**PVG Disclosure Guidance – Dec 2016**

**Application to Join PVG Scheme**

We are now well under way with the PVG scheme and **scottish**athletics would like to issue the new guidance and common mistakes for all Welfare Leads in clubs.

All clubs must complete a **Secondary Contact Form** in order to have their volunteers checked through **scottish**athletics/ UKA. When a club changes their welfare lead, they must complete a new form with the new welfare lead as the club contact. Contact welfare@scottishathletics.org.uk

All PVG Certificates must be accompanied by a self-certification as well as a multiple coversheet, signed by the Welfare Officer/ Child Protection Officer. If either document is missing, the forms cannot be processed.

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| **Section** | **Guidance** | **Common Mistakes/ Reason for returns** |
| **A1-A3** | Mark X * Scheme record
* Children and or protected Children
* No
 | Only mark the Protected Adults section if your club is set up as a club for protected adults. If the club allows disabled members, but is a main stream club, this must not be marked |
| **B1-B13** | **All names** must be entered* Middle names, even if not used
* Maiden name if married
* Other names known as
* Mothers Maiden Name
 | Middle names not detailedMothers maiden name missed |
| **B14-B18** | Complete all sections |  |
| **B23-B38** | The following must be marked –**B23, B25, B28, B31, B36, B38**If you have any of these documents, you must put the relevant number in the next section. | No numbers put in when applicants have said they have any of the docs ask about. |
| **B40-B81** | Current Address and previous addresses going back five years and residency from date. | No Resident Form date put in each section. |
| **B83** | This must be marked appropriately See page 4 in this PDF link: -**https://www.disclosurescotland.co.uk/disclosureinformation/guidancedocuments/GuidanceNotesExistingPVGScheme.pdf** | Teachers, medical professionals etc. |
| **C1/C2** | Must be signed and dated | No dateDate more than 5 months ago will not be accepted |
| **D1** | Mark **YES** |  |
| **E1** | Mark **NO** |  |
| **E2** | Mark **NO** |  |
| **E3** | Enter **your club** details or **UKAthletics** where you are not a member of a club. |  |
| **E5** | Only use these descriptions: -* **Coach**
* **Official – Supervising Children**
* **Welfare Officer – Supervising Children**
* **Activity Leader**

Do not use variation of these, only use these roles. | Using* Parent Helper
* Committee member

These will not be accepted by VSDS as roles. |
| **E7** | Three pieces of ID must be seen by the Welfare Lead at the club.One must have the applicants addressOne must also be photographic | Insufficient ID seen, No addressed ID |
| **E15** | Mark **YES** |  |
| **Section** | **Guidance** | **Common Mistakes/ Reason for returns** |
| **E16** | Must equal E3, the **club name** or **UKAthletics** |  |
| **F1/ F2** | **DO NOT SIGN THIS SECTION** | If this is signed, the form will be returned, DO NOT SIGN |

Once the form has been complete and the ID verified a Multiple Coversheet should be completed and sent to: -

**Welfare, scottishathletics, Caledonia House, Redhueghs Rigg, South Gyle, Edinburgh EH12 9DQ**

**NO PAYMENT IS REQUIRED FOR VOLUNTEERS IN ATHLETICS**