

# Guidance for Safeguarding Officer/Verifier

## Application to Join PVG

It is the role of the verifier to check that the application is correctly completed, check applicant's identification, complete sections E1 to E9 and complete the verifiers coversheet.

Please take time to read the guidance as any errors will cause delays in processing your form. If you need any assistance you can email your question(s) to [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org) or call 01334 466 477.

### Checking Sections A1 to C2

Please ensure you are referring the applicants to the guidance notes for completion of these sections.

When submitting application forms, please ensure the date provided in section C2 is less than 6 months ago to ensure information is accurate and up to date. Please note that applications dated more than 6 months ago will be returned to you for amendment by the applicant.

Check that the applicant has fully and correctly completed the application form. All sections highlighted in yellow must be completed and if any sections between B23 and B39 or B83 are crossed 'Yes', the subsequent sections relating to that answer must be fully completed.

### Quick Guide

Please complete sections E1 to E9. Whoever is responsible for paying for the PVG certificate should complete sections D3 to D10. You should clarify this with the applicant. Complete a Verifiers Coversheet. Detailed guidance is given below.

**D1-D10** Ensure this section has been completed by the applicant or payer.

**E1** Please cross the appropriate box.

**E2** Please cross the appropriate box.

**E3** Please provide the name of the organisation who is recruiting the applicant. This information should match the details we hold for you.

If you have not previously completed the appropriate Secondary Organisation Contract you should enclose this with the application or the form will be returned to you. If you need help please contact [safeguarding@scottishgolf.org](mailto:safeguarding@scottishgolf.org) or call 01334 466 477.

**E5-E6** Please enter the position that the application is for. The name of the position should be consistent with the role names in the [Role Descriptors](#) document and should clearly and concisely describe what the role involves. e.g. Childcare Professional Coach/Childcare Volunteer Coach/Safeguarding Officer.

### Identification Checking

**E7-E9** Please cross the documents you are checking to confirm the identity of the applicant. If you are checking documents other than those specified, you should cross 'Other' and detail the documents in E8 and E9.

The documents that you have verified should be shown on the verifier's cover sheet.

It is your responsibility to ensure the person completing the application is who they say they are by checking their identification.

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The minimum ID to be verified must be one document with a photograph and one document with their current home address, but these must be two separate documents.

If no photo ID is available you must see 3 documents, 2 of which must have their current home address.

Documents confirming their home address should be issued within the last 3 months.

Listed below are examples of documents you can use to check your applicants identification. The list is not exhaustive and there will be many other documents which you can use.

## **Photographic Identification**

Passport	Photographic Driving Licence
National Entitlement Card	Photographic Membership Card
Employee ID Card	

## **Address Confirmation**

Utility Bill	UK Driving Licence (photo card only)
Bank Statement	Credit/Store Card Statements
School Letter	Financial Statements

**You have now completed all necessary sections of the PVG application.**

**E10** Please leave this section blank

**E11-E17** Will be completed by Scottish Golf or Volunteer Scotland Disclosure Services as the responsible bodies for countersigning the application.

**F1/F2** Will be completed by Scottish Golf or Volunteer Scotland Disclosure Services as the responsible bodies for countersigning the application

**G1-H2** These sections are not relevant for applications submitted through us.

## **Completing the Verifiers Coversheet**

The coversheet is used to check that only those entitled to access disclosure information are requesting it. When we receive the verifiers coversheet, we will check that the verifiers name and code are consistent to the records we hold.

The verifiers coversheet should be fully completed for all applications being submitted.

Return the applications and verifiers coversheet to the address below.

## **Private and Confidential**

Safeguarding  
Scottish Golf  
The Dukes  
St Andrews  
Fife  
KY16 8NX