Secondary Organisations Contract – Option 2

The Secondary Organisation Contract Option 2 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.

Name of Intermediary Body Lead Person:	Ian Sandbrook
Name of secondary organisation/group requiring disclosure records:	

Is the secondary organisation a qualifying voluntary organisation Yes/No

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/group:

Telephone number of organisation/group:	
Email Address of Organisation/Group:	
I understand that it is the responsibility of to have responsibility for	Cricket Scotland

- Scheme Record or Scheme Record Update applications submitted by my organisation, ensuring the Ministerial Code of Practice is implemented at all times;
- ensuring Scheme Record or Scheme Record Update applications submitted by my organisation are completed correctly;
- advising secondary organisation orally or by written communication in relation to information contained on the Scheme Record or Scheme Record Update;
- ensuring my organisation understands its obligations and completes and signs up to a secondary organisation contract of agreement with the intermediary body.

Please provide a supporting statement about your organisation detailing the purpose of your organisation and who you provide a service to. This information should make it clear where in your organisation individuals will be working in regulated work with children/protected adults or both.	
Which positions will you require the individual to obtain a Scheme Record or Scheme Record Update?	
Are they for individuals that will work in regulated work with children, protected adults or both?	
Is your organisation registered with the Care Inspectorate? (If yes, please provide details.)	
Please detail the roles and responsibilities of those who require a Scheme Record or Scheme Record Update.	**(**Please submit job descriptions/role profiles/task descriptors where available)
Who will make the recruitment decision within your organisation?	
Who within your organisation will have access to the Scheme Record or Scheme Record Update?	
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?	
Do you have a secure use, storage and handling policy? If no, will the intermediary body be storing the Scheme Record or Scheme Record Update or providing your organisation with a copy of their secure use, storage and handling policy?	

Have you read and understood the Code of Practice published by Scottish Ministers giving information on how the PVG scheme should be operated?	
How and when will you record the information passed to you in relation to the Scheme Record and Scheme Record Update by the intermediary body?	
Do you understand that unauthorised disclosure of information on a Scheme Record or Scheme Record Update is a criminal act?	
Do you understand that having a criminal record should not necessarily debar an ex offender from a position?	
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?	
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 and/or be subject to an audit of your practice?	
Do you understand that you cannot use the information which appears on a Scheme Record or Scheme Record Update for any purpose other than those for which it has been provided?	

Declaration

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

Name: _____

Position in Secondary Organisation: _____

Signature: _____

Name of Intermediary Body: Cricket Scotland

Enrolled Body Code of Intermediary Body: AA2253

Signature (Intermediary Body): _____

Print Name (Intermediary Body): _____

Date: _____