



Secondary Organisation Contract – Guidance

This contract form should be used 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.

Introduction – What is Volunteer Scotland Disclosure Services?

Volunteer Scotland Disclosure Services is a service which has been operated by Volunteer Scotland since 2002.

Volunteer Scotland Disclosure Services manages the essential service of providing free disclosure records, guidance, advice and support to voluntary sector organisations working with children, young people and protected adults.

What is an intermediary body (the organisation who will act on your behalf)?

- An intermediary body is an organisation that is enrolled with Volunteer Scotland Disclosure Services and is able to access disclosure records on behalf of other not for profit voluntary sector organisations.
- Intermediary bodies in general represent their own affiliated groups/clubs, managing the disclosure process and decisions relevant to the disclosure process for them. Some intermediary bodies however represent small organisations/groups that have no affiliation to them.
- Organisations and groups accessing disclosure records through an intermediary body are called secondary organisations.

Guidance

Part 1 – to be completed by the Secondary Organisation

Name of Intermediary Body
Lead Person:

Please enter the name of the intermediary body who is acting on behalf of your organisation.

Name of secondary
organisation/group requiring
disclosure records:

Please enter the name of the organisation you represent.

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

Please provide details of the person(s) who will be receiving information from the Scheme Record or Short Scheme Record from the intermediary body, including any contact telephone number should the individual(s) not be available at the organisation's telephone number.

Address of Secondary Organisation:

Tel no:

Email:

Is the Secondary Organisation a qualifying voluntary organisation 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?)

Please include details of any funding generated by your organisation

Companies House No.

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

Type of care service Registration No.

(Taken from Care Inspectorate registration (if relevant))

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.

Please include if you work with children and/or protected adults and why your organisation is able to access disclosures for regulated work positions.

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

Insert name of Intermediary Body

- 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.

Please detail how you will receive the information from the Intermediary Body and how you will record, store and destroy the information you receive.

For sporting organisations, please include if you have a Fair Sharing Policy with your governing body.

Does your organisation have a policy on the storage of the information? 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

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: _____ Date: _____

Part 2 – to be completed by the Intermediary Body

Enrolled Body Code: AA_____

Signatory Name: _____

Signature: _____ Date: _____