

Guidance Notes for Existing PVG Scheme Members only

In order to minimise mistakes, and forms being returned, please follow the guidance notes below before completing your form. You must use **BLACK/BLUE INK** and **BLOCK CAPITALS** throughout. This is a summary document produced by **scottish**athletics and full guidance notes can be found at <https://www.disclosurescotland.co.uk/disclosureinformation/guidancedocuments/GuidanceNotesExistingPVGScheme.pdf> if required. ALL sections marked in **YELLOW** must be completed. i.e. **E2**

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| **Box** | **Instruction** |
| A1 | Place a ‘x’ in the Scheme Record Update Box (Only if the previous disclosure is in relation to working with children)  Place a ‘x’ in the Scheme Record box if the previous disclosure is for working with Protected Adults and not children. |
| A2 | Place a ‘x’ in the Children Box |
| A3 | Place a ‘x’ in the No Box if PVG Disclosure is for Protected Adults  Place a ‘x’ in the Yes Box if PVG Disclosure is for Children |
| A4 | Place a ‘x’ in the No Box |
| B1 | Please enter your PVG Scheme ID – This is described as “PVG Membership Number” and is 16 digits in length – (left side of PVG Certificate) |
| B2 – B7 | Please complete |
| B8 | To be completed. Regulated Bodies are listed on page 4 in the following link: -www.disclosurescotland.co.uk/disclosureinformation/guidancedocuments/GuidanceNotesExistingPVGScheme |
| C1-2 | Please sign within the white area and complete the date of signature. |
| D1 | Please cross the ‘yes’ box |
| E1 | Place cross in the ‘no’ box |
| E2-3 | Enter your Club Name – i.e. Motherwell Athletics Club  If not a member of a club – “UK Athletics” must be entered |
| E4 | Only use one the following Welfare Officer – Supervising Children, Coach, Official, Activity Leader. **DO NOT USE ANY OTHER TITLES** |
| E6 | This should be marked as the ID verified, Passport, Driving Licence etc. |
| E14 | Please cross the ‘yes’ box |
| E15 E16 | Write your Club Name – i.e. Motherwell Athletics Club  If not a member of a club – “UK Athletics” must be entered, as per E2-3 |
| F1/2 | **DO NOT SIGN OR DATE THIS SECTION** |

**Otherwise leave the remainder of the form completely blank or Disclosure Scotland will not accept or process the form and a new application will be required.**

Once completed, please return your form to your club Welfare Officer, with your ID verification. Before submitting your form, please ensure that you have:

1. Used black/blue ink and block capitals throughout
2. Signed and dated the form at Box C1-2 only
3. Completed the form as per the above instructions

All PVG applications must be accompanied by a self-declaration form and a multiple coversheet, signed by the club Welfare Officer/ Child Protection Officer. If either form is not with the application, it cannot be processed, it may be returned to the applicant.

If you have any questions or require help with your form, contact [welfare@scottishathletics.org.uk](mailto:welfare@scottishathletics.org.uk)

Or call Jim Goldie on 07739 506733 for guidance in completing the form.