



PVG PROCESS – UPDATE AS OF AUGUST 2020

PVG applications are now open to non Covid-19 key roles and applications for sports organisations can now be processed online. Please follow the instructions below in order for us to process applications on behalf of your club.

Advice on completing the form is below, but please also note that the VSDS website has an FAQ section that can be found at:

<https://www.volunteerscotland.net/for-organisations/disclosure-services/pvg-and-coronavirus-covid-19/>

They also offer LIVE CHAT, HOW TO SESSIONS and DROP IN WORKSHOPS which are very helpful – links to these can be found at:

<https://www.volunteerscotland.net/for-organisations/disclosure-services/digital-routine-applications/>

For information on who needs a PVG, whether it is a NEW application or SCHEME RECORD UPDATE please refer to our website <https://www.scottishrugby.org/safeguarding/advice-for-clubs> and click on PVG FLOWCHART. This page also has a list of approved roles requiring PVG membership.

For application forms please go to Volunteer Scotland Disclosure Services (VSDS) website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/> - you require a DIGITAL ONLINE APPLICATION. The applicant should complete the form from the online link above – **PLEASE NOTE THAT THE FORM MAY BE ADJUSTED OR FUNCTIONALITY IMPROVED BY VSDS**, so it's important that the applicant completes the form from the online link to ensure the latest version. The form roughly follows the same format as the paper version.

Please note you are applying for

- "EXISTING MEMBERSHIP OF THE PVG SCHEME" or
- "TO JOIN THE PVG SCHEME"
- (**not** Basic, Standard and Advanced)

- The applicant should save the form in WORD format (PDFs cannot be processed) and email it to the CPO who will complete the section regarding ID checks.

Areas to note when completing the form:

- APPLICATION TYPE: Please note that the application type where it has PVG Application – Child or Adult or Both. This refers to who the applicant is working with NOT that they are an adult or a child. In the majority of cases this should be “CHILD” unless a medic who should note “BOTH”.
- There are forms for New Applicants and Scheme Record Updates noted on the website.

COMPLETING THE FORM:

NEW APPLICATIONS		SCHEME RECORD UPDATES	
SECTION 1	Complete all sections. Middle name MUST be noted.	SECTION 1	Complete all sections. PVG number must be included, 12 digit number.
SECTION 2	Complete	SECTION 2	Complete
SECTION 3	Complete	SECTION 3	Complete
SECTION 4	Complete if applicable	SECTION 4	Electronic signature by applicant
SECTION 5	Complete if member of Regulatory body – such as member of GMC, Teaching Council etc.	SECTION 5	Voluntary role – YES (unless this is a paid role eg, Development Officer)
SECTION 6	Electronic signature by applicant	SECTION 6	Club name Role Description not needed
SECTION 7	Voluntary role – YES (unless this is a paid role eg, Development Officer)	SECTION 7	ID check to be completed by CPO
SECTION 8	Leave blank	SECTIONS 8 – 12	Leave blank
SECTION 9	Club name Role Description not needed		
SECTION 10	ID check to be completed by CPO		
SECTIONS 11 – 15	Leave blank		

Once the form is completed by both the applicant and CPO please save it as “NAME OF APPLICANT + CLUB” and email it to safeguarding@sru.org.uk

The safeguarding team will register this on our system then forward onto VSIDS. The applicant will receive their certificate before the copy is issued to Scottish Rugby.

Once the certificate is received by Scottish Rugby we will verify the person’s record on SCRUMS. Please note we are working through the emails to club CPOs that confirm the PVG details.