

## Guide to completing the SPT/Inverclyde Council “VODA1-C” form

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

### 1. General

Strathclyde Partnership for Transport (SPT) undertakes the vetting of drivers and escorts of ASN schools transport on behalf of Inverclyde Council in addition to mainstream schools transport contracts administered by SPT. Inverclyde Council and SPT require all applicants for Inverclyde Council ASN schools transport work to complete a Disclosure Scotland PVG Scheme application and a “VODA1-C” form.

The VODA1-C 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 your 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 use only VODA1-C forms dated or after March 2021. Applications using older forms cannot be accepted and **will be returned**. The date of the form can be found at the top of the front of the form under the words “form VODA1-C”. The latest version of the form can be downloaded from the SPT website at [www.spt.co.uk/disclosure-scotland/](http://www.spt.co.uk/disclosure-scotland/). The Inverclyde Council forms can be found in the ASN Contractors section under the heading “Disclosure Scotland - Inverclyde Council ASN Contractors”. The form can be used for both on-line applications and applications using a paper PVG application form.

### 3. Completing the VODA1-C 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. 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.

The Council area that you require the ASN clearance for must be indicated by ticking the appropriate box, in this case Inverclyde. If you also undertake ASN work for Renfrewshire

**(Continued overleaf)**

Council, you can also request a clearance for this Council at the same time, provided you tick appropriate box. You can only do this provided you currently hold contracts with Renfrewshire Council.

If you undertake **mainstream** school contract work **in addition** to ASN work, the clearance issued will cover this as well.

Indicate the items that you have seen when checking the applicant's identification. **Do not** send SPT copies of these documents. 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.

**Important note for sole traders:** If you are a sole trader, i.e. the actual contractor himself/herself (i.e. a one-person operation) or the sole principal of the transport operator concerned, you must have this form countersigned by Inverclyde Council or by SPT. You will need to make an appointment to have your identity verified and you will need to take **three** forms of Identification, at least one of which must be photographic, with you. These should confirm the name, the date of birth and the current home address of the applicant.

#### 4. Photographs

You must enclose **two colour passport type photographs** with your application. These must have the name and date of birth of the individual on the back and be placed in an envelope and the envelope attached to the VODA1-C form. The photographs will be used to issue your Inverclyde Council identity badge once your application has been processed. If you use the form to apply for additional ASN clearances in Renfrewshire, you must enclose two photographs for each council area so that the Councils can issue the identity badges for the applicant, i.e. if applying for a clearance in both council areas, four photographs must be enclosed.

#### 5. 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.

#### 6. 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. If sent by e-mail, it will then need to be posted to SPT with the photographs for the applicant's council identity badge.

For **postal applications**, the form, photographs, PVG Application form and appropriate fee payable by either filling in credit card details on the PVG Application form or by cheque (cheques to be made payable to "Disclosure Scotland" with a separate cheque 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".**

#### 7. Important Note

You must not employ any person on Inverclyde Council ASN/Social work or mainstream school transport contracts until you have received formal written notification from SPT of the suitability of the applicant and each driver/escort must be in possession of a current, valid council issued identity badge. Doing so may result in the suspension or termination of the contract(s).

Revised: March 2021