

## Online PVG Application Guidance Pack

The Protection of Vulnerable Groups Act was updated by the Scottish Parliament in late 2020 one of the changes in the legislation is the introduction of an online portal for the completion of PVGs.

The new online PVG application process is now being implemented in sport. This service allows applications to be submitted more efficiently and accurately and removes the old paper PVG forms. Clubs will send a short template to Scottish Swimming to start the application process. Disclosure applicants will receive a link to the online portal and can then enter their information online and have it validated as they go, reducing the number of errors and applications returned to you (for example the system will not allow them to proceed without 5 years of address history).

All volunteers over the age of 16 in a regulated role require a PVG before they can undertake their role.

### Payment Information:

- Volunteer applications – Free of charge
  - Paid roles – £56 for joining the scheme; £18 for an existing PVG member update.
- This fee is paid directly by the applicant when they enter their details on their online application. If this fee is covered by the club then the applicant should work with them directly regarding reimbursement.

### The Online PVG Application Process:

- **Step 1:** The club recruits a volunteer (Paid or Voluntary).
- **Step 2:** The Club downloads and completes Online Application Request form ensuring the form is signed and dated <https://www.scottishswimming.com/media/3344973/1-Online-Application-Request-Form.docx> and returns via email to [wellbeingprotection@scottishswimming.com](mailto:wellbeingprotection@scottishswimming.com)
- **Step 3:** Scottish Swimming verifies the information on the form and that the applicant is an active Scottish Swimming Member; Scottish Swimming submits the form to VSDS
- **Step 4:** Disclosure Scotland will send a link to the applicant to complete their online application via email (this should take roughly 14 days to be sent out to the applicant).
- **Step 5:** Applicant completes the full application and submits the application direct to Disclosure Scotland. **Applicant will have 7 days to complete this application.**
- **Step 6:** Disclosure checks are undertaken by Disclosure Scotland.
- **Step 7:** Certificate is issued to Scottish Swimming and the applicant (paper copy, by post).
- **Step 8:** Scottish Swimming check the form for endorsements and advise the club that the volunteer is free to take up their role and completion of PVG is logged on the azolve membership system

## Guidance on checking ID:

ID checks can be carried out in the following ways:

- Using video via phone, webcam or similar to check the identification documentation. The applicant can show it to you via the camera and you can note relevant information as required
- A scan/photograph the documentation and send them to you as attachments via email or text message
- Copies of the documentation are sent through the post
- Documentation is dropped off to you via your letterbox and then returned to the applicant once it's been checked
- As a last resort face to face identification can be undertaken but please remember to follow the guidelines on physical distancing, handwashing and wearing of face coverings
- Electronic signatures will be accepted; there is no need to print and sign the form by hand

## Handling and Storage of Digital Data

All ID checkers are reminded to follow the principles of GDPR as well as secure data handling and storage and should not retain personal information longer than it is required.

Where you are sent copies of ID documents these should be securely stored until you have used them to perform the ID check and have submitted the request form to Scottish Swimming. Any copies of ID should then be securely destroyed. ID checkers are reminded that in addition to deleting these items from your computer or other devices e.g. tablets, phones etc. you should also delete any copies that are attached to emails.

## Completion of Application Online: Guidance for the Applicant:

- The applicant will receive an email with a link to the PVG portal from Disclosure Scotland via [disclosurescotland@notifications.service.gov.scot](mailto:disclosurescotland@notifications.service.gov.scot) and will be informed that they have 7 days to complete their application
- **The applicant should check their junk inbox as the email might arrive there.**
- A guidance sheet that you can give to all of your PVG applicants covering the step by step process and the key information below can be found:  
<https://www.scottishswimming.com/media/3344928/Online-PVG-Guidance-Pack-for-Applicant.pdf>
- If the applicant does not complete this within 7 days then a new application request must be submitted and the process starts again.
- Once the applicant completes this information, the normal checking process will take place.
- Both the applicant and Scottish Swimming will receive a paper certificate.
- Scottish Swimming will check the application for endorsements and be in touch with the club's WPO and advise that the volunteer is free to take up their role (if suitable) and the completion of the PVG is logged on the azolve membership system.