



Disclosure Scotland vetting of drivers and attendants for school transport

Guide to completing the SPT VODA1 form

This guide is to assist applicants and employers in completing the “VODA1” form correctly and gives guidance on each of the sections. **Please read this carefully before filling in the VODA1 form.**

1. General

Membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG Scheme) does not mean that a person is cleared for use on schools contracts administered by Strathclyde Partnership for Transport (SPT), but is the first part of the process. Individuals will need to apply for the written clearance issued by SPT through their employers, as the Councils determine each individual’s suitability. Each Council will make its own decision independently of other councils and where a contractor operates in more than one Council area, this may result in different decisions for an individual.

Strathclyde Partnership for Transport requires all applicants for a Disclosure Scotland clearance to complete a Disclosure Scotland PVG Scheme application and a “VODA1” form. The VODA1 form gives us the information we need to ensure that we have the correct details on our system and that we have your consent to carry out the vetting under the provisions of the Protection of Vulnerable Groups (Scotland) Act, 2007 as well as processing personal data as such terms are defined in the General Data Protection Regulation (GDPR) for the purpose of determining suitability as a driver/attendant in relation to mainstream school transport contracts.

2. Use of the correct form

Please ensure that only the latest VODA1 forms are used. Applications using older forms cannot be accepted. The date of the form can be found at the top right of the front of the form under the words “form VODA1”. The latest version of the form can be downloaded from the SPT website (www.spt.co.uk/disclosure-scotland) and can be found in the section “SPT Mainstream School Transport Contractors” by clicking on the “Disclosure Scotland – SPT Contractors” heading and scrolling down the list. The form can be used for both on-line applications and applications using a paper PVG application form.

3. Completing the VODA1 form

(a) Section 1

This section should be completed using block capitals by the applicant. The applicant must fill in their surname, forename(s) and any other names they are known by, please make sure they fill in the National Insurance Number and date of birth in the boxes provided. The current address must be provided in full, including the postcode.

Continued overleaf

They should provide a home telephone number, mobile telephone number and e-mail address (required for on-line applications) so that they can be contacted in case of queries. The applicant must read the declaration and sign the form.

(b) Section 2

This section is to be completed by the contract holder. You must tick the appropriate box indicating whether the application is for an existing member or a new member, then indicate if a Scheme Record Update or Scheme Record is required and also tick the appropriate box indicating whether the applicant will be employed as a driver or escort, or both. Where both boxes are not ticked, the application will be returned to you for correction. Indicate the items that you have seen when checking the applicant's identification.

Do not send SPT copies of these documents. If the applicant will be employed as a driver, you must check the drivers' licence. Read the declaration, sign the form and print your name and position in the space provided. Fill in the name of the contract holder (**NOT** the trading name) along with the address and telephone number. Fill in the date you signed the form.

4. Sections for SPT use only

Section 3 is for SPT use only and you should not fill in anything on this part of the form.

5. Sending the form to SPT

For **online applications**, the form can be sent to SPT by e-mail to disclosure@spt.co.uk or by post to the address below.

For **postal applications**, the VODA1, form PVG Application form and appropriate fee, payable by either filling in credit card details or by cheque (cheques to be made payable to "Disclosure Scotland" and a separate cheque is required for each application), must be sent to:

The Disclosure Team, Bus Operations Department, Strathclyde Partnership for Transport, 131 St. Vincent Street, GLASGOW, G2 5JF.

Envelopes must be sealed and marked "Private & confidential".

6. Important Note

You must not deploy any applicant on any mainstream school transport contract until you have received formal written notification from SPT of the suitability of the applicant. Doing so may result in the suspension or termination of the contract(s).