

## Suitability Check Frequently Asked Questions

Question	Answer
What is regulated activity?	<p>Regulated activity refers to any of the following activities –</p> <ol style="list-style-type: none"> <li>1. Teaching, training, instructing, caring for or supervising children</li> <li>2. Providing guidance and advice on well-being for children</li> <li>3. Driving a vehicle only for child/ren</li> <li>4. Providing healthcare or personal care to a child/ren</li> </ol> <p>This then meets the threshold of requiring a suitability check if the following criteria is met –</p> <ul style="list-style-type: none"> <li>- Once a week or more often?</li> <li>- 4 or more days in a 30-day period?</li> <li>- Overnight between 2am and 6am? (<i>This refers to staying/supervising a minor whilst an overnight stay is required and does not refer to sharing a room with a person under the age of 18. It is NEVER acceptable to share a room with a minor as part of your working/volunteer role.</i>)</li> </ul> <p>If you have staff or you yourself meet the above criteria, it is your legal responsibility to ensure that the correct suitability checks have been completed.</p>
I have already been suitability checked for another organisation – do I need to be checked again?	<p>Yes. A suitability check is required for each role where you are involved in regulated activity. For example, if you are already have a check work you do as a school teacher and your role in Motorsport is a Clerk of the Course, the duties and responsibilities a different and therefore you are required to complete a new check.</p>
I already have a DBS/PVG certificate completed via Motorsport UK – do I need to do another for the other roles i do?	<p>No, as long as your certificate is under 3 years old you do not need to reapply. However UK Government advises that all DBS checks must be renewed every 3 years or have individuals signed up to the update service so that the organisation are able to access any relevant information added to the certificate in the last 3 years.</p>
What do I do if I have a criminal record?	<p>If you are concerned that previous convictions are going to appear on your DBS check, please contact our safeguarding team at <a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a> and they can support you with this and offer advice on a case-by-case basis. Please note that we have a Disclosure of content risk assessment process, and we will do all we can to support you through the process. All information provided will be kept confidential unless we have your consent to share or if we believe that by not sharing information with the correct agencies there may be a significant risk to a child or an adult with support needs.</p>

<p>What is the cost of a suitability check?</p>	<p>For those who are registered volunteers with our organisation, Motorsport UK has made the decision to cover the costs of their check. For those who are employed in paid roles, the cost of the DBS check does fall with them</p>
<p>When I receive my certificate, do I need to send Motorsport UK a copy?</p>	<p>The safeguarding team are able to view the status of your application through the service providers so there is no need to send a copy of your certificate - unless the safeguarding team contact you and request that you do so.</p>
<p>My certificate shows that it has content on it, what should I do now?</p>	<p>All convictions, cautions and information on the certificate are assessed for their relevance in respect of safeguarding children and adults at risk and your suitability to work with these individuals. If your certificate shows content, Motorsport UK's safeguarding team will be notified to view the certificate and will be in contact with you to arrange this as soon as possible. The existence of any conviction and/caution will not necessarily prevent you from being involved in Motorsport, this will depend on the nature and circumstance of the information provided and this will be vetted on a case-by-case basis.</p>
<p>How long will my check last?</p>	<p>Suitability checks do not have an official expiry date and are only accurate at the time the check was completed. Motorsport UK are following government guidance and will allow for DBS, PVG and Access NI checks to be valid for 3 years. After 3 years, you will be required to apply for an update.</p>

## Frequently Asked Questions for DBS Checks

Question	Answer
What is involved in completing a DBS check?	<ol style="list-style-type: none"> <li>1. Please click on the link <a href="#">here</a> to begin your DBS application.</li> <li>2. You will be asked to fill in some personal details relating to your association with Motorsport UK and then you will be re-directed to First Advantage (our DBS service provider).</li> <li>3. During this portion of the application, you will be required to input personal details relating to your identity, as well as select 3 forms of identification document that you have accessible.</li> <li>4. Once the online application is complete, you will need to go to a Crown Post Office and present your chosen forms of identification to the operator in order to them to verify your identity.</li> <li>5. The crown post office will then submit that they have verified your documents and your application will be submitted to the DBS for them to perform their checks.</li> </ol> <p>A certificate will be sent to you in the post.</p>
How do I know if it is a Crown Post Office?	A full list of Crown Post Offices who are able to provide the verification service can be found <a href="#">here</a> .
Where is my data stored?	Other than the data already provided to Motorsport UK for your licence application, for example your address and phone number, any additional information provided is stored with First Advantage. First Advantage's statement on this is that they "strive to protect personally identifiable information that we maintain or disseminate, including using appropriate administrative, physical, and technical safeguards, so it is not obtained by unauthorized individuals or used impermissibly". Their full policy relating to privacy can be found <a href="#">HERE</a>
How long is the approval process?	The check typically takes around 2-4 weeks to process once the online application has been completed. However, this can vary for a number of reasons such as local police searches, multiple applicant addresses, name changes and other external factors. If your application is taking longer than 4 weeks, please contact the safeguarding team <a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a> and they can look in to why this might be.
How will I know the online application is complete?	Once you have completed the online portion of your application, you will receive a document from First Advantage containing barcodes that correspond to your chosen 3 identification documents (ID). The final steps of your check will involve taking this document, along with your chosen ID's, to a Crown Post Office for verification. You will know this step has been successful upon receiving an email from First Advantage to confirm your application is now with the Disclosure and Barring Service.

<p>What is the cost of a DBS?</p>	<p>Registered Volunteers are eligible for a free DBS check. The costs are covered by Motorsport UK. Non-registered Volunteers will be required to pay £21. Paid applicants will be required to pay £67.</p>
<p>Should I sign up to the update service?</p>	<p>We strongly recommend that you sign up to the update service. Once you have received your completed DBS certificate you have 14 days to join the update service, this service allows Motorsport UK to refresh your DBS check with no requirement to complete a new check. There is no fee for this service if you are a volunteer. Motorsport UK encourages all our volunteers to sign up to the update service as it will significantly lower the financial impact of renewing application and will lessen the administration time for our members. If your role within motorsport means that you are charged to complete your DBS/PVG check you may wish to also sign up to the update service as this is often financially beneficial as well as saving you time.</p>
<p>I have already signed up to the update service for another organisation – why do I still need to complete a check via Motorsport UK?</p>	<p>The update service allows an organization to be informed of any recent disclosures of content held on a certificate, it does not show a new organisation any information pre the date of issue on the certificate. Therefore, the Government guidance with in the UK states that all relevant organizations should complete a DBS for all roles working or volunteering for them to ensure that they are made aware of any relevant information held.</p>
<p>First Advantage has withdrawn my application – what do I do?</p>	<p>Please contact <a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a> and the safeguarding team will arrange a new link for you.</p>

## Frequently Asked Questions for PVG Checks

Question	Answer
What is the PVG scheme?	The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps ensure people whose behaviour makes them unsuitable to work with children and protected adults cannot do “regulated activity” with these vulnerable groups.
How does the scheme work?	When someone applies to join the PVG scheme Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations. The application process involves gathering criminal record and other relevant information. This can be shared with the employer who is providing regulated work (unless the person applies to have a conviction removed from their PVG Scheme record. If the information shows the applicant might be unsuitable for regulated work, they’ll be referred for further investigation as part of the ‘consideration process’.
I am already a member of the PVG scheme. What do I need to do?	If you are already a member of the PVG scheme, you will just need to apply for an application update to include Motorsport UK as one of the organisations you work in regulated activity for. Please email <a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a> stating that you are already a member and the safeguarding team will provide you with further instructions.
Where is my data stored?	Other than the data already provided to Motorsport UK for your licence application, for example your address and phone number, any additional personal data is stored with Volunteer Scotland. Volunteer Scotland’s statement on this is they are “ committed to protecting the privacy and security of your personal information.”. Their full policy relating to privacy can be found <a href="#">HERE</a> .
How long is the approval process?	The check typically takes around 2-4 weeks to process once the online application has been completed. However, this can vary for a number of reasons such as local police searches, multiple applicant addresses, name changes and other external factors. If your application is taking longer than 4 weeks, please contact the safeguarding team <a href="mailto:safeguarding@motorsportuk.org">safeguarding@motorsportuk.org</a> and they can look in to why this might be.
What is involved in a PVG check?	You will be required to submit 2 forms of identification document to Motorsport UK for approval. The safeguarding team will use the information from these documents to create an application to the PVG scheme for you. Once this application has been processed by Volunteer Scotland, they will send you an email containing a link to the remainder of your application. You will then be required to complete a

	series of steps online. Once complete, PVG will review your details and send a certificate to yourself and Motorsport UK to approval of suitability for your role.
What is the cost of a suitability check?	For those who are registered volunteers with our organisation, Motorsport UK has made the decision to cover the costs of their check. For those who are employed in paid roles, Volunteer Scotland will request £59 for an application to join and £18 for an update.
How are the PVG certificates issued?	Application forms are counter signed by Motorsport UK after the ID checking process. Once this is done applications are forwarded to Disclosure Scotland via Volunteer Scotland. Once Disclosure Scotland have checked criminal records, certificates are issued to both the applicant as well as Motorsport UK.
What is the cost of a PVG check?	All volunteers will be eligible for a free check. Disclosure Scotland's services are free of charge for volunteer applications. People in a paid role will be required to pay £59 and someone in a paid role applying for an update application will be required to pay £18.