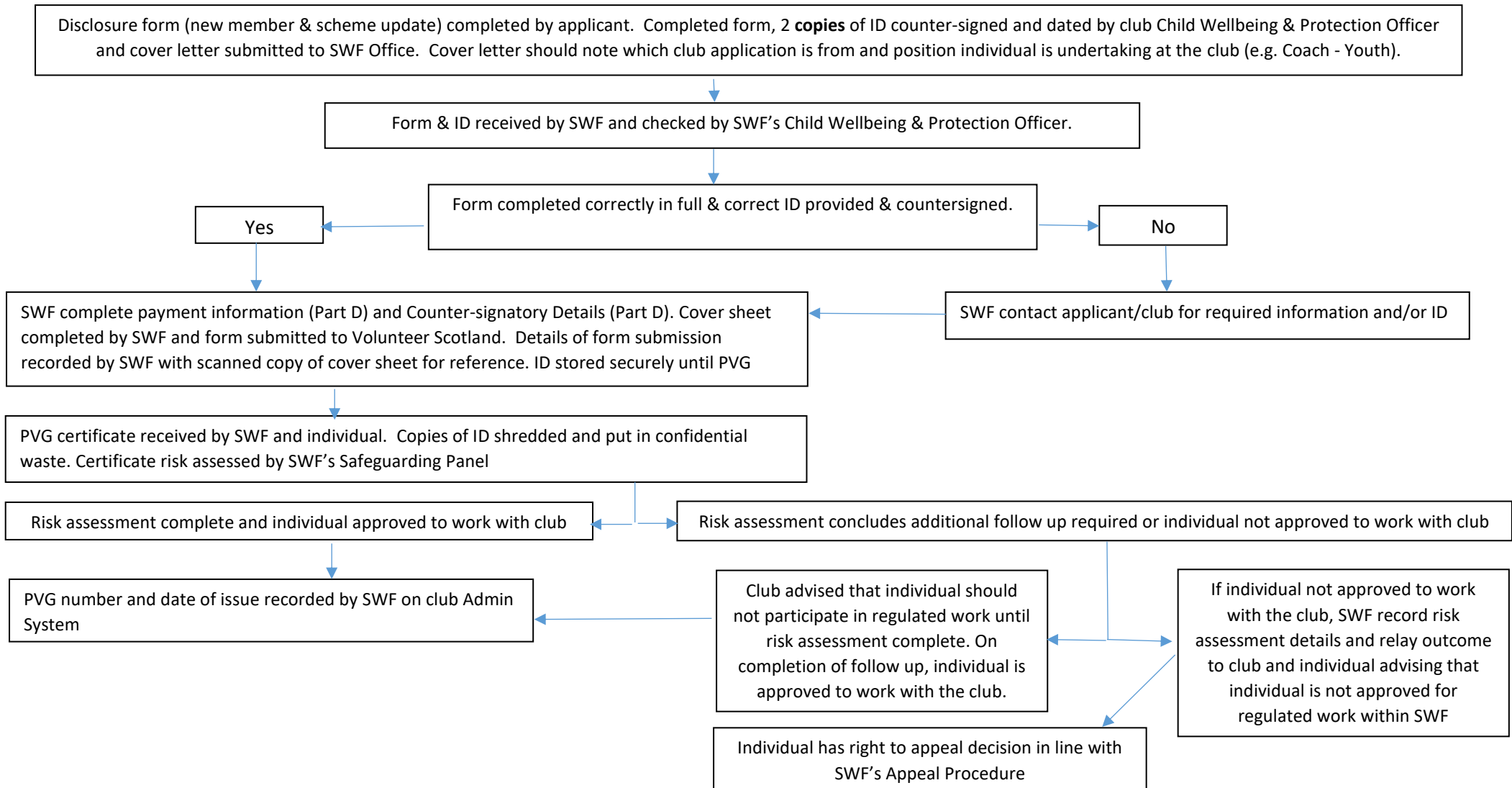




Scottish Women's Football PVG Process





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 any more?

At present clubs can still do their own PVGS but from the 2019 season, it will be mandatory for these to come through SWF in line with the Scottish FA's Directive on Child Wellbeing and Protection. 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 one document with current home address (please note this must be 2 separate documents). If no photo ID is available then 3 documents, 2 of which 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.

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 <http://www.volunteerscotland.net/disclosure-services/for-individuals/>

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 6204580 & 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 annually)
- 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 annually)
- e. 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 the annual affiliation process from the 2019 season onwards with individuals in regulated work receiving an e-mail and link to complete appropriate forms

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)	Secretary
Assistant Coach (Youth)	Chairperson
Driver (Youth)	Fundraiser
Club Development Officer (Youth)	Publicity Officer
Child Wellbeing & Protection Officer	Committee/Board Members
First Aider (Youth)	Social Secretary
Physio (Youth)	Treasurer
Sports Scientist (Youth)	Vice-Chairperson

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

No, 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, 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. Officials in the senior game are, however, 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 6204580