



ClubSport Stirling PVG Process- Online Applications

November 2020 Update

Overview

PVG applications are now open to non Covid-19 key roles and applications for sports organisations can now be processed online. We are pleased to be able to reintroduce this service for affiliated clubs, please follow the instructions below in order for us to process applications on behalf of your club.

Advice on completing the form is below; please note that the Volunteer Scotland website has a number of workshops, FAQs, and guidance documents which are very helpful. These can be found from here: <https://www.volunteerscotland.net/for-volunteers/disclosure-checks/>

For information on who needs a PVG, whether it is a new application or SCHEME RECORD UPDATE, in addition to any support required for completion of the appropriate forms, please contact us at: clubsportstirling@activestirling.org.uk

Online Form

For application forms please go to Volunteer Scotland Disclosure Services (VSDS) website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/> - you require a 'DIGITAL ROUTINE APPLICATION'. The applicant should complete the form from the online link above – **PLEASE NOTE THAT THE FORM MAY BE ADJUSTED OR FUNCTIONALITY IMPROVED BY VSDS**, so it's important that the applicant completes the form from the online link to ensure the latest version. The form roughly follows the same format as the paper version.

Completing the form

Please note you are applying and clicking correct link for:

- "EXISTING MEMBERSHIP OF THE PVG SCHEME" or
- "TO JOIN THE PVG SCHEME" (not Basic, Standard and Advanced)

The applicant should save the form in WORD format (PDFs cannot be processed) and email it once completed to: clubsportstirling@activestirling.org.uk where we will complete the section regarding ID checks. **Please do not send forms direct to Disclosure Scotland as suggested on the first page of the form.**

APPLICATION TYPE: Please note that the application type where it has PVG Application – Child or Adult or Both. This refers to who the applicant is working with NOT that they are an adult or a child. For the majority of our sports clubs and their coaches this will be "CHILD". Some of our clubs and coaches may work with



vulnerable adults in which case they should note “ADULT” and of course some may work with vulnerable adults and children in which case they should note “BOTH”.

The definition of a vulnerable adult for the purposes of a PVG must meet the checklist for regulated work, which can be found [here](#).

TO JOIN THE PVG SCHEME		EXISTING MEMBERSHIP OF THE PVG SCHEME	
SECTION 1	Complete all sections. Middle name MUST be noted.	SECTION 1	Complete all sections. PVG number must be included, 12 digit number.
SECTION 2	Complete	SECTION 2	Complete
SECTION 3	Complete	SECTION 3	Complete if member of Regulatory body – such as member of GMC, Teaching Council etc.
SECTION 4	Complete if applicable	SECTION 4	Electronic signature by applicant
SECTION 5	Complete if member of Regulatory body – such as member of GMC, Teaching Council etc.	SECTION 5	Leave Blank
SECTION 6	Electronic signature by applicant	SECTION 6	Leave Blank
SECTION 7	Leave Blank	SECTION 7	ID check to be completed by CSS
SECTION 8	Leave Blank	SECTIONS 8-12	Leave Blank
SECTION 9	ID check to be completed by CSS		
SECTIONS 10-15	Leave Blank		

**Submission &
ID Check**

Before submitting the form, please ensure that your clubs Child Protection/Welfare Officer is aware of the application.

Once the form is completed, please save it as “NAME OF APPLICANT + CLUB” and email it to: clubsportstirling@activestirling.org.uk

We will register this on our system then forward onto Volunteer Scotland Disclosure Services. The applicant will receive their certificate before the copy is issued to ClubSport Stirling.

Once the certificate is received by ClubSport Stirling, we will process this as usual in line with our ‘Secure Handling, Use, Storage and Retention Policy’.