



Safeguarding

Safe Recruitment / PVG Process and Guidance

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Safe Recruitment of Volunteers and Employees

Introduction:

Volunteers are a vital part of rugby - without coaches, parent helpers, committee members, fundraisers, team managers, match officials, medics – clubs would not be able to function. Whilst the vast majority of people involved in sport provide fantastic support and service to children and young people, unfortunately there are those who will wish to harm children. These people will gravitate towards places where there are few checks in place.

Whilst it is important to keep the issue of safeguarding proportionate, all clubs should take reasonable steps when recruiting people to work within their club, whether they are paid, voluntary, full or part time.

Club CPOs should always be involved in the safe recruitment of club volunteers and all clubs should agree a process for discussing the suitability of a person to work with children and young people. Please also remember that a club can decide not to engage any volunteer at any stage of the recruitment process if they feel they are not suitable for their club or do not fit the criteria of the role.

Scottish Rugby recommends that all clubs adopt the simple process outlined in this document to help safeguarding all concerned. The club can also demonstrate that they have best practice in place when communicating with new members, children and their parents.

PVG Membership

PVG membership is undoubtedly an important step in the recruitment process, however this should be done in conjunction with a suitability assessment for volunteers. The vast majority of all PVGs come back as clear, however this does not mean that everyone is suitable to work with children and young people.

Scottish Rugby's [Development Clubs Investment](#) requires that all volunteers within our member clubs who are in regulated work to be a member of the PVG Scheme. See below a full list of roles where a PVG membership is required. Volunteers are not permitted to work until they have a PVG linking them to their club.

Not all volunteer roles will be in regulated work and require a PVG membership, however a club application form and references should still be completed and kept on record.



Recommended Safe Recruitment Steps:

Below are the recommended steps that clubs should follow when recruiting people to work with children and young people.

	RECRUITMENT CHECKLIST:	Date completed
1	Has anyone at the club spoken to the applicant about what is expected of them and assessed their qualifications (if any) for the role? Medical staff should have suitable qualifications which should be checked – advice is provided on our website CLICK HERE	
2	Has a role specification been made available for the applicant to read?	
3	Has the applicant completed the application form? Template application form available on our website CLICK HERE Application form should be retained securely by club.	
4	Have two references been contacted either verbally or in writing?	
5	Suggested reference questions: how do you know the applicant, confirmation of coaching/medical qualifications, do you consider applicant suitable for role they have applied for, confirmation applicant has been a coach previously at a different club? References can be taken from within or outwith the club where appropriate	
6	If a poor reference has been received has this been brought to the attention of the youth convenor/coordinator and discussed?	
7	Is the applicant applying to deliver a PVG listed role?	
8	If applicant requires a PVG, CPO to meet with individual and assist them in completing a 'Club Volunteer Application' and check 3 forms of ID as outlined in PVG Process.	
9	Do they understand the PVG process and what joining the scheme means?	
10	Have they read and understood your child protection/safeguarding policy and been provided with, and agreed to, the appropriate code of conduct?	
11	All Youth Rugby Coach must have they registered on SCRUMS as a coach for the club before starting the PVG process.	
12	Have they completed Rugby Right? Minimum safeguarding	
13	Do they know who to get in touch with if they have any questions?	

Please note that records of all volunteers should be retained securely by the club. A club official must be able to access data in the event of an emergency.

Scottish Rugby's safeguarding team are available for advice throughout any part of this process.



CLUB VOLUNTEER APPLICATION

Applicant to complete							
Name	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Title:</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">First Name:</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Middle Name:</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Surname:</td></tr> </table>	Title:	First Name:	Middle Name:	Surname:		
Title:							
First Name:							
Middle Name:							
Surname:							
Date of Birth							
Position applying for	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Youth Rugby Coach <input type="checkbox"/> Child Protection Officer <input type="checkbox"/> Assistant Child Protection Officer <input type="checkbox"/> Youth Rugby Physio/Medic <input type="checkbox"/> Youth Rugby Coach </td> <td style="width: 33%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> Club Development Officer <input type="checkbox"/> Parent Helper <input type="checkbox"/> S&C Coach <input type="checkbox"/> Team Manager <input type="checkbox"/> First Aider </td> <td style="width: 33%;"></td> </tr> </table>	<input type="checkbox"/> Youth Rugby Coach <input type="checkbox"/> Child Protection Officer <input type="checkbox"/> Assistant Child Protection Officer <input type="checkbox"/> Youth Rugby Physio/Medic <input type="checkbox"/> Youth Rugby Coach	<input type="checkbox"/> Club Development Officer <input type="checkbox"/> Parent Helper <input type="checkbox"/> S&C Coach <input type="checkbox"/> Team Manager <input type="checkbox"/> First Aider				
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Email							
Telephone/mobile							
Emergency contact	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Name:</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Number:</td></tr> <tr><td style="border-bottom: 1px solid black; padding: 2px;">Relationship:</td></tr> </table>	Name:	Number:	Relationship:			
Name:							
Number:							
Relationship:							
Home address							
References	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; padding: 2px;">Reference 1: Name:</td> <td style="border-bottom: 1px solid black; padding: 2px;">Contact no & email</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Relationship to applicant: Name:</td> <td style="border-bottom: 1px solid black; padding: 2px;">Contact no & email</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Relationship to applicant:</td> <td></td> </tr> </table>	Reference 1: Name:	Contact no & email	Relationship to applicant: Name:	Contact no & email	Relationship to applicant:	
Reference 1: Name:	Contact no & email						
Relationship to applicant: Name:	Contact no & email						
Relationship to applicant:							
SCRUMS ID number	ALL YOUTH RUGBY COACHES MUST REGISTER ON SCRUMS BEFORE PVG APPLICATION MADE						
PVG Status	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> I am new to the PVG scheme <input type="checkbox"/> I have a PVG membership through a different organisation IF ALREADY PVG MEMBER: </td> <td style="width: 50%; vertical-align: top; padding: 2px;"> <input type="checkbox"/> I have a PVG membership for working with children <input type="checkbox"/> I have a PVG membership for working with vulnerable adults </td> </tr> </table>	<input type="checkbox"/> I am new to the PVG scheme <input type="checkbox"/> I have a PVG membership through a different organisation IF ALREADY PVG MEMBER:	<input type="checkbox"/> I have a PVG membership for working with children <input type="checkbox"/> I have a PVG membership for working with vulnerable adults				
<input type="checkbox"/> I am new to the PVG scheme <input type="checkbox"/> I have a PVG membership through a different organisation IF ALREADY PVG MEMBER:	<input type="checkbox"/> I have a PVG membership for working with children <input type="checkbox"/> I have a PVG membership for working with vulnerable adults						
Date	Volunteer's Signature						
Legal Guardian's Consent for applicants under 18 years old							
<input type="checkbox"/> I consent to _____ becoming a member of the Protecting Vulnerable Groups (PVG) scheme. <input type="checkbox"/> I consent to Disclosure Scotland gathering criminal record and other relevant information regarding _____ and sharing this information with the rugby club and the Scottish Rugby Union.	<input type="checkbox"/> I understand that membership of the scheme lasts forever, and scheme members are continuously checked, unless they decide to leave the scheme. For more information about the scheme please visit to Protecting Vulnerable Groups (PVG) scheme - Mygov						
Full Name and Title							
Relationship to Child							
Email							
Telephone/mobile							
Date	Guardian's Signature						



CPO to complete once PVG received and keep for their own records	
PVG Number	
Start date of volunteer	
Age grade volunteering with	
Leave date of volunteer	(Complete this section once volunteer has left club in the future)
Date	CPO's Signature



PVG Membership Process:

Scottish Rugby recommends that the **Safe Recruitment Steps** (page 3) are completed prior to submitting a PVG application for a new volunteer/employee.

The PVG application process changed in March 2021 and replaces the temporary online system introduced following the Covid-19 pandemic. To access the new PVG process guidance and coversheet [CLICK HERE](#)

The applicant themselves will now receive the application form directly from Disclosure Scotland. This removes the requirement for the CPO to provide either an online or paper application form.

There are nine identified club rugby roles where Scottish Rugby require a PVG membership. These are:

PVG APPROVED ROLES:	Definition of role:
Youth Rugby Coach	Active Youth Coach working with U18 players.
Youth Rugby Referee Coach	Active Youth Referee Coach working with U18 players.
Child Protection Officer	Club CPO and/or Assistant dealing with concerns and enquiries within clubs. Responsible for PVG compliance.
Assistant CP Officer	
Youth Rugby Physio/Medic	Physio or doctor responsible for medical treatment of any U18 players.
First Aider	Qualified Club First Aider responsible for treating any players and club spectators and therefore must be checked for both children and vulnerable adults.
Club Development Officer	Youth rugby coach, working specifically on player development.
Parent helper	Helping regularly with groups of U18 players/teams, alongside coaches, with varied duties – eg driving, helping with kit, taking teams on away games. This is a “ <i>normal and expected role</i> ” on a weekly basis.
S&C Coach	Strength & Conditioning/fitness coach working regularly with any U18 players and/or teams. Often working without supervision.
Team Manager	Responsible for supervision, pastoral care, accompanying U18 players to away games/tours. <i>Please note if this is purely an administrative role (booking hotels, bus etc) and not accompanying teams does not require a PVG.</i>

Should you have any queries on whether an applicant requires a PVG membership (e.g. their role differs from above but does work with children) please contact the Safeguarding Team for advice).



PVG Membership Process – stages of the process

STAGE 1	Safe recruitment process is complete, role identified as regulated work and applicant requires PVG linked to the club.
STAGE 2	CPO has completed appropriate ID checks (1)
STAGE 3	CPO submits “PVG Cover sheet” with applicant’s personal email address and emails this to safeguarding@sru.org.uk
STAGE 4	Scottish Rugby safeguarding team logs application by club, checks SCRUMS registration for coaches and submits “PVG Cover sheet” to VSDS. (2)
STAGE 5	VSDS logs applicant and forwards onto Disclosure Scotland.
STAGE 6	Disclosure Scotland emails the application form directly to the applicant who must complete and submit the form within 7 days of receipt.
STAGE 7	Applicant receives PVG certificate from Disclosure Scotland (3)
STAGE 8	Scottish Rugby receives copy of certificate, logs details and verifies coach on SCRUMS
STAGE 9	Scottish Rugby emails CPO with PVG number for applicant

- (1) Appropriate ID – 3 forms of identification, one must be photographic, one must contain applicant’s current home address and full name. ID should be original documents, not photocopies/faxed etc. ID checks can be completed via zoom/face time if necessary.
- (2) If applicant is a coach, application will only be submitted if they have SCRUMS ID.
- (3) The applicant receives their certificate approximately 14 days prior to Scottish Rugby receiving a copy to allow any spent convictions/additional information to be appealed if required.

Vetting Information

Once the vetting process is completed and the certificate is issued, should there be any information on the PVG certificate the Safeguarding Team will be in touch and liaise with the CPO directly. Common information provided on certificates can be driving offences, Breach of the Peace, Assault, Fraud and in most cases this does not affect the PVG status, however it may affect the suitability of a volunteer and should be explored by the club.

If Disclosure Scotland inform Scottish Rugby that an individual is barred from working with children, that individual must be removed from working with children immediately. The Club must consider whether that individual’s membership of the Club should be suspended or terminated. If Disclosure Scotland informs Scottish Rugby that an individual is **“Under consideration for listing by the Scottish Ministers”** the individual should be suspended as per Scottish Rugby’s Safeguarding Policy, from regulated work as a precaution until the outcome of the investigation is determined.



PVG Membership Application – Coversheet & Submission

Please download the PVG Coversheet from our website [CLICK HERE](#)

There is space on the coversheet to include CPO Name, Club name and date.

Complete the form with the following applicant details and then email the coversheet to safeguarding@sru.org.uk. Please note that paper applications are still accepted if an individual does not have access to a computer. To request a paper application please complete the Coversheet and request a paper application in your email to the safeguarding team.

Section to be completed:	
Title	Mr, Mrs, Dr etc
First Name	
Middle Name	
Surname	
DOB	
Employer	Club name
Applicants current home address	
Application type (SRJ, SRU, ExSR)	<p>SRJ (Scheme Record Join) <i>To Join the PVG scheme for first time</i></p> <p>SRU (Scheme Record Update) <i>Applicant is already PVG member and has undertaken regulated work with <u>children only</u> at another organisation e.g. teacher, youth coach at a different rugby club. A scheme record update is required to 'link' them to a new club.</i></p> <p>ExSR (Existing Scheme Record) <i>Applicant is already PVG member for regulated work with <u>protected adults only</u> and will now be working with children at rugby club.</i></p>
Applicants personal email address	This cannot be a generic club email, must be applicant's private email address.
Position applied for	
SCRUMS ID	All Youth Rugby Coaches must be SCRUMS registered as a coach (differs from player registration)
Regulated work group applicant working with	Children (always select) Vulnerable adults Both (First Aiders should apply for both)
Will the work be carried out at the home address of the applicant?	Always select 'No'
Volunteer	Most will note 'Yes' – other than paid roles such as Development Officer
ID verification	Appropriate ID checked by CPO (please see page 6)



PVG Membership Process – Advice for Applicants & CPOs

Once the coversheet has been submitted to Disclosure Scotland the applicant will receive the application form directly to the email address provided.

- **The application must be completed within 7 days of receiving the email**
- The applicant should check their junk mail inbox
- If the applicant does not complete and submit an application within 7 days, a new coversheet request must be submitted and the process starts again. The onus is on the applicant to ensure they check their inbox and complete the online form within the 7 day timeframe.
- Online form fields will be mandatory so information should not be missed and common errors should be picked up.
- Disclosure Scotland will contact the applicant directly regarding any queries therefore reducing the involvement of the CPO or Scottish Rugby in these stages.
- Disclosure Scotland will also contact the applicant directly if the incorrect application type has been selected.
- Paid Applications (for Development Officers only) the applicant will make a payment when completing their online form. Applicant to liaise with club around payment details.

Disclosure Scotland have also produced guidance notes for applicants, this is available to download on our website [CLICK HERE](#).

CONTACTS

Should you require help with the application -

Type of query	Who to contact	Contact information
<ul style="list-style-type: none">• Applicant has question on how to complete online form• Applicant would like update on application• Applicant has not received certificate	Disclosure Scotland	Tel: 03000 2000 40 Email: Info@DisclosureScotland.Gov.Scot
<ul style="list-style-type: none">• Safe Recruitment queries• PVG coversheet queries	Scottish Rugby	Clare Forrest (Child Wellbeing and Protection Advisor) Tel: 07966902246 Email: clare.forrest@sru.org.uk



Safeguarding Contacts

Faye Henderson (Child Wellbeing and Protection Manager)

0131 346 5056 / 07976 279473

Faye.henderson@sru.org.uk

Clare Forrest (Child Wellbeing and Protection Manager)

Clare.forrest@sru.org.uk

Safeguarding Team

Safeguarding@sru.org.uk



PVG Application Flowchart

Which type of form should applicants complete? There are three types of forms:

1. SRJ – Scheme Record Join
2. SRU – Scheme Record Update
3. ExSR – Existing Scheme Record

