**PVG Processing Contract**

**Suitability Decision Making**

By completing this document, each Club is confirming that as part of the PVG processing process:

* Our Club agrees that Scottish Rugby will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.
* We understand that Scottish Rugby can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.
* We understand that Scottish Rugby will gain consent from all applicants applying to join the PVG scheme through a Scottish Rugby member Club. This will be done via completion of the Scottish Rugby PVG coversheet. If there is any vetting information provided on disclosures or notifications or change in the status are received, this previously gained consent will allow Scottish Rugby to share relevant information with the Club that recruited them. We understand that in accordance with the GDPR, the member can withdraw sharing consent at any time. If consent is withdrawn, the member will no longer be able to continue in a regulated role within the club.
* We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.
* The Club understands the implications of authorising Scottish Rugby to make these suitability decisions on our behalf.

**Safer Recruitment Process**

Each club is required to have a Safer Recruitment Process in place, comprising:

* PVG (for regulated roles)
* ID Check
* References
* Interview (as considered appropriate)

The club understands that we are authorising Scottish Rugby to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the Club.

Scottish Rugby will make training available to our Club on the Safer Recruitment Process, including the Disclosure Scheme.

**Referrals**

The Club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Scottish Rugby.

**Club Details**

|  |  |  |
| --- | --- | --- |
| Club Name |  | |
| President/Chair Name |  | |
| President/Chair Email address |  | |
| President/Chair Phone Number |  | |
| Child Protection Officer Name |  | |
| CPO Email address |  | |
| CPO Phone Number |  | |
| Is your Club a qualifying voluntary organisation?  (Definition of a qualifying organisation can be found [**here**](https://www.legislation.gov.uk/ssi/2010/167/regulation/7)) | | **YES/NO** |
| Is your Club registered with Companies House? | | **YES/NO** |
| Is your Club a registered care service? | | **YES/NO** |
| Is your Club a registered charity? | | **YES/NO** |

**Contract Terms**

|  |  |
| --- | --- |
|  | **Tick to Confirm** |
| The Club understands and agrees to abide by the [**Disclosure Scotland Code of Practice**](https://stir.sharepoint.com/sites/WellbeingandProtection/Shared%20Documents/13.%20Resource%20Documents/Young%20People/Disclosure+Scotland+-+Code+of+Practice.pdf%20(mygov.scot)). |  |
| The Club has a Secure Handling Policy in place |  |
| The Club has a Making a Referrals Policy in place |  |
| The Club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the Club |  |
| The Club understands that if a Scheme Member’s status changes to barred or if they are moved to consideration for listing, Scottish Rugby will notify the Club ID Checker to advise the appropriate action to take |  |
| The Club agrees to adhere to the Scottish Rugby Safeguarding Policy |  |

**Club PVG Processing Contract Agreement**

|  |  |
| --- | --- |
| In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above. | |
| **Chair Signature (typed is accepted)** |  |
| **Date of Signature** |  |
| **CPO Signature (typed is accepted)** |  |
| **Date of Signature** |  |

**Completed forms should be returned to Scottish Rugby at** [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)