

# **Online PVG Application Service**

## **Scottish Golf Guidance Notes**

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## Guidance for Safeguarding Officer/Verifier

**It is the role of the Safeguarding Officer/Verifier to check that the online application request form is completed correctly, and the applicant's ID has been checked.**

### **Completion of Online Application Request Form**

- Application Type (please choose from SRJ, SRU or ExSR)
  - Scheme Record to join (SRJ) - when the applicant is joining the PVG Scheme
  - Existing Member (SRU) - when the applicant is already a PVG Scheme member
  - Existing Member Scheme Record (ExSR) - where the applicant is on one part of the scheme and you are adding them to the other half, e.g., applicant currently has a PVG for Adults and now requires a PVG for Children
- Title
- First name
- Middle name
- Surname
- Date of Birth
- Valid e-mail address, this is the where the application link will be sent. If the email address is incorrect they will not receive the link
- Applicants current home address
- Employer (Golf Club's name)
- Position applied for
- Regulated Work Group
  - Adults
  - Children
  - Both
- Will the work be carried out at the home address of the applicant? Yes/No
- Volunteer Yes/No
- If Paid, refer to payment information
- ID Verification – what ID you have checked? We recommend both photographic and address identification are checked. Identification can be verified via zoom, face time etc. We do not need to see the ID documents just which documents were verified. There should be 2 different documents, one with photographic and one with address (they can not be the same document)

Send completed online application request forms to [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org)

## Guidance on ID checking

ID verifiers are still required to check PVG applications for errors prior to submission and to verify that the applicant is the person whose documentation you are seeing.

When checking Passports and Driver's licence please ensure the documentation is in date.

We require at least two documents, one of which should have address and one which should be photographic.

The following advice is provided for Safeguarding Officers/verifiers on how to carry out socially distant ID checks to fulfil the requirements of the PVG application.

<https://www.harpermacleod.co.uk/media/707512/safeguarding-and-diclosure-checks-march-2020-070420-clubs.pdf>

Socially distant ID checks can be carried out in the following ways:

- 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
- 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
- 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 social distancing, handwashing and wearing of face coverings
- Electronic signatures will be accepted there is no need to print and sign the form by hand

## Guidance for Applicant

### Completion of Application Online:

- The applicant will receive an email from Disclosure Scotland via [disclosurescotland@notifications.service.gov.scot](mailto:disclosurescotland@notifications.service.gov.scot) and be informed that they have 14 days to complete their application.
- **The applicant should also check their junk inbox as the email might be there.**
- If the applicant does not complete this within 14 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 be run to check suitability and issue the appropriate information.
- Both the applicant and the organisation will receive a paper certificate.

### Payment information:

- **Paid applications** - The applicant will make the payment when completing their application.
- **Volunteer applications** – These will continue as before, no fee will be required for volunteers within the voluntary sector.

***If the application relates to the registration of a new Safeguarding Officer, please follow the instructions for how to verify the details of the Safeguarding Officer from our website.***