

PVG / DISCLOSURE PROCESS



Disclosure Form completed by applicant & ID verified by Clubs CPO/Nominated Representative, who is required to initial applicants ID to certify copies– Form(s) & Certified copies of ID submitted to SWF Office

Form checked by SWF Signatory & Volunteer Scotland PVG sheet completed

Form completed correctly in full - sign off PVG front sheet

YES

NO

Signed PVG Front sheet scanned and SWF save electronically on file by Club
Forms submitted to Volunteer Scotland for processing

SWF Office contact Clubs CPO/Nominated Representative to obtain any missing or incorrect information required (process as across)

On receipt of Certificate: SWF update copy sheet with date received & certificate filed. CLUB enter certificate number & date of issue on Club Admin System