

## **Online PVG Applications | Guidance Notes**

To complete an online PVG application you must have a valid email address.

Once you have submitted your PVG Application Request Form to Scottish Para-Football you will receive an email from Volunteer Scotland with a link to complete an online form for Disclosure Scotland. You must complete the application via the link **within 7 days of receipt.**

The online application will be quicker and more efficient than previous applications and we can expect volunteers to receive their certificates within 4 -6 weeks of completing the online form.

We have developed some guidance to help clubs and officials to complete this process. All other aspects of the Safe Selection process should be carried out by the club as previously advised.

Please ensure that you complete the online PVG application request form carefully.

To complete an online PVG application please follow the steps below:

### **Step 1**

Club Secretary or Child Wellbeing & Protection Officer (CWPO) should send 'PVG Application Request Form' to new official undertaking any regulated role.

All officials must be added on to Scottish Para-Football Registration Site **before** a PVG Application Request Form is submitted to Scottish Para-Football.

### **Step 2**

The officials should complete the form and return to the Club Secretary/CWPO/Safeguarding Officer with 3 forms of ID, one of which must be photographic. E.g. Passport, photo card driver licence, utility bill, council tax. NB. Any letters/utility bills etc. must be dated within 3 months of PVG application.

### **Step 3**

CWPO/Safeguarding Officer/Club secretary should email the completed form and the copies of ID to [ScottishParaFootballPVG@gmail.com](mailto:ScottishParaFootballPVG@gmail.com)

The following information should be included in the email:

*Subject line* – PVG Application Request Form (Club Name)

The body of the email must include the following declaration:

*"Dear Scottish Para-Football*

*I can confirm that this official agrees to you submitting the attached PVG Application Request Form. The official is aware that they must complete the application via a link sent to them directly from Disclosure Scotland. Failure to complete the PVG application online, within the prescribed timeframe, will result in the official's application being cancelled and shall be removed from Scottish Para-Football.*

*This email is verification of their ID.*

*Regards"*

#### **Step 4**

Scottish Para-Football will send the PVG Application Request Form to Volunteer Scotland.

#### **Step 5**

Volunteer Scotland Disclosure Service input data provided by Scottish Para-Football to Disclosure Scotland's PVG Online Application Portal.

The applicant's information will be entered onto Disclosure Scotland's system and this will generate a code which will be included in the application link that will be emailed to the applicant directly.

#### **Example**

Your Disclosure Scotland Application Code – *T004421102*

*Scottish Para-Football* 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 6**

Disclosure Scotland's automatically generated link will be sent to the applicant – **Applicant will have 7 days to complete this link.**

#### **Step 7**

Applicant completes personal information via email link. Applicant information submitted directly to Disclosure Scotland.

#### **Step 8**

Disclosure checks undertaken by Disclosure Scotland.

#### **Step 9**

Certificate issued to VSDS and the applicant.

#### **Step 10**

VSDS issue certificate to organisation

**Please note that Para-Football Game Leader officials should not take part in any Scottish Para-Football activity until the official, Club Secretary and SPO receives written confirmation from Scottish Para-Football that their official application has been approved.**

The online service will speed up the process for receiving a PVG certificate. It is the responsibility of the applicant to access the application form via the link and complete this within 7 days of the link being sent to them.

**If the link expires they will not be able to request another one, the applicant will have to complete a PVG application request form and start from Step 1.**