



Dear Club/Group Representative,

### **PVG Application Process**

Thank you for your enquiry regarding Badminton Scotland becoming the Intermediary Body to assist in you applying for PVGs for personnel in your Club/Group.

New legislation allows Clubs/Groups to share the information reported on the PVGs with the Governing Body through a Sharing Agreement, a copy of which is attached. We STRONGLY request that you change your Data Protection Policy or adopt Badminton Scotland's attached template to include a clause advising that any changes to the PVG status will be shared with Badminton Scotland. That way we can all be sure that those Vulnerable Groups involved with the Clubs/Groups are as safe as possible.

In order to begin processing PVGs for your Club/Group we require the following criteria to be fulfilled:

1. The club must be affiliated to Badminton Scotland (affiliation fees paid for current season and completed affiliation form sent to Badminton Scotland, more details below).
2. The individual for whom you are applying for a PVG must be:
  - Carrying out *regulated work* (information on these categories in document no. 4) for your group as a **volunteer** or as an **employee** of the Club/Group

N.B. **Self-employed** individuals must apply for their own PVG directly with Disclosure Scotland.

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There are several steps which need to be completed before Club/Group can be accepted and the individual PVG applications can be processed. These steps and the whole process are listed below:

#### **1. Club/Group Affiliation**

We have a new online membership system, 'Go Membership', please see our website for more information about this and how to affiliate:

<http://www.badmintonscotland.org.uk/get-involved/memberships/>

#### **2. Appointing a Child Protection Officer (CPO)**

The Club/Group needs to appoint an individual as a Child Protection Officer, who will be responsible for the PVG process. In order to do this the individual needs to attend two courses:

1. Safeguarding and protecting children
2. In Safe Hands (for Child Protection Officers)

See here for information: [www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/training/](http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/training/). Safeguarding and protecting children can also be completed online:

[www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/)

### 3. 'Contracting' Badminton Scotland to be an Intermediary Body

- The CPO or Club/Group Secretary should complete the 'contract' form (document no. 2a) and return it to Coach Admin via email or post (contact at the end of letter). Please see document 2b as an example for 'Hannah's Badminton Club' which may help you complete the form
- Badminton Scotland then processes it with Disclosure Scotland via Volunteer Scotland
- Once approved, Badminton Scotland can then act as an Intermediary Body on behalf of the Club/Group

### 4. Adopting correct Policies

- There are 3 policies that need to be adopted to be part of this process; example templates that you can use are documents 6, 7 and 8. The policies are:
  1. Data Protection Policy (document 6)
  2. Child Protection Policy (document 7)
  3. Making Referrals Policy (document 8)

### 5. Applying for a PVG

The Club/Group representative (CPO/ Club/Group Secretary) should:

- Fill in document '3. PVG Information Sheet' with the name, PVG number, address and email of each PVG applicant/s
- Badminton Scotland then issues the partially completed PVG forms to the applicants by post
- The applicant then complete the form using the guidance notes (delays are caused by incomplete forms) and the ID check form and return both to Badminton Scotland by post
- Badminton Scotland check the forms and send them to Volunteer Scotland Disclosure Services

### 6. Completed PVGs

- Once the PVG is processed by Disclosure Services, the individual and Badminton Scotland each receive a copy of the individual's PVG certificate
- Badminton Scotland is permitted to keep a track of individual's PVG details in an excel tracker
- A copy of this tracker is emailed to Child Protection Officer and/or Secretary. **This tracker must be made password protected and only accessible by the CPO or Secretary.**
- **Please note: Clubs/Groups and Badminton Scotland are not permitted to keep any record of individual's convictions**
- Badminton Scotland then destroys our copy of the individual's certificate
- If an individual has a conviction Badminton Scotland will inform the Club/Group and help to determine if this conviction affects the individual's suitability for their role

#### PVG Costs:

- There is no charge for **volunteers** to receive a PVG membership
- There is a charge for **employees** (£59 for a new PVG and £18 for an update) paid for by the Club
- **Self Employed** applicants must undertake the process themselves and cover the costs

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#### Information on additional documents numbers 2-10:

2a. Secondary Org Contract -

**To be completed & returned to Coach Admin, by email or post.** Some parts of the form have been

- filled in already with suggested answers (with guidance from Volunteer Scotland), if these are not applicable for your Club please edit
- For reference**, an example Secondary Contract form using an example club, to help you complete 2a
- 2b. *Secondary Org Contract EXAMPLE-*
3. *PVG Information Sheet-* **To be completed**, information on each individual who requires a PVG
4. *Extra PVG Information -* **For reference**, information on Regulated Work categories, incidental test, updates and training and the Sharing Agreement between clubs and Badminton Scotland regarding PVGs
5. *BADMINTONscotland Data Protection Policy -* **For reference**, Badminton Scotland's Data Protection Policy
6. *Template Data Protection Policy -* **Example template**, that you can use for your Club's Data Protection Policy
7. *Template Child Protection Policy -* **Example template**, that you can use for your Club's Child Protection Policy
8. *Template Making Referrals Policy -* **Example template**, for the procedure for making referrals to Disclosure Scotland. Please use this as your Club's own policy.
9. *Code of Practice from Disclosure Scotland -* **For reference**, 'Disclosure Code of Practice' from Disclosure Scotland. Long but a useful reference when needed.
10. *Self-Disclosure form -* **Can be used**, Self-Disclosure form is an opportunity for individuals to state any convictions or relevant information prior to the PVG check. Can be used by applicants who require a PVG, as well as those who do not meet the 'regulated work' criteria but who are in contact with Vulnerable Groups
11. *PVG Scheme and Young People* **For reference**, document from Disclosure Scotland outlining young people and the PVG scheme.

I hope this letter assists in what can be a complex procedure. If you have any queries, please let me know.

Kind regards,

**Hannah**

Hannah James

Coaching and Development Administrator

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