
Secondary Organisation Contract

This form should be completed when an Intermediary Organisation has an affiliation requirement for another organisation (Secondary Organisation) to access disclosures on their behalf. The contract should be completed by the person at the Secondary Organisation who will be responsible for disclosure information (Contact Person). Once completed, it should then be sent to the Intermediary Organisation who will submit the contract to Volunteer Scotland Disclosure Services.

If the Contact Person changes or any amendments need to be made, a new contract should be completed and submitted to the Intermediary Organisation who will then forward it to Volunteer Scotland Disclosure Services.

The Intermediary Organisation should complete Part 6 in full.

Please answer the questions below and delete as appropriate where options are marked with *.

Part 1

Tell us why you are using this form:

***To become a Secondary Organisation**

(Please complete parts 1, 2, 3, 4 and 5)

***To change the Contact Person**

(please only complete Parts 1, 4 and 5)

***To amend positions and/or regulated work type**

(Please complete Parts 1, 3 and 5)

Secondary Organisation Contact Details

Organisation Name	
Name of Contact Person	
Address	
Telephone Number	
Email address	

Part 2

Is your organisation a qualifying voluntary organisation?

***Yes/No**

The definition of a qualifying voluntary organisation can be found by clicking [here](#).

Are you registered with Companies House?

***Yes/No**

Are you a registered Care Service?

***Yes/No**

Are you a registered Charity?

***Yes/No**

How do you generate funding?

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Please provide a brief description of what your organisation does and why you need to access disclosures.

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Part 3

What are the role titles for the positions you wish to access disclosures for?

Position	Level	Child/Adult/Both
e.g. Coach	PVG	Children

Part 4

Will the Intermediary Body forward the Disclosure Certificate to your organisation?	*Yes/No
Do you have a policy detailing how you will securely handle, use and destroy disclosure information?	*Yes/No
Do you have a Making Referrals policy?	*Yes/No
Have you read and understood, and do you agree to abide by the Disclosure Scotland Code of Practice?	*Yes/No
Do you understand that it is an offence to share the disclosure information that you will receive with anyone who is not entitled to see it in the course of their duties?	*Yes/No
Do you agree that having a criminal record will not necessarily be a bar to someone working or volunteering with your organisation?	*Yes/No
Do you have a policy on recruiting people who have convictions?	*Yes/No
Do you understand that you must inform the Intermediary Body if you leave your position or if you no longer wish to act as the Contact Person for your organisation?	*Yes/No
Are you aware that you can be contacted by Volunteer Scotland Disclosure Services and that we may request a meeting with you to ensure compliance with the Code of Practice and relevant disclosure legislation?	*Yes/No
Do you understand that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Disclosure Scotland will notify the Contact Person and not the Intermediary Organisation?	*Yes/No

Do you understand that information provided on a disclosure must only be used for the purpose it was provided for (to make a recruitment or ongoing recruitment decision)?	*Yes/No
Do you understand that the Intermediary Organisation is required to conduct annual audits to ensure the information they hold on the Contact Person and the organisation is accurate and up to date?	*Yes/No
Do you agree to keep accurate records of disclosures accessed to hand over to the next Contact Person?	*Yes/No

Part 5 – Declaration

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

Signed (typed is acceptable)	
Date	

Part 6 – To be completed by the Intermediary Body

I understand that as the Intermediary Body for the organisation named above, our organisation has responsibility for ensuring the Secondary Organisation Contact has suitable and sufficient training to understand and comply with their responsibilities in relation to disclosures.

Our organisation will ensure the secondary organisation complies with the requirements of the Code of Practice and will ensure the details provided to Volunteer Scotland Disclosure Services are accurate and up to date.

I confirm that the Secondary Organisation is a Qualifying Voluntary Organisation that is eligible for free PVG disclosures for their volunteers.

Enrolled Body Code	
Intermediary Organisation Name	
Signatory Name	
Signatory Code	



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