

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: CONSENT TO SHARE, ID DOCUMENT VERIFICATION AND SA APPLICATION REQUEST FORM

- **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/>

- **ID Documents Verification**

CWO verifies the applicants ID documents:

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.

- 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.

- **SA Application Request Form Submitted**

CWO 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: PVG APPLICATION DETAILS VERIFIED AND DISCLOSURE SCOTLAND (DS) LINK REQUEST SUBMITTED

- SA verifies the information provided on the form submitted in step 2.
 - 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: APPLICATION LINK ISSUED TO APPLICANT (FROM DS)

- 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 have **14 days** (upon receiving the link) to complete the application.
- A reminder from DS will be sent 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 THEIR PVG APPLICATION

- This [online guide](#) may assist with the completion of this step.
- 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.
- If there are any issues highlighted during the checking process, DS will contact the applicant directly to advise of the next steps.

Step 6: ONLINE PVG RESULT (CERTIFICATE) AND SUITABILITY DECISION BY SA (as per the club Suitability Decision Making Agreement)

- This [online guide](#) may assist with the completion of this step.
- **Applicant**
 - Paper certificates are no longer issued.
 - The applicant will be notified, via email from DS, either;
 - that their online result is ready or that they have further action to take
 - Results can be viewed via the ScotAccount (see previous step for set up guidance).

IMPORTANT CHANGES from 1 April 2025:

Applicant Access to View Certificates

- Applicants will be sent an email from DS when their certificate information is ready to be viewed.

Applicant Release Certificate Information to SA – HAS A TIME SENSITIVE DEADLINE LISTED THE EMAIL FROM DS

- *PVG certificates are no longer automatically sent to SA. Applicants now have to release their certificate to SA for consideration.*
 - *The time sensitive deadline to release the certificate is listed in the email from DS.*
 - *To release the certificate, they need to log in to their ScotAccount and push the blue button (see time sensitive deadline on email from DS).*
 - *Any delay in this process being completed will result in a delay to a suitability decision being reached. Applicants can contact Disclosure Scotland to discuss any issues.*
 - **SA and Club**
 - Once a certificate has been released (see above), SA will be able to view it.
 - We will check the PVG certificate and make a suitability decision in line with the organisations policies.
 - If further discussion or consideration is required to reach a suitability decision, 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.
 - Relevant details, including the outcome of the Suitability Decision, will be logged internally.
 - If the PVG was completed as part of the licence process (new or renewal) then the PVG will be added to the licence system.
 - CWO must request confirmation of the returned certificate prior to deployment.
- Never email digital copies or images of certificates to scottishathletics.***

Click here for the [ONLINE GUIDE FOR APPLICANTS](#)

Step 1

- Club Identifies the need for a PVG as part of Safer Recruitment process.

Step 2

- CWO Completes ID document check
- Applicant completes Consent to Share form
- CWO Submits application request to SA

NOTE

Incorrect or inaccurate information will slow down the application process.

Step 3

- SA PVG Application Request Form details verified
- DS Link Request Submitted

NOTE

Incorrect or inaccurate information will slow down the application process.

Step 4

- DS Application Link Issued to Applicant
- 14 days to complete – reminders issued
- Check junk/ spam folders

NOTE

If a link is missed, the CWO needs to request that a new one be issued.

This will delay the application process.

Step 5

- Applicant creates a ScotAccount and completes the PVG application
- Data needs to match that provided during document check

NOTE

If the data entered during this stage does not match the original request, there may be follow up communication to confirm.

This will delay the application process.

Step 6

- PVG result issued to applicant
- Applicant has a time sensitive deadline to release the certificate to SA – see email from DS
- Suitability Decision made by SA
- Details recorded internally

NOTE

APPLICANT HAS A DEADLINE TO VIEW AND RELEASE THEIR CERTIFICATE. THIS IS DETAILED IN THEIR EMAIL FROM DS.

APPLICANTS HAVE TO CONTACT DS IF THEY MISS THIS DEADLINE.

Certificates containing conviction, or relevant non conviction information, will be progressed in line with the relevant policies.