



Scottish
Golf

Safe Recruitment & The PVG Scheme

Guide to help golf clubs provide a safe environment
for children & protected adults

Updated February 2020



Safe Recruitment

A well-run recruitment process is part of a club's commitment to putting the protection and well-being of children first. Many jobs are done by volunteers and PGA Professionals who have been recruited informally. If a role involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable.

As well as adopting a safe recruitment process, Scottish Golf has produced a Safeguarding Resource for Clubs booklet which provides templates and information for a variety of policies and procedures to help you implement the necessary safeguards within your club/organisation. The resource also provides further information on implementing a safe recruitment process.

Click link to download [Safeguarding Resource for Clubs](#)

What is the PVG Scheme?

The PVG Scheme was introduced in February 2011 to replace the old Disclosure process.

The PVG Scheme is managed and delivered by Disclosure Scotland and is in place to ensure clubs only recruit individuals who are suitable to work with vulnerable groups.

When an individual joins the PVG Scheme, Disclosure Scotland will carry out criminal record checks and share the results with individuals and organisations to assist with the recruitment decision.

Once an applicant has joined the PVG scheme, Disclosure Scotland will notify the organisation if that individual becomes under consideration for listing and barring, allowing them to take appropriate action.

Who needs to complete a PVG application?

A role that needs the post holder to be vetted is known as 'regulated work' and it is defined in law. You must make sure that people who are doing 'regulated work' at your club/organisation have not been barred from doing this type of work with children or protected adults. The only way to do this is by using the PVG Scheme.

Who at your club/organisation is carrying out 'regulated work'?

Scottish Golf process PVG applications for applicants across a number of different roles. For more information on the specific roles, see the 'Role Descriptors' document below.

Click link to download [Role Descriptors](#)

Click link to download [VSDS Guidance on Regulated Work with Children](#)

PVG Scheme Application Process

1. A PVG application must be completed by an individual through every organisation where they are undertaking Regulated Work with children or protected adults, using separate PVG applications.
2. All golf clubs/organisations must be set up fully with Scottish Golf before PVG applications can be processed, including having a Safeguarding Officer (SO) registered with Volunteer Scotland.
3. Guidance notes for completing PVG forms are provided by Scottish Golf and can be accessed on the Scottish Golf website. These should also be provided by the SO/Verifier at the golf club/organisation.

PVG Scheme Application Process

4. It is the responsibility of the SO/Verifier to ensure all applications have been completed correctly. Incomplete or inaccurate applications may be returned and will cause a delay when processing.
5. After the applicant has completed the PVG application it must be returned to the SO/Verifier before being sent to Scottish Golf.
6. Once processed, Disclosure Scotland will send the certificate to each individual, before a copy is sent to Scottish Golf. The recruitment recommendation will then be issued by Scottish Golf to the Safeguarding Officer of the golf club/organisation.

PVG Scheme Application Process

7. It is the duty of the golf club/organisation to ensure that all individuals undertaking Regulated Work have completed a PVG application.
8. Scottish Golf policy determines that all individuals undertaking Regulated Work with children in golf are now required to update their PVG certificate every 3 years.
9. PVG Scheme membership applications and updates are free of charge for volunteers.

Scottish Golf Affiliated Golf Clubs

The necessary provisions for Safeguarding should be in place at all golf clubs and facilities in Scotland before PVG applications can be processed.

Information on the policies and procedures to implement can be found in the Safeguarding Resource for Clubs provided on the [Scottish Golf website](#).

Before Scottish Golf can process PVG applications, the golf club/organisation must appoint a Safeguarding Officer and provide evidence of a Safeguarding Policy being implemented at the golf club.

Golf Clubs must also ensure any PGA Professional carrying out regulated work has completed a PVG application through the golf club.

Area & County Golf Associations

An Area/County delivering coaching through a PGA Professional or Volunteer must ensure they have the same policies and procedures in place as a golf club or non-affiliate organisation including appointing a Safeguarding Officer.

It is the Area/County's responsibility to ensure that anyone carrying out regulated work with children or protected adults on their behalf has completed a PVG application through the Area/County.

All coaches and helpers that have a PVG certificate through their golf club or organisation must also complete an application through the Area/County.

To set your Area/County up with the necessary policies and procedures, please get in touch with Scottish Golf at safeguarding@scottishgolf.org 01334 66477 Opt 3.

Non-Affiliate Organisations

IE. GOLF CENTRES AND DRIVING RANGES

Non-affiliate organisations such as driving ranges or commercial organisations must have the necessary Safeguarding provisions in place when carrying out coaching or engaging with children.

As well as having a Safeguarding policy and Safeguarding Officer in place, all employees or volunteers involved in regulated work with children or protected adults must complete a PVG application.

PVG applications submitted from a non-affiliate organisation must be paid for by the applicant or organisation, regardless of whether the applicant is a paid member of staff or volunteer.

Safeguarding Officer (SO)

Once your club has identified a Safeguarding Officer (SO) you can work towards meeting the minimum requirements for being able to process PVG applications. However, your SO still needs to be fully registered with Scottish Golf.

The SO will be fully registered after they have returned a PVG application for the role of SO, a completed and signed Secondary Organisations Contract and a Safeguarding Policy.

After Scottish Golf has received a satisfactory Disclosure Certificate we will issue a verifiers code to be used for all future applications. The verifiers name and code provided on the Verifiers Coversheet will be cross checked with Scottish Golf's records to ensure all information is matching.

It is the SO's duty to ensure each applicant has filled in the correct PVG application and that the Verifiers Coversheet has been signed.

Click link to download [SO Role Description](#)

Changing your SO

A golf club/organisation must inform Scottish Golf as soon as possible when the individual undertaking the role of Safeguarding Officer will be changing.

A Safeguarding Officer pack will then be sent to the incoming Safeguarding Officer, including the relevant forms to register with Scottish Golf and Volunteer Scotland Disclosure Services where applicable.

The incoming Safeguarding Officer will need to complete a PVG application, Secondary Organisation Contract and return these with a copy of their current Safeguarding Policy to Scottish Golf.

PGA Professional

For compliance purposes, The PGA and Scottish Golf work in collaboration on coach education and development matters. Applications from PGA Professionals should be submitted to Scottish Golf for processing.

A PVG application must be completed for every role and organisation where that PGA Professional is carrying out regulated work with children or protected adults.

A Scheme Record Update (Existing PVG Scheme Member Application) must be completed every 3 years for each role.

Following receipt of the Disclosure Certificate, the final deployment decision will be made in collaboration with The PGA.

PGA Professional

In the first instance, all PGA professionals should contact the Safeguarding Officer at their club/organisation.

The Safeguarding Officer will provide each applicant with the appropriate application and guidance notes before overseeing the PVG application process.

Each PVG application submitted by a PGA professional must be paid for. The current cost is £59 for an Application to Join the PVG Scheme and £18 for an Existing PVG Scheme Member application.



Independent PGA Professionals

PGA Professionals who are self-employed are still required to complete a PVG application for each role where they are involved in regulated work with children and/or protected adults.

Independent PGA Professionals should contact Scottish Golf at safeguarding@scottishgolf.org to arrange for the necessary forms and applications to be sent.

After completing the relevant PVG application using the guidance notes provided, the application should be sent to Scottish Golf to be countersigned before being processed by Disclosure Scotland.



ID Verification

As part of the PVG application process, every applicant is required to have their identity confirmed by a suitable individual (Section E), such as SO or Verifier.

The minimum ID to be verified must be one document with a photograph and one document with their current home address (please note that this must be 2 separate documents).

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

PGA Professionals

PGA Professionals can also have their ID verified by Allan Martin (Coaching Education Manager in Scotland for The PGA). To arrange a suitable time and date, email allan.martin@pga.org.uk

ID Verifiers

ID verification is the role of the Safeguarding Officer, but each club/organisation is entitled to appoint 2 additional verifiers.

Each verifier must complete an 'Additional Verifiers Form' that has been cross checked and signed by the Safeguarding Officer.

The Safeguarding Officer must verify the individuals ID before they become an approved verifier for that club/organisation.

Once Scottish Golf has received the additional verifiers form, a letter will be issued to the individual with their unique verifiers code.

Click link to download [Additional Verifiers Form](#)

Training

In addition to a PVG application, all applicants and Safeguarding Officer's are expected to complete relevant training for their role.

Child Wellbeing & Protection in Sport Training (CWPS) takes a blended learning approach and is delivered in two parts:

Module 1 – A theory-based module that is undertaken online and takes around 45 minutes to complete. [Module 1](#) must be completed before the learner attends Module 2; we advise that this is completed two to three weeks prior to attending the face-to-face (or virtual face-to-face) Module 2 and can be accessed during registration for the full course.

Module 2 – A three-hour face-to-face workshop that covers a variety of scenarios that inform learners on methods for managing disclosures and concerns. This Module is sometimes delivered in a real-time virtual classroom (online).

Training

Following the completion of both modules, the learner will be awarded their certificate which will be valid for three years.

The CWPS training is a mandatory requirement for anyone working with children and young people in golf, including coaches, officials and helpers. Please note there is no cost to anyone from our affiliated clubs completing a 'Child Wellbeing and Protection in Sport' course organised by Scottish Golf. Attendance at courses organised by other training providers will incur cost for which Scottish Golf is unable to subsidise.

Child Wellbeing & Protection in Sport: Officer Training (CWPO) is a 3-hour workshop that supports clubs to put child protection policies into practice. This course is mandatory for Safeguarding Officers and is renewable every 3 years.

Training

To find a safeguarding course in your area please visit the websites below.

> [Scottish Golf](#)

> [sportscotland](#)

If you have a concern or query about safeguarding please contact the Scottish Golf safeguarding team on 0 1334 466477 (option 3) or e-mail safeguarding@scottishgolf.org.

And finally...

All applications must be returned with a verifiers cover sheet completed by the verifier.

Send all forms to:

**Safeguarding
Scottish Golf
The Dukes
St Andrews
Fife
KY16 8NX**

