

Scottish Athletics: Online PVG Application Service Guidance

This revised service allows applications to be submitted more efficiently and accurately.

Club Welfare Officers will no longer need to check individual PVG forms. Instead, they will complete a short template form and submit it to the Scottish Athletics Welfare Team.

Scottish Athletics will check and send the form to Volunteer Scotland Disclosure Services (VSDS). Disclosure applicants will then be sent a link to enter their information online and have it validated as they go.

This guidance shows the different stages of the Scottish Athletics process.

If the Applicant is not a Club member, they should contact the welfare team at Scottish Athletics.

Step 1 – The Club Welfare Officer completes the Online PVG Application Request Form

The Applicant contacts the Club Welfare Officer who completes the Applicant details within the online PVG application request form (as per example shown in Appendix A).

The following Applicant information is required in the form.

- Title
- First name
- Middle name
- Surname
- Date of Birth
- Valid e-mail address, they will be sent a link by Disclosure Scotland. If the email address is incorrect, they will not receive the link.
- Applicants current home address
- Application Type (please choose from SRJ, SRU or ExSR)
 - Scheme Record to join (SRJ) – Applicant is joining the scheme for the first time
 - Scheme Record Update (SRU) - The applicant is already a member of the scheme for the regulated work group you are checking
 - Existing Member Scheme Record (ExSR) - The applicant is already member of the scheme but is not a member for the regulated work group you are checking
- Position applied for - (please use one of the following) – Coach, Coaching Assistant, Activity Leader, Parent Helper, Volunteer Helper, Technical Official, Welfare Officer, First Aider.
- Employer (for the purposes of this process this is Scottish Athletics)
- Regulated Work Group
 - Adults
 - Children
 - Both
- Will the work be carried out at the home address of the applicant? - for athletics purposes the answer is -No
- Volunteer - for athletics purposes the answer is - Yes

Step 2 - ID Verification:

Welfare Officer checks the Applicants 3 forms of ID documents and lists them in the form. We recommend both photographic and address identification are checked. Identification can be verified via zoom, face time etc.

Step 3 - Submitting the Online PVG Application Request Form:

- The Welfare Officer must complete all sections of the form including providing the club name and name of ID checker.
- The form must be signed (electronic signatures are acceptable).
- 5 applications are allowed per form.
- The email subject heading must be completed with 'Online PVG Application Request'
- You must also enter the number of application requests in the email header (e.g Online PVG Application Request X 5).
- Send the application request to welfare@scottishathletics.org.uk

Step 4 – Scottish Athletics Welfare Team Role:

- The Applicant information will be verified and recorded by the welfare team and thereafter sent to VSDS who enter it onto Disclosure Scotland's system.

Step 5 – Completion of Application Online (Applicant)

- Disclosure Scotland's automatically generated link will be sent to the Applicant.
- The Applicant will have 7 days to complete their application.
- The Applicant should also check their junk inbox as the email might be there.
- If the Applicant does not complete the application within 7 days, then a new application request must be submitted and the process starts again.
- Once the Applicant completes this information, the normal checking process will be run to check suitability and issue the appropriate information.

Step 6 – Issuing of PVG Certificate by Disclosure Scotland

- Both the Applicant and Scottish Athletics will receive a paper certificate.
- Scottish Athletics will advise the club welfare officer within 14 days of receipt of the certificate.

APPENDIX 1: EXAMPLE ONLINE PVG APPLICATION REQUEST FORM

Title Applicants Name				DOB	Email Address	SRJ – App to Join SRU - Exist Mem SREM – Exist mem	Position Applied For	Employer	Regulated Work Group(s) Children, Adults, Both	Will the Work Be Carried Out at The Home Of The Applicant Y/N	Volunteer Y/N	ID Verification
Title	Firstname	Middlename	Surname									
Mrs	Claire	Jane	Jones	16/08/1999	Claire.Jones@123.org.uk	SRJ	Coaching Assistant	Scottish Athletics	Children	N	Y	Photo DL, Utility Bill and Passport

