



Digital PVG applications

Due to COVID-19, most organisations are developing new methods of working to allow services to resume. Due to remote working, Disclosure Scotland have developed a digital PVG. This means forms can be completed electronically on a word document version and submitted to SWF via email.

We've developed some guidance to assist clubs and officials in completing this process. All other aspects of the Safe Selection process should be carried out by the club as previously advised.

When completing a digital PVG form, please follow the steps below: -

Step 1

Club secretary or CWPO should email childwellbeing@scotwomensfootball.com requesting digital PVG applications to distribute to officials. All officials must be added to Scottish FA live system before a PVG application is submitted.

Step 2

Official completes form (as outlined in Appendix 1/2) and sends to Club secretary or CWPO to verify and sign 3 copies of ID.

Step 3

Club Secretary or CWPO emails completed form and the copies of verified ID to childwellbeing@scotwomensfootball.com for processing.

You must include the following information in your email:

Subject line – PVG application (Official Name) (Club)

The body of your email must include the following declaration:

“Dear SWF

I can confirm that this official agrees to you submitting the attached PVG membership scheme application on their behalf and the club has written confirmation of this agreement which will be made available to SWF if required.

Regards”

- **Appendix One** - Guidance notes for individuals completing an application to join PVG scheme
- **Appendix Two** - Guidance notes for individuals completing an Existing Member PVG form



APPENDIX ONE

Guidance notes for individuals completing an application to join PVG scheme

Please complete sections 1 – 6 only.

Section 1 About you; the individual

Date submitted: this is the date that you submit your form to your club secretary or CWPO

Application type: CWPO, First Aider and Physio will be 'PVG Join – Both'

All other regulated roles will be 'PVG Join – child'

Please complete all other fields in this section.

Section 2 Contact details

Please enter at least one type of contact detail, this will enable Disclosure Scotland to get in touch with you directly if there are any issues with your form. This will speed up the process.

Section 3 Current address

Please provide your current address. If you have lived here more than 5 years go to section 5.

If you have lived here less than 5 years go to section 4 and list previous addresses. If you've lived at more addresses than the space permits, please submit an additional word document with previous addresses detailed.

Section 5 Regulatory body details

Cross the box yes or no. If you are not a member of a regulatory body go to section 6.

Section 6 Declaration on application

Please read and sign the declaration. An electronic signature or printed name is acceptable.

Once you have completed the form please return it with 3 copies of your ID*, one of which must be photographic to your club secretary or CWPO who will forward on to SWF once your ID is verified.

The Club Secretary/CWPO should email the completed form and ID to SWF for further processing.

- 1 must be photographic and 2 with current address within last 3 months E.g. Driving Licence, Passport and Utility Bill -



SCOTTISH WOMEN'S
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APPENDIX TWO

Guidance notes for individuals completing an Existing Member PVG form

Please complete sections 1 – 4 only.

Section 1 About you; the individual

Date submitted: this is the date that you submit your form to your club secretary or CWPO

Application type: 'Scheme Record Update' – *if official has existing PVG for working with children*

'Scheme Record' – *if official is on PVG scheme for working with adults but not children.*

Please complete all other fields in this section

Section 2 Contact details

Please enter at least one type of contact detail, this will enable Disclosure Scotland to get in touch with you directly if there are any issues with your form. This will speed up the process.

Section 3 Regulatory body details

Cross the box yes or no. If you are a member of a regulatory body, please enter registered body name and membership ID.

Section 4 Declaration on application

Please read and sign the declaration. An electronic signature or printed name is acceptable.

Once you have completed the form please return it with 3 copies of your ID*, one of which must be photographic to your club secretary or CWPO who will forward on to SWF once your ID is verified.

The Club Secretary/CWPO should email the completed form and ID to SWF for further processing.

- 1 must be photographic and 2 with current address within last 3 months e.g. passport, drivers licence and utility bill