

PVG / DISCLOSURE PROCESS



Disclosure Form completed by applicant & photocopies of suitable ID (x3) attached and sent to SWF Office

Form checked & PVG front sheet completed

Form completed correctly in full - sign off PVG front sheet

YES

NO

Signed PVG Front sheet scanned and saved into folder (by Club) hard copy retained in file (by Club) Forms submitted to Volunteer Scotland for processing

SWF Office contact applicant for missing or incorrect information required then submitted to Volunteer Scotland (process as across)

On receipt of Certificate – Copy sheet updated with date of receipt and Certificate filed