

Countersignatory guidance

This guidance provides information on the role of a lead countersignatory, additional countersignatory and employer access to MySSSC, so you can decide who are the most appropriate people to carry out these roles in your organisation.

Anyone in these roles must adhere to the terms of the Scottish Social Services Council's (Appointments, Procedures and Access to the Register) Regulations 2001 [Legislation](#) and process information available to them in accordance with the provisions of the Data Protection Act 1998.

Lead countersignatory role

A lead countersignatory is the main point of contact between the Scottish Social Services Council (SSSC) and your organisation on all matters relating to registration of your workers. Each organisation should have one lead countersignatory.

Who can become a lead countersignatory?

This would normally be someone senior in the organisation such as a manager, HR manager, director etc. The lead countersignatory would engage with the SSSC and be able to comment on all matters relating to their workers' registration.

What does a lead countersignatory do?

- Endorse applications for registration, confirming the competence, good character and suitability for registration. We need assurance of an applicant's identity and information relating to disciplinary, health, criminal convictions and any alternatives to prosecution is correct. We need assurance there are no concerns around the applicant's fitness to practise. The endorser will also check the applicant is applying for the right part of the Register based on their job role.
- Respond to requests for information from the SSSC.
- Liaise with our Fitness to Practise department on matters which may arise from investigations concerning an applicant or registered worker.
- Inform the SSSC on any matter relating to any social service worker which may mean that their fitness to practise is impaired.
- Share information we send you relating to registration with relevant staff.
- Nominate and approve other people in your organisation to have additional countersignatory or employer access roles.
- Review and maintain the list of people who can access your worker information, telling us immediately when access needs to be removed or updated.

How to apply to become a lead countersignatory

If you are an appropriate person to carry out this role, create or sign into your [MySSSC](#) account. Click on the tile 'Are you an employer', complete the information and submit your request.

Once approved by the SSSC you will be sent an email confirming your lead countersignatory role.

MySSSC for lead countersignatories

Your MySSSC account allows you to view and manage your workers' registration information and manage who else in your organisation has access to this information. You can:

- endorse applications for registration
- view workers who have applied for registration
- view workers who are registered, including their date of registration, renewal date, if fees are due and any conditions attached to their registration.
- tell us about changes in workers' circumstances
- view, update and approve any additional countersignatories and those with employer access
- choose who should receive notifications when a worker is being/or has been removed from the Register for not paying their application fee, annual fee or not renewing their registration.

Can an organisation have more than one person with access to worker information?

Yes, lead countersignatories can approve other people to become **additional countersignatories**. They have the same permissions as the lead countersignatory on MySSSC, except for approving and maintaining who has access to worker information. It is the responsibility of the lead to make sure only the right people can see this information and to tell us when this needs to be updated.

A lead can also approve people to have **employer access** to MySSSC. This role does not allow the person to endorse applications but gives access to worker information for the purpose of checking workers registrations so may be appropriate for someone in an HR or administrative role.

Additional countersignatory role

Additional countersignatories must be approved by the lead countersignatory as an appropriate person to be a contact between the Scottish Social Services Council (SSSC) and your organisation on all matters relating to registration of your workers.

What does an additional countersignatory do?

- Endorse applications for registration, confirming the competence, good character, and suitability for registration. We need assurance of an applicant's identity and information relating to disciplinary, health, criminal convictions and any alternatives to prosecution is correct. We need assurance there are no concerns around the applicant's fitness to practise. The endorser will also check the applicant is applying for the right part of the Register based on their job role.
- Respond to requests for information from the SSSC.
- Liaise with our Fitness to Practise department on matters which may arise from investigations concerning an applicant or registered worker.
- Inform the SSSC on matters relating to any social service worker which may mean that their fitness to practise is impaired.
- Share information we send you relating to registration with relevant staff.

How to apply to become an additional countersignatory

If you are an appropriate person to carry out this role, create or sign into your [MySSSC](#) account. Click on the tile 'Are you an employer', complete the information and submit your request.

The lead countersignatory will be asked to confirm your suitability to do this role.

Once approved by the SSSC you will be sent an email confirming your additional countersignatory role.

MySSSC for additional countersignatories

Your MySSSC account allows you to view and manage your workers' registration information including:

- endorsing applications for registration
- view workers who have applied for registration
- view workers who are registered, including their date of registration, renewal date, if fees are due and any conditions attached to their registration
- tell us about changes in workers' circumstances
- your lead countersignatory may select you to receive notifications when a worker is being /or has been removed from the Register for not paying their application fee, annual fee or not renewing their registration.

Employer access role

Employer access roles must be approved by the lead countersignatory as an appropriate person to have access to workers' registration information.

They do not have authority to endorse applications. They are likely to be HR or administration staff who need to track and monitor applications and registration information for the organisation.

How to apply to have employer access

If you are an appropriate person to carry out this role, create or sign into your [MySSSC](#) account. Click on the tile 'Are you an employer', complete the information and submit your request.

The lead countersignatory will be asked to confirm your suitability to do this role.

Once approved by SSSC you will be sent an email confirming your employer access role has been approved.

MySSSC for those with an employer access role

With employer access in MySSSC, you can:

- view workers who have applied for registration
- view workers who are registered, including their date of registration, renewal date, if fees are due and any conditions attached to their registration
- tell us about changes in workers' circumstances
- your lead countersignatory may select you to receive notifications when a worker is being /or has been removed from the Register for not paying their application fee, annual fee or not renewing their registration.

Should you require further assistance, please do not hesitate to contact registration on 0345 60 30 891 or by emailing registration@sssc.uk.com