

PVG Consent to Share FAQs for Club Welfare Officers

To ensure **scottishathletics** is compliant in terms of legislation and best practice in relation to safer recruitment, a 'Consent to Share' personal data form is being introduced from **26 August 2024**. Beyond this date, no PVG or PVG update application will be progressed without the 'Consent to Share' form being completed and submitted.

There is no change to the current recruitment process. Club Welfare Officers will continue to complete the ID verification and submit the PVG and PVG update applications to **scottishathletics**. The small addition is that all applicants are provided with a link to complete the 'Consent to Share' online Form. This must be completed prior to SAL progressing the PVG application.

The following FAQs should be of benefit to you

Q. How will you get access to the link?

A. The current PVG application form has been updated to include a link and a QR code for accessing the 'Consent to Share' form. The QR code will allow the applicant direct access to the online form through their mobile phone. The link and QR code are also provided at the foot of this document.

Q. Is it the same link for all?

A. It is the same link for everyone applying for a PVG or a PVG update.

Q. When should you provide the link to the applicant?

A. The link can be provided to the applicant when the ID check is being scheduled or whilst you are completing it. With the addition of the QR code it is possible for the applicant to scan the code, log into the online form and complete it, during the ID check part of the process.

Q. What happens if an applicant does not give consent to share?

A. Where consent to share is not given, a PVG application will not be progressed, and the club will not be permitted to recruit (or continue to deploy) that individual in a regulated role with children or protected adults. We will notify the CWO immediately should any individual linked to the club not give consent to share.

Q. Can an applicant withdraw their consent to share?

A. It is an individual's right to withdraw their consent at any time. They can do so by putting this in writing to the SA Welfare Team - welfare@scottishathletics.org.uk

Q. What happens if an applicant decides that they want to withdraw their consent to share?

A. Where consent to share is withdrawn, the club must cease the deployment of that individual in a regulated role with children or protected adults. We will notify the CWO immediately should any individual linked to the club withdraw their consent to share. Applicants

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Q. Does the consent to share need to be completed with every PVG application?

A. No, once consent to share has been granted, it will remain active until the individual chooses to withdraw it. It will be required on completion of the first application and held on record for any future applications or updates.

Q. How will you know if the applicant has completed the 'Consent to Share' form?

A. Upon submission, the applicant will receive a confirmation message, which they can screenshot. They will also have the option to print or save a copy of their responses. You can ask the applicant if they have completed the form or request to see proof of their confirmation/ submitted responses.

Please note - *scottishathletics will not contact applicants to get them to complete the 'Content to Share' form, this would be the responsibility of the CWO as part of the club's safer recruitment process.*

Q. What about those who have a PVG through scottishathletics prior to the introduction of this form?

A. In circumstances where a PVG update is required prior to their usual 3-year renewal, we will request that the applicant complete the 'Consent to Share' form prior to their application being submitted. Where consent to share is not given, meaning that we cannot progress the PVG update application, the club must cease the deployment of that individual in a regulated role with children or protected adults. We will notify the CWO immediately should any individual linked to the club not give consent to share.

If you have any further questions or queries, please get in touch with the welfare team via email welfare@scottishathletics.org.uk

Link to the 'Consent to Share' form: <https://forms.office.com/e/WGp76zpYY9>

Consent to Share Form QR Code

