**Safeguarding**

**Safe Recruitment / PVG Process and Guidance**

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**June 2024 – Summary of changes**

Disclosure Scotland, who oversee the PVG process, have requested Sports Governing Bodies further develop some of the procedures currently used in the application of PVG. Due to this we have made several changes to the PVG process for Scottish Rugby.

**Suitability Decision** – Scottish Rugby are now required to assess any PVG information and make a Suitability Decision of applicants to carry out Regulated Roles for affiliated Clubs. To do this we will follow the PVG and Suitability Decision Procedure.

**One Rugby PVG –** moving forward, all applicants will have a PVG linking them to Scottish Rugby. All previous club PVGs will be transferred automatically to Scottish Rugby. Clubs and individuals do not need to do anything to transfer their club PVG to a Scottish Rugby PVG.Applicants are only required to have their PVG linked to Scottish Rugby once, even if they carry out Regulated Roles for more than one club. If an applicant applies to another Club, they will still be required to apply to Scottish Rugby so that we can link their PVG to the additional club on our records. This is done by completing the PVG coversheet and submitting to safeguarding@sru.org.uk.

**Consent Form –**Applicants will be required to consent to their information being shared with Scottish Rugby the Club which they are applying. We may need to include the Club in the Suitability Decision.

**Ending Secondary Contracts –**we no longer require secondary contracts.

**PVG Application Process**

The new process is as follows:

* Club completes recruitment process for a regulated role (ie application, interview (formal or informal), References) and decides to employ an individual.
* CPO completes PVG coversheet, checks 3 forms of ID. Applicant completes consent form.
* CPO emails PVG coversheet and consent forms to safeguarding@sru.org.uk
* Scottish Rugby receive both forms, confirm details and submit application to Disclosure Scotland (DS).
* Applicant receives PVG certificate via online Disclosure Scotland portal
* Scottish Rugby receive online PVG certificate and make PVG suitability decision for their employment with club (we may involve the club in this step depending on the information received).
* PVG suitability decision communicated to club CPO

**Transferring to the New Process**

To transfer to the new process Clubs will need to complete the following steps. No club PVG can be processed until the following is in place:

* Sign and return the PVG Processing Contract
* Sign and return the ID Checker Agreement
* Adopt necessary policies referenced in PVG Processing Contract

# 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 individuals who want 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 safeguard all concerned. The club can also demonstrate they have best practice in place when communicating with new members, children and their parents.

**PVG Membership**

Scottish Rugby’s Safeguarding Policy requires 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 rugby PVG in place and approved by Scottish Rugby.

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.

The club will be responsible for employing all volunteers and paid members undertaking regulated work. Scottish Rugby is responsible for making the suitability decision based on PVG information. The applicant must freely consent to undertake the PVG process and this consent can be withdrawn at any time. Scottish Rugby will confirm to club CPO the PVG suitability decision.

**Safe Recruitment Steps:**

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

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| --- | --- | --- |
|  | **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](https://scottishrugby.org/rules-and-regulations/player-welfare/) |  |
| 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](https://scottishrugby.org/wp-content/uploads/2022/10/Club-Volunteer-Application.docx) 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, what joining the scheme means and freely consented to undertaking the PVG process? |  |
| 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 Coaches have registered on SCRUMS as a coach for the club before starting the PVG process. |  |
| 12 | Have they completed Rugby Right? |  |
| 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.

**PVG Membership Process:**

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

PVG Coversheet can be downloaded from our website [HERE](https://scottishrugby.org/clubs-and-schools/safeguarding/advice-for-clubs/downloads/)

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 |
| Physio/Medic | Physio or doctor responsible for medical treating any players and club spectators and therefore must be checked for **both** children and vulnerable adults. |
| 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 “*normal and expected role*” 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. ***Please note if this is purely an administrative role (booking hotels, bus etc) and not accompanying teams does not require a PVG.*** |

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

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| --- | --- |
| **STAGE 1** | Safe recruitment process is complete, role identified as regulated work and club confirm they want to employ individual at their club |
| **STAGE 2** | CPO has completed appropriate ID checks (1) and applicant has signed consent form to agree to undertake PVG process |
| **STAGE 3** | CPO submits “PVG Cover sheet” with applicant’s personal email address and consent form to safeguarding@sru.org.uk |
| **STAGE 4** | Scottish Rugby safeguarding team:   * logs PVG Coversheet which confirms club has completed their safe recruitment process and want to ‘employ’ applicant * checks SCRUMS registration for youth coaches and Development Officers * checks consent form has been signed by applicant |
| **STAGE 5** | Scottish Rugby confirms applicant has rugby PVG in place and can be deployed  OR  Scottish Rugby confirms applicant must complete link by Disclosure Scotland |
| **STAGE 6** | Disclosure Scotland send a link to applicant which must be completed within 7 days of receipt. |
| **STAGE 7** | Applicant receives PVG certificate from Disclosure Scotland (3) |
| **STAGE 8** | Scottish Rugby receives copy of certificate, makes PG suitability decision, logs details and verifies coach on SCRUMS |
| **STAGE 9** | Scottish Rugby emails CPO with PVG suitability decision |

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 youth coach, or Development Officer 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 undertake a suitability decision. This may involve consulting with Scottish Rugby internal Case Management Panel. Scottish Rugby may share vetting information with CPO where appropriate (prior consent given by applicant will cover this sharing of information).

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 and consent form from our website [CLICK HERE](https://scottishrugby.org/clubs-and-schools/safeguarding/advice-for-clubs/downloads/)

Both the coversheet and consent form must be submitted at the same time to safeguarding@sru.org.uk

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: |  |
| First Name |  |
| Middle Name |  |
| Surname |  |
| DOB |  |
| Employer | Club name |
| Applicants current home address |  |
| Application type (SRJ, SRU, ExSR) | **SRJ (Scheme Record Join)**  *To Join the PVG scheme for first time* |
| **SRU (Scheme Record Update)**  *Applicant is already PVG member and has undertaken regulated work with children only 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.* |
| **ExSR (Existing Scheme Record)**  *Applicant is already PVG member for regulated work with protected adults only and will now be working with children at rugby club.* |
| 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 and Development Officer 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, Physios and Medics 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) |
| Applicant consent form signed and attached | Yes / No (if consent form has not been signed, PVG application will not progress) |

# 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.
* Disclosure Scotland will contact the applicant directly regarding any queries
* 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.](https://scottishrugby.org/wp-content/uploads/2022/10/Disclosure-Scotland-Application-Guidance-Notes.docx)

**CONTACTS**

Should you require help with the application -

|  |  |  |
| --- | --- | --- |
| Type of query | Who to contact | Contact information |
| * 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 |
| * 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

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**Safeguarding Team**

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