**PROCESS FOR VOLUNTEERS WITHIN COUNCIL ESTABLISHMENTS**

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| The Service arranges for volunteer to complete VO50 and VO52 and retains these for own records. (They are not sent to Shared Service Centre.) |
| If no PVG is required (as outlined in box below), the Service can make arrangement for volunteer to come in with no need to contact Shared Service Centre. Care must be taken, however, to ensure that the volunteer is not left unsupervised by a member of staff where there may be an opportunity for contact with children or vulnerable adults. |
| **A PVG is required if the volunteer** will be doing any of the following regulated activities or has the opportunity for unsupervised contact with the children or vulnerable adults:   * Caring for children or vulnerable adults * Teaching, instructing, training or supervising children or vulnerable adults * Being in sole charge of children or vulnerable adults * Unsupervised contact with children or vulnerable adults under arrangements made by a responsible person * Providing advice or guidance to particular children or vulnerable adults which relates to physical or emotional well-being, education or training * Work on any part of day care premises (registered by the Care Inspectorate) at times when children or vulnerable adults are being looked after in that part |
| If a PVG is required, the Service arranges to check and copy the volunteer’s ID that is required to process the PVG application. The following should then be emailed to Shared Service Centre at[**hr.pvg@fife.gov.uk**](mailto:hr.pvg@fife.gov.uk)   * X3 ID documents, signed, scanned and attached. Three documents to cover full name, DOB and current address. * Full name and address of the volunteer (including middle names) * Full address of volunteer * Email address of volunteer * Advise if volunteer already holds PVG and what for e.g. child, adult or both (Please note PVG differs from Basic, Standard and Enhanced Disclosure) * The role that will be undertaken by the volunteer, e.g. classroom volunteer, walking bus volunteer |
| On receipt of email from the Service, Shared Service Centre will   * Send online PVG application link to volunteer if all information required is in the email/correct ID is provided. * If anything is missing, email shall be sent to Service asking for outstanding ID or information. |
| When PVG certificate is received from Disclosure Scotland, Shared Service Centre will email the Service contact to let them know.  **VOLUNTEER SHOULD NOT BE UNDERTAKING PROPOSED ROLE UNTIL THE PVG CERTIFICATE HAS BEEN RECEIVED AND CLEARED. IF SERVICE BELIEVES THE VOLUNTEER ALREADY HOLDS A PVG WITH FIFE COUNCIL PLEASE CHECK WITH** [**HR.PVG@FIFE.GOV.UK**](mailto:HR.PVG@FIFE.GOV.UK) |

A full list of acceptable means of identification is listed below.

**A minimum of three forms of identity must be checked**. These should confirm the name, date of birth and the current home address of the applicant. Documents must be produced from Group 1 and Group 2. If it is not possible to provide a document from Group 1, then five documents from Group 2 must be produced – these must be in the name of the applicant. It is preferred that one of these documents contains photographic identification.

1. **Group 1**

* Valid passport (any nationality)
* UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper
* Original UK birth certificate (full or short form acceptable)
* Valid photo identity card (EU countries only)
* UK Firearms license
* HM Forces ID card (UK)
* Adoption Certificate (UK)

1. **Group 2**

* Marriage certificate/Civil Partnership Certificate
* Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
* Official document giving the person’s permanent National Insurance number and name issued by a Government agency (eg HMRC document)
* P45/P60 statement
* Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
* Valid TV licence
* Credit card statement
* Mortgage statement
* Valid car insurance certificate
* Certificate of British nationality
* British work permit/visa\*\*
* Asylum (Application) Registration Card
* Personal correspondence or a document from a Government Department\*
* Bank or Building Society Document\*\*
* Financial statement e.g. pension, endowment, ISA \*\*
* Valid vehicle registration document
* Court summons
* Valid NHS card
* Court Claim Form
* Addressed payslip\*
* National insurance number card
* Examination certificate (e.g. GCSE, NVQ)
* Letter from a Head Teacher\*
* Young Scot Card

\* Documentation must be less than 3 months old;  
\*\* must be issued within the last 12 months

In exceptional circumstances and only if no other documentation can be provided by the applicant, the following documents can be accepted:

A letter from the NHS which includes the CHI number;

A valid Home Insurance Policy Document.