

**Scottish Women’s Football PVG Process – Paper applications**

Disclosure form (new member & scheme update) completed by applicant. Completed form, 3 **copies** of ID counter-signed and dated by club Child Wellbeing & Protection Officer and cover letter submitted to SWF Office. Cover letter should note which club application is from and position individual is undertaking at the club (e.g. Coach - Youth).

Form completed correctly in full & correct ID provided & countersigned.

Yes

Form & ID received by SWF and checked by SWF’s Child Wellbeing & Protection Officer.

No

Has the official been added to SFAlive?

SWF contact applicant/club for required information and/or ID / or to add official to the system

PVG certificate received by SWF and individual. Copies of ID shredded and put in confidential waste. Certificate risk assessed by SWF’s Safeguarding Panel

Risk assessment complete and individual approved to work with club

Risk assessment concludes additional follow up required or individual not approved to work with club

PVG number and date of issue recorded by SWF on club Admin System & also on PVG log on G drive.

If individual not approved to work with the club, SWF record risk assessment details and relay outcome to club and individual advising that individual is not approved for regulated work within SWF

Club advised that individual should not participate in regulated work until risk assessment complete. On completion of follow up, individual is approved to work with the club.

Individual has right to appeal decision in line with SWF’s Appeal Procedure

Update application status on SFAlive, adding note on audit trail

Yes

Information received and/or official is added onto SFAlive

SWF complete payment information (Part D) and Counter-signatory Details (Part E). Cover sheet completed by SWF and form submitted to Volunteer Scotland. Details of form submission recorded by SWF on PVG log with scanned copy of cover sheet for reference. ID stored securely until PVG certificate received.

**Scottish Women’s Football PVG Process FAQS**

1. **Do all PVGS need to be completed through SWF?**

**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.

1. **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 ensures SWF are informed by Disclosure Scotland of any changes to the content of an individual’s PVG.

1. **How do I know if I have a PVG already?**

If you are unsure, you can contact Disclosure Scotland on **0300 0200 040. Due to the current pandemic, Disclosure Scotland are operating a reduced workforce therefore the phone lines are only answered between 9am and 1pm. 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.**

1. **What do I do if I don’t know my existing PVG number?**

Your PVG number is noted on the left hand side of your PVG certificate under name and date of birth. This ordinarily starts with the number 1, however more recent PVG membership numbers start with a 2, which can be confusing as Disclosure numbers also start with a 2, however your PVG number will always be 16 digits where as a disclosure number will only be 15 digits.

1. **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 ie a driving license can’t be used as photographic and confirming an applicant’s address). If no photo ID is available then 3 documents must contain your current home address. Documents confirming your home address should be dated within the last 3 months. **Please note that a previous PVG certificate/disclosure certificate are not an acceptable form of identification.**

1. **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. The links to the guidance notes for new and existing applications can be found below.

<https://www.volunteerscotland.net/media/1112729/guidance_notes_-_application_to_join_-_applicant.pdf>

Or

<https://volunteerscotland.net/media/1112745/guidance_notes_-_existing_member_application_-_applicant.pdf>

1. **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. However, due to the pandemic, the turn-around time for PVG’s has increased slightly, however it should also 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 on 0141 620 4583 or via email childwellbeing@scotwomensfootball.com. If you want to check directly with Disclosure Scotland then please call Disclosure Scotland on 0300 0200 040.

1. **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.

1. **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 and issued on behalf of SWF within 3 years).

1. **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:

1. Two references approving the suitability of the person in ‘regulated work’ to conduct regulated work with children
2. Completion of self-declaration form from person in regulated work (to be completed seasonally – November 1st onwards but prior to the club affiliating)
3. Subscribe to the Code of Conduct for Safeguarding Children’s Wellbeing (to be completed seasonally – November 1st onwards but prior to club affiliating)
4. Completion of the Official Declaration (to be completed seasonally – November 1st onwards but prior to the club affiliating)
5. Completion of Fair Processing Notice Form (to be completed once only)
6. Completion of the Children’s Wellbeing in Scottish Football Workshop. This is an online course and free of charge to complete and is valid for 3 years

Note: Completion of forms b-e above will be automated through SFA live with individuals in regulated work receiving an e-mail and link to complete appropriate forms upon being added to the football admin system.

1. **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:

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| **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) |  |

1. **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 a club. Therefore, if you are working in the senior section 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 and as such a PVG is required within the senior game. However it must 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 – [childwellbeing@scotwomensfootball.com](mailto:childwellbeing@scotwomensfootball.com)