

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:

Nicola Wilson, Cricket Scotland

Name of secondary
organisation/group requiring
disclosure records:

Club name

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 enter the name of the person in your club who is responsible for the administration of PVG applications (normally the club CWPO), including a contact telephone number.

Address of Secondary Organisation:

Enter as appropriate

Tel no: Enter as appropriate

Email: Enter as appropriate

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 club - e.g. subscriptions, memberships, donations, fundraising, bar profits etc.

Companies House No. Insert if appropriate

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

Type of care service n/a Registration No. n/a

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

Registered Charity No. Complete if relevant

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

We are a cricket club with children as members and have adults undertaking regulated work (coaching etc) with the children.

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

Position	Level	Child/Adult/Both
Coach/ assistant coach/ parent helper/ team manager/ physio/ tutor/ CWPO	PVG	Children

I understand that it is the responsibility of to have responsibility for

Cricket Scotland

- 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 organization? 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.

We receive an email from Cricket Scotland giving the following details: name of applicant, PVG membership number and date of issue. We record that on a control form which the club PVG administrator has sole access to.
We have a fair processing notice sign-up within our self-declaration process.

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 (please read and complete)

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 Yes ☐ No ☐

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?

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: _____