



### **New PVG processing approach – Grassroots Football PVG**

Please ensure that you use this information and disregard any previous instructions for the processing of PVGs within SWF.

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## Introduction

Our approach to processing PVGs is changing. The Scottish Youth Football Association (SYFA); Scottish Women's Football (SWF); Scottish Para Football (SPF) along with the ScottishFA are pleased to announce the forming of a new venture to help support the delivery of PVGs to volunteer coaches across football, Grassroots Football PVG (GF PVG).

Currently, officials volunteering in football are required to obtain a PVG for each separate Affiliated National Association (ANA) they are involved in, this new arrangement will mean that one single GF PVG will enable an individual to work across the SYFA, SWF and SPF in most circumstances<sup>1</sup>. This will greatly reduce the duplication of time for volunteers, but more importantly, help make our sport an even safer place for players.

The new system will come into effect as of 15th January 2025 and will see SYFA and SWF combine resources to deliver a consistent, effective and safe approach to the administration of PVGs and will be supported by the ScottishFA and SPF.

It also comes ahead of preparations for new legislative requirements from Disclosure Scotland that will come into force on the 1<sup>st</sup> April 2025.

To deliver upon this ambition, clubs need to be aware of the new process and to prepare accordingly. SYFA and SWF wellbeing teams will be on hand to support clubs every step of the way. Clubs should read this document and note that previous guidance and advice on the SWF website as it relates to the processing of PVGs is now effectively defunct and this new instruction replaces that.

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<sup>1</sup> Should you obtain an Adult PVG to work within Scottish Para Football, this will NOT permit you to work with children and young people in SYFA or SWF. You must contact GFPVG for an update.

## Changes at a Glance

- 1) **GF PVGs will now be processed with the support of SYFA Additional Signatories** – this team of volunteers will now begin the process of a PVG application for all volunteers within SYFA, SWF and SPF. SWF clubs currently within a club with SYFA teams should use that Additional Signatory to begin the process of verification checks. For any club that does not have an SYFA team, then get in touch with SWF ([swf@scotwomensfootball.com](mailto:swf@scotwomensfootball.com)) and we will put you in contact with a nearby Additional Signatory.
- 2) **Identification requirements** – you will need one photo ID and a proof of address (something dated within three months of the application). If there is no photo ID, three proofs of address are required.
- 3) **Disclosure Scotland, rather than Volunteer Scotland will process all applications**
- 4) **Grassroots Football PVGs will be processed as of 15th January 2025** – these new-style PVGs will begin to be processed from this date and will enable volunteers to work across SWF, SYFA and SPF in most circumstances, PVGs issued prior will not permit this.  
***\*\*\*For avoidance of doubt, if you have an SWF PVG issued before January 2025, then you are only permitted to operate within SWF. And no official from another Affiliated National Association or organisation with a PVG issued prior to January 2025 is permitted to work in SWF. Only new-style Grassroots PVGs can enable this movement\*\*\****
- 5) **All elements of the Safe Selection Process remain in place** – this new approach to processing PVGs does not impact the Safe Selection Process. The principles of that remain in place, and all those involved in activity across SWF, SYFA or SPF must abide by those requirements. This means completion of all Self Declarations, the Fair Processing Notice, and the club having been supplied with two references – this should include a reference from the applicant’s previous club. No official will be made active on Comet without this in place and nor should they participate in football-related activities. This keeps our game safe and keeps our much-valued volunteers protected and indicates good governance within a club and a sign of positive club health.
- 6) **New email address** – for all Grassroots Football PVG enquiries, use the new email address - [grassrootspvg@scottish-football.com](mailto:grassrootspvg@scottish-football.com)  
No email applications for new PVGs should be sent directly to SWF (or SYFA/SPF) they will not be automatically forwarded and instead will be deleted to ensure good GDPR practice.
- 7) **A ‘how to’ guide/video to guide through the new process is in place** – Developed along with the Scottish FA, this new resources will help you navigate your way through the new system, please check out the new support section and

ensure you complete all requirements (modules on MyComet): [Grassroots PVG - Wellbeing & Protection](#)

- 8) **Legacy PVGs** – if you have a PVG for SWF (or SYFA or SPF) please contact your ‘home’ organisation for any updates or changes that relate solely to that – for SWF contact [SWF@scotwomensfootball.com](mailto:SWF@scotwomensfootball.com)
- 9) **From 1<sup>st</sup> April 2025 everyone in a regulated role MUST have a PVG** – legislative changes will now mandate a PVG for those in such roles making it a criminal offence to not have one in place. Clubs should not take any chances with the implementation of this new requirement

## Process and Guidance

### Online Applications for a Grassroots Football PVG | Important information

- To complete an online PVG application you must have a valid email address.
- You must have a MyScot Account with Disclosure Scotland. [Disclosure Scotland - Online Results](#)
- The PVG Application Request Form must be filled in and signed by an Additional Signatory, and they will check your ID. If you are unsure who your club's additional signatory is or need help with this, email [grassrootspvg@scottish-football.com](mailto:grassrootspvg@scottish-football.com)
- Once your PVG has been submitted to the Grassroots Football PVG email, you will receive an email to confirm the application has been processed. You will then receive an email from Disclosure Scotland within 5-10 days with an additional online form. You must complete the application via the link **within 14 days of receipt. Please check your junk/spam folders regularly too!**
- ***The new Grassroots PVG group means the PVG will be valid across Scottish Women's Football, Scottish Youth Football and Scottish Para Football. Only a Grassroots Football PVG will permit activity across all relevant organisations (ie SYFA, SWF and SPF). PVGs obtained prior to the setting up of Grassroots Football PVG group will only be valid for the organisation that issued it. NB if you seek only an Adult PVG for work within Scottish Para Football and thereafter, wish to work with children and young people, YOU WILL NEED AN UPDATE.***
- All other aspects of the Safe Selection process should be carried out by the club as previously advised.
- Please ensure that you complete the process carefully and give full details to the additional signatory.

To receive a PVG through the Grassroots PVG group please follow the steps below:

#### **Step 1**

Applicant completes the Grassroots PVG Form on COMET (link). This includes completing the Child Wellbeing E-Learning, Mental Health training and declaration forms.

#### **Step 2**

An additional signatory attached to the club will complete the National Signatory PVG Application Request Form and check the applicant's ID

### **Step 3**

The completed form will be sent to [grassrootspvg@scottish-football.com](mailto:grassrootspvg@scottish-football.com) by the Additional Signatory

### **Step 4**

The Grassroots PVG group will process and send the PVG Application Request Form to Disclosure Scotland. Disclosure Scotland will then email the applicant directly.

### **Example**

Your Disclosure Scotland Application Code – *T004421102*

*Scottish Youth Football in collaboration with Scottish Womens Football and the SFA has invited you to complete a Scheme Record (Join) in relation to the following role: Youth Coach*

*Workforce(s): Children*

*Payment: Free as the applicant is a volunteer performing regulated work*

### **Step 5**

Applicant will have 14 days to complete this link via the MyScot portal. If they do not have a MyScot portal, their application will not proceed.

If the link expires, they will not be able to request another one. The CWPO must email [grassrootspvg@scot-football.com](mailto:grassrootspvg@scot-football.com) with the subject heading 'Expired Link' and resend the application.

### **Step 6**

Disclosure checks undertaken by Disclosure Scotland.

### **Step 7**

Certificate issued to the applicant via the MyScot portal.

### **Step 8**

The applicant **MUST** share their PVG certificate with the organisation via the MyScot portal. The Grassroots PVG group will then add the certificate to COMET and the official can be registered in their role, provided all elements of the safe selection process have been completed and there are no positive returns on the certificate. Unless the certificate is shared, the applicant is considered not to have a PVG and cannot be deployed in their role.

### **Step 9**

If the PVG certificate contains note of previous convictions, regardless of the nature of those convictions or how long ago, a risk assessment will be carried out. The applicant should not carry out any regulated work across SYFA, SWF or SPF. To do this, the Safeguarding Panel of the Grassroots Football PVG group has an obligation to obtain further information pertaining to those issues before an applicant can be approved for their role. Applicants will not be added to COMET until these checks have been completed and the official has been approved.

### **Step 10**

The Risk Assessment will be carried out by the Grassroots Football PVG Safeguarding Panel ('the Panel') made up of the CWPOs of SYFA, SWF, SPF, and the SFA. They will consider all the information and issue a determination to the applicant. This could include being cleared to volunteer, issuing conditions to the individual which must be abided by, or rejecting the application. Applicants who disagree with any determination will have a right to Appeal.

**Please note that officials should not take part in any SWF, SYFA or SPF activity until the official receives a notification from COMET that their PVG has been added to the system. It is the responsibility of the applicant to inform their club/s once they have been notified their PVG is on COMET.**

**Please also note that it will be mandatory as of the 1<sup>st</sup> April 2025 for anyone in a regulated role to have a PVG. This means that there should be no deviation from the clear guidance that until the full safe selection process is complete and a PVG validated, no regulated work should be carried out by an applicant. Please refer to [Changes to our services - Disclosure Scotland](#) for more information.**



## FAQ

### **Grassroots Football PVG Process FAQs**

#### **1. Do all PVGS need to be completed through Grassroots Football PVG?**

**Yes**, in line with the Scottish FA's Directive on Child Wellbeing and Protection, and in line with the new legislation going live on 1<sup>st</sup> April 2025 it's mandatory for all those in a regulated role across SYFA, SWF and Para Football to have a PVG and for that to be processed Grassroots Football PVG. The reason for this is to ensure that Scottish Youth Football Association (SYFA), Scottish Women's Football (SWF), Scottish Para Football (SPF) and the ScottishFA have a full picture of those undertaking regulated work across grassroots clubs and to ensure a consistent risk-assessment process. Furthermore, this ensures that SYFA, SWF, SPF and the Scottish FA are contacted directly should any updated information become available from Disclosure Scotland.

#### **2. Do I need to complete a PVG with Grassroots Football PVG if I want to work across SWF, SYFA or SPF and already have a PVG for one of those organisations or another recognised association in Scottish Football?**

**Yes** – you can only work across all organisations if you have a new Grassroots Football PVG. An existing PVG for SWF, SYFA or SPF only permits you to be active in whatever organisation issued your PVG. Going forward, as more and more volunteers are issued with Grassroots Football PVGs, it will ensure consistency across those organisations regarding decisions about individual suitability for those in regulated roles. This also ensures Grassroots Football PVG will be informed by Disclosure Scotland of any changes to the content of an individual's PVG.

***\* If you only need an Adult GF PVG for SPF, you will need an update if you later wish to volunteer to work with children and young people.***

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

If you are unsure, you can contact Disclosure Scotland on **0300 0200 040**. **Please note that Disclosure Scotland will not disclose this information to Grassroots Football PVG and it is the responsibility of the individual to check if they are an existing member and complete the appropriate form.**

#### **4. What copies of ID are acceptable?**

The minimum ID required is one document with a photograph and a document with a proof of address (valid and dated within the last three months at the point of application) or three proofs of address if no photo ID is available. Please note they must be separate documents i.e. a driving license can't be used as photographic and confirming an applicant's address. **Please also note that a previous PVG certificate/disclosure certificate are not an acceptable form of identification.**

**5. 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. As this is a new venture between SYFA, SWF and SPF, there may be some small delays until processes settle, we ask for your patience. However, you will receive a link to your MyScot portal from Disclosure Scotland and have 14 days to do so. If that is missed, this will prolong the time and so once you begin the process of the application, please be vigilant and keep on track. NOTE – also check spam/junk folders regularly.

**6. Can I undertake regulated work before my certificate arrives?**

**No. No individual should undertake regulated work without a PVG.** Officials should also not undertake regulated work until they have completed all safeguarding measures. This means successful completion of the Children’s Wellbeing e-learning course, Mental Health e-learning, the Self Declaration has been complete, and if necessary, there has been a completed risk assessment of a PVG if there has been a positive return on this and convictions have been listed.

**7. How often do I need to re-new my PVG and perform a ‘scheme update’?**

As this new venture begins and only as an **interim** measure, a GF PVG will be valid for five years. This situation will be monitored and will be subject to change going forward. Clubs should ensure that all of their officials have an up-to-date PVG certificate. If you currently have an existing SWF PVG, then this should be renewed within three years, as per our previous policy. Only GF PVGs will be valid for five years as an interim measure. Officials should apply for a new PVG three months prior to expiry. Stay in touch with your Club Secretary and CWPO to ensure you keep within time.

**8. Do I need to renew my PVG if I move club?**

As you are a member of the Grassroots Football PVG scheme, you do not need an update if you are moving to another club within SWF, SYFA or Para Football provided it is date valid and there have been no material changes to your circumstance or position. Should that be the case, consider a scheme update. If there has been a break of service of more than three months, you will require a scheme update. However, if you move club the club is still obliged to carry out all other elements of the safe selection process, that will include two references, one of which should come from your previous club. Clubs also have a duty to inform their ANA of any safeguarding concerns surrounding an individual that may cause risk of harm.

**9. 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. Two references approving the suitability of the person in 'regulated work' to conduct regulated work with children
- b. Completion of self-declaration form from person in regulated work (to be completed seasonally – November 1<sup>st</sup> onwards but prior to the club affiliating)
- c. Subscribe to the Code of Conduct for Safeguarding Children's Wellbeing (to be completed seasonally – November 1<sup>st</sup> onwards but prior to club affiliating)
- d. Completion of the Official Declaration (to be completed seasonally – November 1<sup>st</sup> onwards but prior to the club affiliating)
- e. Completion of Fair Processing Notice Form (to be completed once only)
- f. Completion of the Children's Wellbeing in Scottish Football e-learning. This is an online course and free of charge to complete and is valid for 3 years
- g. Completion of the Mental Health training e-learning

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

Regulated work and what it means can be found on the Disclosure Scotland website: [Types of work covered by PVG - mygov.scot](#)

In terms of the work SWF determine as regulated, please consult the table at the end of this document.

**11. 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 measures found in our Wellbeing Policy.

Furthermore, if you only have a PVG for adults under SPF and then later wish to work with children and young people, you will require an updated PVG.



**12. I have something listed on my PVG; can I coach?**

All returns with positive content s on a PVG will be considered by the Grassroots Football PVG Safeguarding Panel (comprising of SWF,SWFA,SPF and SFA), regardless of what that was or how long ago it happened. This Risk Assessment make take time and may require further investigation or conversation with the applicant. A determination will be issued by the Panel and it must be abided by, otherwise the individual may face precautionary suspension. Any disagreement with a determination can be appealed. It is important that applicants cooperate with this process in order to help make good decisions for the benefit of all.

**13. I'm a club; what do I do if a volunteer in a regulated role leaves their post?**

You must update SWF or relevant ANA to enable them to be de-listed from Disclosure Scotland. Clubs must undertake good housekeeping in order to ensure that their list of volunteers and coaches are up to date on Comet and that anyone who leaves is removed and SWF are informed to undertake the necessary admin with Disclosure Scotland.

## Conclusion

This new process is driven to keep our game as safe as it can be but will also protect our volunteers. As new legislative requirements go live on 1<sup>st</sup> April, it is also an imperative that clubs and volunteers know their responsibilities and do not short cut any of the requirements we are asking of them. The risks are high, and the consequences could be serious.

Moreover, this new endeavour represents a hugely positive step forward that will enable a de-duplication of effort and a more proportionate approach to the administration of PVGs that we hope clubs will welcome. However, it is important that we all work together – clubs, ANAs and the governing body – to ensure that this transition is smooth which may require patience.

All ANAs will update their members as is necessary so please do remain alert to updates.

For information about the new legislation, visit: [Learn more about preparing for the changes](#).

## Regulated Roles

This is a list of the roles that Grassroots Football PVG determine are regulated and require a PVG and those that are not. The new Comet system has terms that are captured by the more general phrases used for the purposes of a PVG application. If in doubt, contact [Grassrootspvg@scottish-football.com](mailto:Grassrootspvg@scottish-football.com)

**NB if you are applying for a regulated role for solely the adult game (eg in Para Football) and then later wish to work in the youth game, you will need to apply for a PVG update for a 'Children's PVG'**

<b>Regulated:</b>	<b>Non-Regulated:</b>
<b>Black</b> – as appears on PVG cert <b>Blue</b> – what to tick on Comet if different.	
<b>Coach (Youth)</b>  <b>Head Youth Coach U13-U18; Head Children's Coach U6-U12; Coach U19-U21; Youth Coach U13-U18; Children's Coach U6-U12</b>	<b>Photographer or Media Related Personnel</b> (individuals must ensure they abide by the guidance set out in the Child Wellbeing Policy and relevant Media Policies with regards the protection of children)
<b>Goalkeeping Coach (Youth)</b>  <b>Youth Goalkeeping Coach U13-U18; Children's Goalkeeping Coach U6-U12</b>	<b>Club Secretary</b>
<b>Assistant Coach (Youth)</b>  <b>Assistant Youth Coach U13-U18; Assistant Children's Coach U6-U12</b>	<b>Chairperson</b>
<b>Team Manager</b> (previously, Team Secretary)	<b>Fundraiser</b>
<b>Team Helper</b>	<b>Publicity Officer</b>
<b>Club Development Officer (Youth)</b>  <b>Club Coach Coordinator</b>	<b>Committee/Board Members</b>
<b>Child Wellbeing &amp; Protection Officer (Youth and Senior)</b>	<b>Social Secretary</b>
<b>First Aider (Youth and Senior)</b>	<b>Treasurer</b>
<b>Physio (Youth and Senior)</b>	<b>Vice-Chairperson</b>
<b>Youth Para Coach</b>	<b>Manager</b> (unless this involves coaching at youth level or the manager line manages other officials)
<b>Youth Para Assistant Coach</b>	<b>Alternative Contact</b>
<b>Youth Para Support</b>	
<b>Sports Scientist (Youth)</b>	
<b>Chaplain (Youth)</b>	
<b>Manager (only if this involves coaching at youth level or the manager line manages other officials – this should be clarified when submitting the PVG)</b>	