



**horsescotland**  
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## GUIDANCE NOTES

### SIGNATORIES

**This guidance is intended as quick guide, more detailed information is contained in the CRBS Guidance Notes provided to signatories.**

1. Always use black or blue ink when completing forms.
2. PVG Scheme membership for volunteers is free, there is, however, an administration fee of £2 for Horsescotland **Individual Members** and £3 for all others.
3. PVG Scheme membership for people in paid employment in regulated work costs £59. There is also an administration fee of £5 for Horsescotland **Individual Members** and £8 for all others.
4. Cheques for administration fees should be made payable to “Horsescotland”. The £59 charge for employed people should be payable to “Disclosure Scotland”.
5. SIGNATORY SHOULD COMPLETE THE FOLLOWING PARTS OF THE FORM:

#### **Part E**

E1: The answer to this question will depend if they have taken up post or are being recruited (please refer to CRBS guidance notes).

E2: This will generally be “No”.

E4: Please enter our new registered name of “Horsescotland”.

E5/E6: See note below

**DO NOT COMPLETE ANY OTHER PARTS OF THE FORM.**

#### **Note regarding E5/E6 “Position Applied For”**

**In order for a particular post to be accepted for PVG Scheme membership it must be accepted as being relevant by CRBS. The following roles have been notified to them; please record the wording appropriate for the applicant’s position:**

**“RDA Rider Assistant working with Children and Protected Adults”**

**“RDA Instructor working with Children and Protected Adults”**

- “Pony Club Instructor working with Children”**
- “Pony Club Parent Helper/Supervisor working with Children”**
- “Riding Instructor working with Children”**
- “Coach (or Assistant Coach) working with Children”**

**If any other roles require to be notified to CRBS please contact the Lead Signatory, Bill McKinlay to discuss.**

7. When checking documentation please check that the various numbers listed on the application form correspond with those on the documents provided.

8. Completion of the Multiple Cover Sheet:

- a) All Disclosure Forms submitted should be listed on the sheet.
- b) The name of the Organisation should always be “Horsescotland”.
- c) Registered Body Code is **AA2292**.
- d) Address of Organisation is always; Kilblane, Main Road, Langbank, Port Glasgow, Renfrewshire, PA14 6XP.
- e) Signatory Code is the code number you were individually issued with by CRBS, **if you did not receive one leave blank**.
- f) In the column marked “Application Ref No” please enter the bar code from the PVG Application form.
- g) Tick relevant identification documents seen and list any others.
- h) Please tick the relevant box for Child or Adult regulated work (both if relates to RDA volunteers).
- i) Ensure the form is signed and dated.

**Please make copies of the blank form provided for future use.**

9. All completed application forms, accompanied by appropriate administration fees, must be sent to Horsescotland Lead Signatory: William McKinlay, Kilblane, Main Road, Langbank, Port Glasgow, Renfrewshire, PA14 6XP for processing and onward transmission to CRBS.