if a person gets a custodial sentence over 48 months?](#)
- 6) [Disclosure Periods: Non-custodial sentences](#)

Disclosure periods for non-custodial sentences		
Disposal	18 or over on date of conviction	Under 18 on date of conviction
Absolute discharge	Zero	Zero
Admonishment	Zero	Zero
Bond of caution	6 months, or length of caution period, whichever is the longer	3 months, or length of caution period, whichever is the longer
A fine or compensation order	1 year	6 months
Community Payback Order, Drug Treatment & Testing Order and Restriction of Liberty Order	12 months or length of order, whichever is the longer	6 months or length of order, whichever is the longer
Adjournment/Deferral after conviction	Until relevant sentence ¹ given	Until relevant sentence given
An order under section 61 of the Children and Young Persons (Scotland) Act 1937	N/A	12 months
Ancillary Orders ²	Length of order	Length of order

¹ A “relevant sentence” is any sentence other than an adjournment or deferral, (or, where applicable, a further adjournment or deferral) imposed on the person in respect of the conviction.

² Examples of ‘ancillary orders’ are, non-harassment order, supervision and treatment orders, football banning order, antisocial behaviour order, exclusion from

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act in Scotland.

Anyone in doubt should seek their own legal advice.

Appendix 1

An endorsement made by a court in relation to an offence mentioned in schedule 2 of the Road Traffic Offenders Act 1988	5 years	2½ years
Any other sentence not mentioned in Table A or B or sections 5(2D), 5C to 5J	1 year	6 months
Mental Health Orders		
Hospital Direction	Not a sentence under the 1974 Act (not included in disclosure certificate)	All have same disclosure periods as someone 18 or over at date of conviction
Guardianship Order	Zero ⁴	
Assessment/Treatment Order	Until final disposal given	
Interim Compulsion Order	Until final disposal given	
Compulsion Order (CO)	Length of order. After 12 months an application can be made to the MHTS ⁵ under section 164A of the MH 2003 Act ⁶ for disclosure of the CO to end	
Compulsion Order with Restriction Order (CORO)	Length of order. If the restriction order ends and the CO remains, an application can be made to the MHTS for disclosure of the CO to end 12 months after the restriction order ends	

licensed premises order, confiscation order, serious crime prevention order and an order disqualifying someone from driving.

4. Section 5J(1)(c) of the 1974 Act.

5. The Mental Health Tribunal for Scotland.

6. The Mental Health (Care and Treatment) (Scotland) Act 2003.

Any other sentence not mentioned in Table A or B or sections 5(2D), 5C to 5J of 1974 Act

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act in Scotland.

Anyone in doubt should seek their own legal advice.

Appendix 1

This is essentially a “default” sentence. The purpose of this is to provide for a disclosure period for any new disposals that may be created but not yet included in the 1974 Act for whatever reason. If this was not included then any new disposal not included would not be required to be self-disclosed.

The disclosure period for this default sentence is 12 months (or 6 months if the individual was under 18 at the date of conviction).

An endorsement made by a court in relation to an offence mentioned in schedule 2 of the Road Traffic Offenders Act 1988

An endorsement for a road traffic offence listed in schedule 2 of the Road Traffic Offenders Act 1988, imposed either by the court by order or by means of a fixed penalty notice (FPN) is a sentence for the purposes of the 1974 Act and may become spent after 5 years (or two and half years where the offender is under 18).

Road traffic legislation specifically provides that endorsement as a result of a FPN in these circumstances is to be treated, for the purposes of the 1974 Act, as a conviction and as if the endorsement had been made in pursuance of an order made by the court.

Where an order for disqualification from driving is imposed by the court on conviction, that conviction may become spent when the order ceases to have effect.

Where the court imposes more than one sentence or penalty for the offence then the longest disclosure period determines when the conviction may become spent.

Example

An adult is convicted of a road traffic offence and the court imposes a fine (disclosure period 1 year), an order for endorsement (disclosure period 5 years) and an order disqualification from driving for 1 year (disclosure period 1 year).

The disclosure period for this conviction will be 5 years because the endorsement carries the longest disclosure period.

Once the conviction becomes spent, the person is not required to declare it when applying for most jobs or (motor) insurance.

For more information on the disclosure periods for particular driving offences, please consult: www.direct.gov.uk/en/motoring/driverlicensing/endorsementsanddisqualifications/dg_10022425

- 7) [What happens if I have been convicted on an offence and also put on the Sex Offenders Register?](#)
- 8) [Children’s hearings](#)

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act in Scotland.

Anyone in doubt should seek their own legal advice.

Appendix 1

- 9) [Alternatives to Prosecution \(AtP\)](#)
- 10) [Disclosure periods: Service Disciplinary Offences](#)
- 11) [Section 6 \(the disclosure period applicable to a conviction\)](#)
- 12) [Section 6\(4\) of the 1974 Act rule: Solemn proceedings](#)
- 13) [Section 6\(5\) to 6\(5B\) rule: Ancillary orders](#)
- 14) [Section 6\(6\) rule: Summary proceedings, service proceedings and convictions outside a Scottish court](#)
- 15) [What happens if I get another conviction for which an “excluded sentence” is imposed before my first conviction becomes spent?](#)
- 16) [What happens if I was given an excluded sentence and was convicted again?](#)
- 17) [What happens if I get an AtP before my first conviction becomes spent?](#)
- 18) [What happens if I was given a life sentence or an equivalent to a life sentence?](#)

The conviction is not capable of being spent and self-disclosure will always be necessary.

What happens if a person is convicted of a further offence during the period of adjournment or deferral for a previous offence?

In accordance with the rule under section 6(4A) to (4C), if a “relevant sentence³” is imposed for the previous conviction and if the “relevant sentence” is one where there is no disclosure period (e.g. admonishment⁴) then the rule under section 6(4) does not operate so as to extend the disclosure period applicable to the previous conviction.

Other rules may apply depending on what the decision of the court is and in what type of court the offences were prosecuted in.

If the court decides to treat the previous and subsequent offences together then the rule in section 6(2) may apply.

If the offences are prosecuted in solemn proceedings and if the “relevant sentence” is one where a disclosure period applies (e.g. fine or community payback order) then the rule in section 6(4) may apply.

However, until the “relevant sentence” is given for the previous offence the adjournment and deferral will continue to be disclosed.

³ A “relevant sentence” is any sentence other than an adjournment or deferral or, where applicable a further such adjournment or deferral.

⁴ See section 5J for the full list of sentence with no disclosure period.

Appendix 1

If both offences are prosecuted separately in summary proceedings the disclosure period for both convictions will be based on the sentences given.

19) What happens if I breach a Community Payback Order (CPO), Drug Testing and Treatment Order (DTTO) or a Restriction of Liberty Order (RLO)?

The applicable rule is set out in section 6(3ZA) and (3ZB) of the 1974 Act.

This applies if a person is given a Conditional Discharge⁵, CPO, RLO or a DTTO for an offence (“offence A”) and the person breaches the order and, as a result of this breach, the person is given a further sentence for offence A after the disclosure period for the initial order has ended.

In such a case, the person is not to be treated as a protected person, and the conviction is not spent, until the disclosure period for that second sentence has expired.

To use the example of a CPO, in some circumstances where there has been a breach of the order, the court may revoke the order and deal with the person in respect of offence A as if the order had not been imposed.

In this case, the disclosure period for the conviction resulting in the CPO would end at the point of revocation. However, the effect of this rule is that the person will not be treated as a “protected person” in respect of the conviction until the expiry of the disclosure period applicable to how the person is dealt with by the court as a result of breaching the CPO and the conviction will not be treated as spent until that period has expired.

Example

A person is given a CPO with a supervision requirement of 2 years. The disclosure period for this sentence is 2 years (i.e. 12 months or the length of the order, whichever is longer). After 18 months the person breaches their CPO and is dealt with by the court. As a result, the court revokes the CPO and instead gives the individual concerned a 14 month custodial sentence.

This revised sentence has a disclosure period of 5 years and 2 months from the date of the original conviction (i.e. length of sentence plus 4 years). Therefore, as a result of the breach of the CPO and the fact the court imposed a custodial sentence of 14 months, the disclosure period for the conviction is extended by 3 years and 2 months, with the clock starting from the date of conviction.

⁵ Although a conditional discharge is not a disposal under Scots Law, the absence of a specific Scottish equivalent means that the reference is retained to ensure that the amendments do not create a gap in the regime for people in Scotland who have received this disposal elsewhere in Great Britain.

Appendix 3

Offences which must be disclosed subject to exceptions

Common law offences

- | | |
|---|-----------------------|
| 1. Abduction. | 10. Drugging. |
| 2. Abortion. | 11. Extortion. |
| 3. Assault to the danger of life. | 12. Hamesucken. |
| 4. Assault to severe injury. | 13. Hijacking. |
| 5. Assault with intent to rape or ravish. | 14. Piracy. |
| 6. Assault with intent to commit the statutory offence of rape. | 15. Plagium. |
| 7. Bestiality. | 16. Reset of plagium. |
| 8. Cruel and unnatural treatment of persons. | 17. Treason. |
| 9. Culpable homicide. | 18. Uttering threats. |

Statutory offences (CLICK ON HEADINGS TO JUMP TO THAT SECTION)

ARMED FORCES	AVIATION AND MARITIME	CHILDREN	EXPLOSIVES	
FORCED MARRIAGE	MEDICINES	OFFICIAL SECRETS ACTS	PROSTITUTION	SERIOUS
ORGANISED CRIME	SERIOUS ORGANISED CRIME	STALKING AND HARASSMENT	TERRORISM	VIOLENT
OFFENDER ORDERS	VULNERABLE PERSONS	WITNESS PROTECTION		STATUTORY AGGRAVATIONS

[OTHER](#)

(CLICK ON ARROW TO THE LEFT OF THE HEADINGS TO EXPAND THAT SECTION)

[Armed forces](#)

[Aviation and maritime](#)

[Children](#)

[Explosives](#)

[Forced marriage](#)

[Medicines](#)

[Official Secrets Acts](#)

[Prostitution](#)

Appendix 3

Serious organised crime

Sexual offences

Stalking and harassment

Terrorism

Violent offender orders

Vulnerable persons

Witness protection

Statutory aggravations

Other

COMMON LAW AGGRAVATIONS

INCHOATE OFFENCES

SUPERSEDED OFFENCES

COMBINED OFFENCES

CORRESPONDING OFFENCES ELSEWHERE IN THE UK OR ABROAD

Common law aggravations

Inchoate offences

Superseded offences

Combined offences

Corresponding offences elsewhere in the UK or abroad

Appendix 4

Offences Which Are To Be Disclosed Subject To Rules (CLICK ON HEADINGS TO JUMP TO THAT SECTION)

Common law offences

1. An offence of perverting, or attempting to pervert, the course of justice (by whatever means and however the offence is described), including in particular—
 - (a) false accusation of a crime;
 - (b) perjury;
 - (c) prevarication on oath;
 - (d) prison breaking; and
 - (e) subornation of perjury.
2. Assault excluding any assault of a kind listed in Appendix 1.
3. Breach of the peace.
4. Clandestinely taking possession.
5. Culpable and reckless conduct.
6. Culpable and reckless endangering of the public.
7. Culpable and reckless fireraising.
8. Embezzlement.
9. False accusation of a crime.
10. Fraud.
11. Housebreaking with intent to steal.
12. Mobbing and rioting.
13. Opening a lockfast place with intent to steal.
14. Public indecency.
15. Reser (excluding reser of plagium).
16. Robbery.
17. Theft (excluding plagium).
18. Uttering.
19. Wilful fireraising.

Statutory offences

- ADULT SUPPORT AND PROTECTION
- ANIMALS
- ARMED FORCES
- ASSAULTING OR HINDERING PUBLIC OFFICIALS
- AVIATION
- BOMB HOAXES
- BRIBERY
- CARE SERVICES
- CHARITIES
- CHILD SUPPORT
- CHILDREN
- CROSSBOWS
- DOMESTIC ABUSE
- DRUGS
- ESCAPE FROM CUSTODY
- FINANCIAL SERVICES
- FIRE SAFETY
- FIREARMS
- FOOD SAFETY AND STANDARDS
- FORCED MARRIAGE
- FRAUD AND FORGERY
- HARASSMENT
- IMMIGRATION, ETC.
- INSOLVENCY
- LANDMINES
- MEDICINES
- MENTAL HEALTH
- NEGLIGENCE OF DUTY
- OBSCENE MATERIAL
- OFFENCES IN RELATION TO CHILDREN
- OFFENSIVE BEHAVIOUR
- OFFENSIVE WEAPONS
- OFFICIAL SECRETS ACTS
- PRISONS
- PROSTITUTION
- PUBLIC ORDER
- ROAD TRAFFIC
- SEXUAL OFFENCES
- SOLICITORS
- TERRORISM
- VETS

MISCELLANEOUS STATUTORY OFFENCES

STATUTORY AGGRAVATIONS

Appendix 4

OTHER

(CLICK ON ARROW TO THE LEFT OF THE HEADINGS TO EXPAND THAT SECTION)

Adult support and protection

Animals

Armed forces

Assaulting or hindering public officials

Aviation

Bomb hoaxes

Bribery

Care services

Charities

Child Support

Children

Crossbows

Domestic abuse

Drugs

Escape from custody etc.

Financial Services

Fire safety

Firearms

Food safety and standards

Forced marriage

Fraud and forgery

Harassment

Immigration, etc.

Insolvency

Appendix 4

Landmines

Medicines

Mental health

Neglect of duty

Obscene material etc.

Offences in relation to children

Offensive behaviour etc.

Offensive weapons

Official Secrets Acts

Prisons

Prostitution

Public order

Road traffic

Sexual offences

Solicitors

Terrorism

Vets

Miscellaneous statutory offences

Statutory aggravations

Other

COMMON LAW AGGRAVATIONS

INCHOATE OFFENCES

SUPERSEDED OFFENCES

COMBINED OFFENCES

CORRESPONDING OFFENCES ELSEWHERE IN THE UK OR ABROAD

Common law aggravations

Appendix 4

Inchoate offences

Superseded offences

Combined offences

Corresponding offences elsewhere in the UK or abroad

Appendix 5

Table A - Disclosure periods: ordinary cases

Sentence	Disclosure period – aged 18 or over	Disclosure period – aged under 18
A custodial sentence not exceeding 12 months	The term of the sentence plus 2 years	The term of the sentence plus 1 year
A custodial sentence exceeding 12 months but not exceeding 30 months	The term of the sentence plus 4 years	The term of the sentence plus 2 years
A custodial sentence exceeding 30 months but not exceeding 48 months	The term of the sentence plus 6 years	The term of the sentence plus 3 years
A custodial sentence exceeding 48 months	NEVER SPENT A review mechanism will be available in due course for relevant sentences over 48 months.	NEVER SPENT A review mechanism will be available in due course for relevant sentences over 48 months.
A fine	12 months	6 months
A compensation order under section 249 of the Criminal Procedure (Scotland) Act 1995	12 months	6 months
An order for endorsement made by a court in relation to an offence mentioned in schedule 2 of the Road Traffic Offenders Act 1988	5 years	2½ years
Caution for good behaviour where, in respect of a conviction, a person was ordained to find caution for good behaviour in respect of a period (“the caution period”).	whichever is the longer of— (i) 6 months from the date of the conviction, (ii) the length of the caution period	whichever is the longer of— (i) 3 months from the date of the conviction, (ii) the length of the caution period
Ancillary Orders Examples of 'ancillary orders' are, non-harassment order, supervision and treatment orders, football banning order, antisocial behaviour order, exclusion from licensed premises order, confiscation order, serious crime prevention order and an order disqualifying someone from driving.	Length of Order	
Category 2 Alternatives to Prosecution <ul style="list-style-type: none"> a conditional offer issued in respect of the offence under section 302 of the Criminal Procedure (Scotland) Act 1995, a compensation offer issued in respect of the offence under section 302A of the 1995 Act, 	Three Months	

Appendix 5

<ul style="list-style-type: none"> • a work order made against the person in respect of the offence under section 303ZA of the 1995 Act, • has, under subsection (5) of section 20A of the Nature Conservation (Scotland) Act 2004 (asp 6), given notice of intention to comply with a restoration notice given under subsection (4) of that section, and • has accepted an offer made by a procurator fiscal in respect of the offence to undertake an activity or treatment or to receive services or do any other thing as an alternative to prosecution, 		
<p>Particular Court Orders –</p> <ul style="list-style-type: none"> • Community Payback Order, • Drug Treatment & Testing Order, and • Restriction of Liberty Order • 	<p>whichever is the longer of—</p> <p>(i) 1 year from the date of the conviction</p> <p>(ii) a period beginning with that date and ending when the order ceases to have effect.</p>	<p>whichever is the longer of—</p> <p>(i) Six months from the date of the conviction</p> <p>(ii) a period beginning with that date and ending when the order ceases to have effect.</p>
<p>Absolute Discharge</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>Admonishment</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>children's hearing discharge</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>a supervision requirement under any provision of the Children (Scotland) Act 1995</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>a guardianship order</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>a compulsory supervision order under any provision of the Children's Hearings (Scotland) Act 2011</p>	<p>Nil - become spent immediately on imposition.</p>	
<p>Adjournment or Deferral</p>	<p>Until relevant sentence given</p>	
<p>Certain Mental Health Orders - Assessment Order Treatment Order Interim Compulsion Order</p>	<p>Length of order.</p>	
<p>Certain Mental Health Orders - Compulsion Order with Restriction Order</p>	<p>Length of order. If the restriction order ends and the CO remains, an application can be made to the Mental Health Tribunal for Scotland for disclosure of the CO to end 12 months after the restriction order ends.</p>	

Appendix 5

Compulsion Orders	Length of order. After 12 months an application can be made to the Mental Health Tribunal for Scotland under section 164A of the MH 2003 Act for disclosure of CO to end.	
Juvenile Offenders where (a) send the person to an approved school, or (b) commit the person to the care of a fit person	n/a	One year from the date of conviction.
Any sentence— (a) not mentioned above in this Table or in Table B, or (b) other than one to which section 5(2D) applies	12 months	6 months

TABLE B -Disclosure periods: service disciplinary sentences

Sentence	Disclosure period – aged 18 or over	Disclosure period – aged under 18
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's service	10 years	5 years
A sentence of dismissal from Her Majesty's service	7 years	3½ years
Any sentence of service detention within the meaning of the Armed Forces Act 2006, or any sentence of detention corresponding to such a sentence, in respect of a conviction in service disciplinary proceedings	5 years	2½ years
A custodial order under section 71AA of the Army Act 1955 or the Air Force Act 1955, or under section 43AA of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than 6 months	7 years	7 years
A custodial order under schedule 5A of the Army Act 1955 or the Air Force Act 1955, or under schedule 4A of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than 6 months	7 years	7 years
A sentence of detention for a term exceeding 6 months but not exceeding 30 months passed under section 71A(4) of the Army Act 1955 or Air Force Act 1955, section 43A(4) of the Naval Discipline Act 1957 or section 209 of the Armed Forces Act 2006	5 years	5 years
A sentence of detention for a term not exceeding 6 months passed under section 71A(4) of the Army Act 1955 or Air	3 years	3 years

Appendix 5

Force Act 1955, section 43A(4) of the Naval Discipline Act 1957 or section 209 of the Armed Forces Act 2006		
A custodial order under any of the schedules of the Army Act 1955, the Air Force Act 1955 or the Naval Discipline Act 1957 mentioned above, where the maximum period of detention specified in the order is 6 months or less	3 years	3 years
A custodial order under section 71AA of the Army Act 1955 or Air Force Act 1955, or section 43AA of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is 6 months or less	3 years	3 years

Self-Declaration Identity Verification



Please complete by hand in blue or black ink using block capitals

Club name: _____

Name of member being identified _____

AGB membership no. _____

Child Wellbeing and Protection Officer's name: _____

The following section should be completed by the verifier who must be a member of the club's Management Committee.

Verifiers name: _____

Address: _____

Postcode: _____

Contact number: _____

Contact E-mail: _____

Position in club: _____

I _____ [enter verifiers name] can confirm that I have met with and positively identified _____ [enter applicant's name]. I have checked the authenticity of the documentation supplied and confirm that this is the person named above.

Verifier Signature: _____

Identification checked:
(please cross the appropriate boxes)

Three forms of identification should be checked. At least one must be photographic and one should contain the applicant's current address.

Photo ID: at least one box must be ticked

Passport **Photo Driving licence** **Other Photo ID**** ** Please state what the photo ID was

Current Address ID: (please cross in at least one boxes)

Phone bill **Utility Bill** **Bank Statement** **Birth Certificate**
On photo driving licence **Other** _____

Guidelines for completing this form

This form should be completed by the club's Child Wellbeing and Protection Officer, or an office bearer of the club's committee.

Documents **must** be shown to the verifier, regardless how long they have known the applicant.

You should present at least one form of photographic identification and one of the other forms of identification should have your address on it.

Range of Possible Photographic Verification that may be used

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Range of Possible Address Verification documentation that may be used

Please note that the address information should detail the current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(**within last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (**within last 3 months**)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

Where you cannot provide Photographic Evidence of Identity (Passport etc)

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states ***"I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date."*** Please note this letter should not be completed by the same person countersigning the Disclosure Services multiple cover sheet.

This form should be retained by the Club CWPO until such time as the applicant completes and returned the PVG Application form, and then both should be returned to the SA CWPO

Name/Address
and Contact
Details

Referee Nomination form

Personal Details:

Forename(s)	Surname
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Referees

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted.	
Name	Name
Address	Address
Postcode:	Postcode:
Tel No	Tel No
How do they know you?	How do they know you?
How long have they known you?	How long have they known you?

I confirm that the above nominated referees have been informed by me that they will be contacted by the SA Child Wellbeing and Protection Officer in relation to my application for PVG membership

Signed _____

Scottish Archery
PVG Scheme Record Coversheet



Name of Club:	Signatory name:
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Name	Position applied for CWPO or Athlete Support Personnel	Satisfactory references	Scheme Record	Scheme Record Update	Retrospective check	Application Ref No	Birth Cert	Passport	Driving Licence	Driving Licence (No Photo)	Other (Give details – see below for acceptable documentation)	Date Received (For SAA CPO use only)
Example - Joe Bloggs	A	Y	Y			1234 5678 9012 3456	X	X	X			
Example - Fred Bloggs	C	Y		Y		1234 4568 8521 1478		X	X		Utility bill	

Signatory's Signature:

Date:

This guidance has been prepared by Volunteer Scotland Disclosure Services to assist collators, lead and additional signatories to correctly verify the identity of applicants. Where Disclosure Services cannot be satisfied that sufficient checks have been undertaken or that the applicant's identification cannot be satisfactorily confirmed, we can refuse to counter sign the application form.

Under the agreement between Disclosure Services and enrolled organisations, it is the responsibility of collators and signatories to take all reasonable steps to ensure that the applicant is who they claim to be.

A Signatory is therefore responsible for ensuring sufficient ID documents have been seen and are entitled to request as many forms of identification as they feel necessary to satisfy themselves that there has been no theft or manipulation of the applicant's identity.

Similarly, acceptance of a person's identification by a signatory does not place any obligation on us to accept this statement as being true and, if deemed necessary, we can require further checks to be undertaken by the signatory or refrain from counter signing the application.

Original documents will always carry greater weight than copies because copies can more easily be manipulated. At a minimum it is essential that you provide at least one item of photographic evidence (for physical identification purposes) and two separate items of address related evidence (to verify the applicant's present address), unless it is a new style photographic drivers licence – see para "Photographic Drivers Licence" below.

The following lists are provided for your guidance. Lead and additional signatories should initially seek evidence of identity from amongst the items suggested. There may be other appropriate forms of identification that you can also rely on. If you are in doubt please contact us.

Range of Possible Photographic Verification that may be used

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - **CURRENT**; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Range of Possible Address Verification documentation that may be used

Please note that the address information should detail the current address.

1. Bank or building society statement (**within last 3 months**)
2. A utility bill (**within last 3 months**)
3. Credit or store card statement (**within last 3 months**)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(**within last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (**within last 3 months**)
6. Pension or other benefits book

7. Visa
8. Work Permit
9. Driving licence without photograph

Suggested Alternative Range of Forms of Identification that can be used to Support Photographic and Address Verification:

- Current National Savings Card
- Current Building Society Account Book/Card
- Current Trade Union Membership Card
- Current Council Rent Book
- Current Bank Giro
- Cheque Guarantee Card Combined with Current Personal Cheque Book
- Scottish Qualifications Authority - Registration No. (School students)
- Degree Certificate; HND; HNC; Professional Qualification; NVQ/SVQ (granted by a UK University,
- Current Credit/Debit Card
- Current AA/RAC Card
- Current Form BF7 (Benefits Agency)
- European Health Insurance Card (E11)

Where you cannot provide Photographic Evidence of Identity (Passport etc)

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; minister of religion; line manager etc) which states ***"I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date."*** Please note this letter should not be completed by the same person countersigning the Disclosure Services multiple cover sheet.

