



## Verifying the Safeguarding Officer

Everyone taking on the role of Safeguarding Officer at their club/organisation is required to submit the following documents to formally register with Scottish Golf and Volunteer Scotland (where applicable):

- Club's Safeguarding Policy
- Secondary Organisation Contract

The Safeguarding Officer is also required to become a member of the PVG Scheme for their role at the club/organisation. It will be the role of the Safeguarding Officer to oversee the PVG application process and verify ID documents for all coaches and helpers at their club/organisation, but for their own PVG they will require a different individual to verify their ID documents. This can either be done by the Captain, Secretary or Facility Manager at the club/organisation.

That individual is required to provide a short cover letter detailing who they are and what documents they have seen. This cover letter should be enclosed with the online application request form.

Where there is no Captain, Secretary or Facility Manager to verify ID documents, please contact [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org) to arrange for a member of the Scottish Golf team to verify the ID.

In all cases where a Safeguarding Officer is planning to stand down from their role, they should forward plan accordingly so that they are able to verify the ID of the succeeding individual prior to standing down.