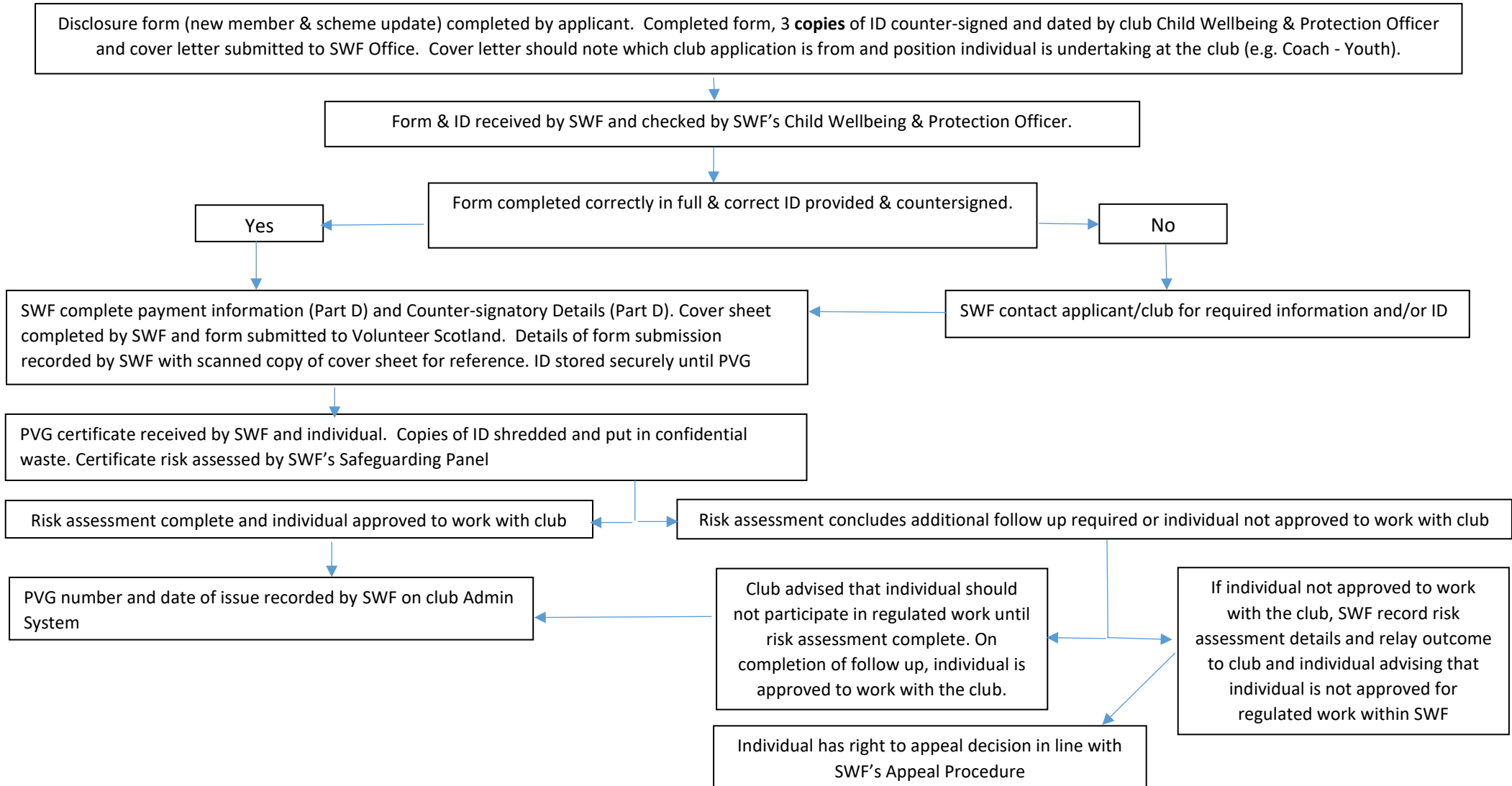




Scottish Women's Football PVG Process





Scottish Women's Football PVG Process FAQs

1. Do all PVGS need to be completed through SWF – why can't this be done through club anymore?

Yes, in line with the Scottish FA's Directive on Child Wellbeing and Protection, it's mandatory that **ALL** PVG's for officials in regulated roles are processed through SWF. The reason for this is to ensure that SWF have a full picture of those undertaking regulated work within SWF clubs and to ensure a consistent risk-assessment process. Furthermore, this ensures that SWF are contacted directly should any updated information become available from Disclosure Scotland. If the individual undertakes additional work at the club (e.g. in a community role) then the club can also apply for PVG scheme update.

2. Do I need to complete a PVG for SWF if I already have one for Scottish FA, SYFA or other recognised association in Scottish Football?

Yes – as per above this is the only way to ensure that SWF can perform an informed risk assessment of the individuals suitability to work in a regulated role. This also makes certain that SWF are informed by Disclosure Scotland of any changes to the content of an individual's PVG.

3. How do I know if I have a PVG already?

If you are unsure, you can contact Disclosure Scotland on **03000 2000 40**. Please note that Disclosure Scotland will not disclose this information to SWF and it is the responsibility of the individual to check if they are an existing member and complete the appropriate form.

4. What do I do if I don't know my existing PVG number?

Your PVG number is contained on the left hand side of your PVG certificate under the applicants name and date of birth. This ordinarily starts with the number 1. Please note numbers beginning with '2000' are old disclosure numbers and should not be input into any application form.

5. What copies of ID are acceptable?

The minimum ID required is one document with a photograph and two documents with current home address (please note this must be 3 separate documents). If no photo ID is available then 3 documents must contain your current home address. Documents confirming your home address should be issued within the last 3 months. **Please note that a PVG certificate is not an acceptable form of identification and PVG certificates obtained on behalf of any other organisation whether football related or otherwise are not transferrable to SWF.**

6. Is there a step by step guide to completing the PVG Application Form?

Yes – Volunteer Scotland provide a step by step guide and additional information on their website at https://www.volunteerscotland.net/media/1112729/guidance_notes_-_application_to_join_-_applicant.pdf

7. How long will it take for my certificate to be issued?

The timescales vary depending on how much information needs to be checked and how busy the services are. It should be noted that forms submitted to SWF are forwarded to Volunteer Scotland who send on to Disclosure Scotland on behalf of SWF. If you want to check the progress of your application, please contact SWF in the first instance to check when it was submitted to Volunteer Scotland (0141 620 4583) & swf@scottish-football.com. If you want to check directly with Disclosure Scotland then please call Disclosure Scotland on 03000 2000 40.

8. Can I undertake regulated work before my certificate arrives?

No, SWF's Child Wellbeing and Protection Policy states that an individual should not undertake regulated work until they have completed all safeguarding measures including completion and risk assessment of PVG.

9. How often do I need to re-new my PVG and perform a 'scheme update'?

Individuals should ensure that a scheme update is completed every 3 years. Going forwards, SWF will endeavour to monitor this and send reminders to clubs where their officials require a 'scheme update' but clubs should ensure that all of their officials have an up to date PVG certificate (completed within 3 years) at the point of affiliation annually.

10. What other safeguarding measures do I/the club need to undertake before my appointment in a regulated role can be confirmed?

In line with the Scottish FA's Directive on Child Wellbeing and Protection, all individuals undertaking a regulated role within an SWF member club must complete the following in addition to a PVG application:

- a. Completion of self-declaration form from person in regulated work (to be completed seasonally – November 1st onwards)
- b. Two references approving the suitability of the person in 'regulated work' to conduct regulated work with children (this is for new appointments only)
- c. Completion of Fair Processing Notice Form (to be completed once only)
- d. Subscribe to the Code of Conduct for Safeguarding Children's Wellbeing (to be completed seasonally – November 1st onwards but prior to club affiliating)
- e. Completion of the Official Declaration (to be completed seasonally – November 1st onwards)
- f. Completion of the Children's Wellbeing in Scottish Football Workshop. This is an online course and free of charge to complete.

Note: Completion of forms a-d above will be automated through SFALive with individuals in regulated work receiving an e-mail and link to complete appropriate forms upon being added to the system.

11. What is the definition of regulated work and how do I know if the role am I undertaking requires a PVG certificate to be completed?

There is no absolute definition provided by Disclosure Scotland but for the purposes of SWF clubs, we have identified and agreed of the following categorisations:

Regulated:	Non-Regulated:
Coach (Youth)	Photographer or Media Related Personnel
Goalkeeping Coach (Youth)	Secretary
Assistant Coach (Youth)	Chairperson
Driver (Youth)	Fundraiser
Club Development Officer (Youth)	Publicity Officer
Child Wellbeing & Protection Officer (Youth and Senior)	Committee/Board Members
First Aider (Youth and Senior)	Social Secretary
Physio (Youth and Senior)	Treasurer
Sports Scientist (Youth)	Vice-Chairperson
Chaplain (Youth)	Manager (unless this involves coaching at youth level or the manager line manages other officials)
Doctor (Youth)	Alternative Contact
Manager (only if this involves coaching at youth level or the manager line manages other officials – this should be clarified when submitting the PVG)	

12. Do I need to apply for a PVG if I work in the senior part of the club only?

Yes, but only if you are a named official in the following roles; First Aider, Physiotherapist or Child Wellbeing Protection Officer

Disclosure Scotland consider any under 18's participating in adult football as 'incidental' regardless of the number of under 18's in the senior section of your club. Therefore, if you are working in the senior section of your club only, and are not named in one of the roles listed above in bold you are not required to complete a PVG application and it is actually against the law for SWF to knowingly apply for a PVG for an individual who is not undertaking 'regulated work' in terms of the definition provided by Disclosure Scotland. SWF recognise the large number of under 18's participating in senior football and are actively engaging with Disclosure Scotland to change the definition of 'regulated work' to allow us to PVG check club officials as appropriate. However at this time only those officials named above are deemed to be undertaking regulated roles therefore a PVG is required in the senior game. However it must also be noted, all officials listed at the club regardless of their role are still obliged to undertake the other safeguarding measure outlined in Section 10.

Any additional enquiries should be directed to Scottish Women's Football – swf@scottish-football.com & 0141 620 4583