

PVG Application Process (application completed via affiliated club)

Step by Step Guide

Step 1: Identified Need for a PVG

- Either through the Safer Recruitment or the 3 year update process, an individual is deemed to be performing a regulated role with children or protected adults and as such requires a PVG.

Step 2: ID Document Verification, Consent to Share and scottishathletics (SA) Application Request Submitted

- *Consent to Share* – At this stage, if not before, the CWO provides the applicant with the link to complete the 'Consent to Share' online Form.

Please note that a PVG application will not be progressed without 'Consent to Share' being given via the relevant form. (more info in 'PVG and Self Declaration' - <https://www.scottishathletics.org.uk/about/welfare/safeguarding/>)

- CWO verifies the applicants ID, taking note of the following information:
 - The applicant must show one photo ID and two forms of proof of address dated within the last three months:
 - **Photo ID:** passport, photo driving licence, national entitlement card, employee ID card, Young Scot card, photographic membership card, student ID card.
 - **Proof of address:** phone bill, utility bill, bank statement, bank letter, school letter, benefit agency letter, UK driving licence, credit card statement, council letter, financial statement.

Please note that ID document checks must be done face to face either online or in person.

Digital copies of personal ID documents should never be accepted or requested.

- CWO then completes the current SA 'PVG Application Request Form' (only the current form format will be accepted), returning it via email to: pvg@scottishathletics.org.uk.

Step 3: SA PVG Application Request Form Details Verified and Disclosure Scotland (DS) Link Request Submitted

- SA verifies the information provided on the submitted form.
 - If all details are correct and the 'Consent to Share' form has been received, the application link request will be submitted via the DS portal.
 - If any details are incorrect, SA will contact the CWO to obtain updated information.

Please note that this may lead to a delay in the application being processed.

Step 4: DS Application Link Issued to Applicant

- The applicant will receive an email from DS (disclosurescotland@notifications.service.gov.scot) containing a unique link to access their form.

Please note that these emails may go to spam/ junk folders so applicants need to check these folders regularly.

- Applicants will be informed in the email that they have **14 days** (upon receiving the link) to complete the application.
- They will also receive a reminder from DS on days **9** and **12** of the **14** day window.
- If the applicant does not receive or complete the link it will **expire on the 14th** day and SA will have to restart the process.
- SA do not get notification that a link has expired so CWOs are encouraged to check with applicants that they have received and completed the link and should contact: pvg@scottishathletics.org.uk if they require a new one to be issued.
- If **3 months** has passed since an application was submitted, a new ID document check **must** be completed.

Step 5: Applicant Creates ScotAccount and Completes the PVG Application

- Applicants will need to create a ScotAccount to complete the application and view their result. This video explains the process: [Setting up a ScotAccount](#)
- Applicants should then complete all required steps, ensuring that the information provided matches that submitted during the ID document verification process.
- Once the form is submitted, the applicant will receive a confirmation email. SA will also receive confirmation.
- DS will then carry out the necessary checks.

Step 6: Issue of PVG Certificate and Suitability Decision (as per the Suitability Decision Making Agreement)

- **Applicant:** The applicant will be notified via email from DS either that their online result is ready or that they have further steps to complete. Results can be viewed via the ScotAccount (see previous step for set up guidance).
- **Organisation:** once a certificate has been processed, SA will receive an email from DS stating that it is ready to be viewed. We will check the PVG certificate, make a suitability decision and log the relevant details.
 - If further discussion is required with an applicant one of the SA Welfare Officers will contact the applicant directly.
 - We will only contact the CWO if further discussion is required about a suitability decision.
 - If the PVG was completed as part of the licence process (new or renewal) then the PVG will be added to the licence system.

*Applicants are asked not to send or share digital copies of certificates to/ with **scottishathletics** at any time.*

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