**ID Checker Contract**

An ID Checker (Contact Person) is the identified person at a Club who is responsible for disclosure information (including PVG applications) and is the lead contact for Scottish Rugby when specific information relating to a disclosure needs to be discussed. It is mandatory that each club has an identified contact in place at all times.

This contract should be completed by the ID Checker. PVGs cannot be processed for the club without this contract in place. If the Club Contact Person changes or any amendments need to be made, a new contract should be completed and submitted to Scottish Rugby.

It is important that each Club understands and complies with their responsibilities in relation to disclosures. Scottish Rugby will provide suitable training to assist with this.

The Club must comply with the requirements of the Disclosure Scotland Code of Practice and ensure any details provided to Scottish Rugby are accurate and up to date to allow Scottish Rugby to keep appropriate records and inform Disclosure Scotland accordingly.

**Completed forms should be returned to Scottish Rugby at** safeguarding@sru.org.uk

**Club ID Checker Contact Details**

|  |  |
| --- | --- |
| **Club Name** |  |
| **Name of CPO / ID Checker** |  |
| **Role within Club** |  |
| **Telephone Number**  |  |
| **Email address** |  |
| **Reason for Submitting Contract**  | New ID Checker application |  |
| Update contact details for existing ID Checker |  |

 **Contract Terms**

|  |  |
| --- | --- |
|  | **Tick to Confirm**  |
| I understand and agree to abide by the [**Disclosure Scotland Code of Practice**.](https://www.mygov.scot/binaries/mygov/browse/working-jobs/finding-a-job/disclosure/documents-disclosure-scotland/disclosure-scotland-code-of-practice/Disclosure%2BScotland%2B-%2BCode%2Bof%2BPractice.pdf) |  |
| I agree that it is an offence to share the disclosure information that I will receive with anyone who is not entitled to access it in the course of their duties. |  |
| I agree to carry out required ID checks for every PVG application submitted as per the Disclosure Scotland Code of Practice. |  |
| I will inform Scottish Rugby if I leave the role of the Club ID Checker. |  |
| I am aware that Scottish Rugby may contact me to verify that checks are being completed in accordance with the Code of Practice and relevant disclosure legislation. |  |
| I understand that if a Scheme Member’s status changes to barred or if they are moved to consideration for listing, Scottish Rugby will notify the Club ID Checker to advise the appropriate action to take. |  |
| I 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). |  |

**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 Scottish Rugby/Disclosure Scotland.

|  |  |
| --- | --- |
| **ID Checker Signature** **(typed is acceptable)** |  |
| **Date signed** |  |
| **Club Chair/President Signature (typed is acceptable)** |  |
| **Date Signed** |  |