**Welfare Update August 2016**

Dear Welfare Lead

I hope this email finds you well after a fantastic few weeks of athletics both in Scotland and at the Olympic Games.

This update will raise a few issues that we are still experiencing when dealing with PVG Disclosures, which in turn hold up peoples’ disclosures. I will try to explain a few common mistakes and your role as Welfare/ Child Protection Officer in your club.

1. Change of Welfare/ Child Protection Officer
	1. The new welfare/ CP officer will have to complete a Secondary Contact form with their contact details. This will ensure that **scottish**athletics and Volunteer Scotland Disclosure Services have the most up to date information on who should be contacted in the case of a disclosure.
	2. Failure to complete the above form, will result in a delay for any disclosures being submitted, as we will not have a record of who is checking the ID at the club.
2. Multiple Coversheets
	1. Every PVG form that you submit, MUST have a signed multiple coversheet enclosed. This coversheet MUST be signed and dated by the welfare lead at the club. Cover sheet is attached.
	2. Failure to submit a signed coversheet will result in the form being returned to the applicant, delaying their disclosure.
3. Section E
	1. This section must be completed as per the instructions: -
		1. Organisation – Club Name or UKAthletics if no club membership
		2. Role – **Coach**, **Officials -supervising children**, **Welfare Officer -supervising children** or **Activity leader**. DO NOT USE ANY OTHER ROLE!
		3. ID that has been seen by the welfare lead
		4. Signing on behalf of another organisation – YES
		5. Organisation – Club Name or UKAthletics if no club membership
		6. DO NOT SIGN OR DATE THIS SECTION and DO NOT COMPLETE ANY MORE OF THIS FORM, STOP
4. Existing Members
	1. Ensure that where someone has already joined the PVG Scheme, that they complete the correct form – EXISTING MEMBERS
	2. They will have a PVG Membership ID number; this can be found halfway down the left hand side of their certificate.
		1. The number is 16 digits long and arranged in blocks of four.
		2. IT IS NOT THE NUMBER AT THE TOP OF THE PAGE, starting with a 2000000….
		3. Again mistakes here will result in a disclosure being held back
		4. If a volunteer does not know their ID number, they can call CRBS and ask for the number over the phone
	3. There are guidance notes with every form, PLEASE ENSURE THAT THE VOLUNTEER READS THESE! (Guidance documents are attached)
5. Who needs disclosed?
	1. Anyone that is doing regulated work within your club - <https://www.disclosurescotland.co.uk/disclosureinformation/pvg_training/self-assessment/index.html>
	2. There is no need to disclose a person who is not doing regulated work.

If you have any training requirements or have questions on PVG Disclosures or any of the topics above. Please call me on 07739 506 733.

Thanks

Jim Goldie

Welfare Lead, **scottish**athletics