

**PVG Declaration Form**

**Shuttlemark Bronze Award**

In order to fill in this form and obtain the Bronze Shuttlemark Award clubs need:

* All club members who are undertaking regulated work must be members of the PVG scheme and have a record linked to the club.

If you do not have a facility for obtaining PVG Scheme records for your club members, Badminton Scotland can progress these for you and act as an intermediary body. If you require this service, please contact:

* David Cameron at businessinfo@badmintonscotland.org.uk or 0141 445 1812 to progress.

If you have previously used another organisation to undertake your PVG checks, as long as these PVGs were made through your club, you do not need to update these PVGs with Badminton Scotland. For any new PVGs you can use Badminton Scotland as your Intermediary Body if required.

For any Clubs (e.g. Adult only Clubs, University Clubs….) where working with children (under 18) or protected adults is incidental to the main purpose of the club, your coaches/club helpers would not be required to be PVG checked.

All Clubs - please read and complete the following:

|  |
| --- |
| Club Name: |
| Who is your club’s Intermediary Body (or who completed your PVG checks)? |
| Who is your club’s Child Wellbeing & Protection Officer (CWPO)? |

|  |
| --- |
| In order to obtain the Shuttlemark Bronze Award the following statements need to be true for your Club. Please read and sign below. * All club members undertaking regulated work have an up to date PVG Scheme Record
* You must be PVG checked for your organisation (club) if you will be working with protected groups (children/protected adults)
* All PVGs are updated every 3-5 years through the club
* The club has a trained Child Wellbeing & Protection Officer

(minimum requirement would be Child Wellbeing & Protection in Sport [CWPS] qualification but would advise that Child Wellbeing Protection Officer [CWPO] qualification is also completed)* The club has a Data Protection Policy in place in line with Disclosure Scotland / Badminton Scotland’s recommendations
* The club has a Child/Adult Protection Policy in place in line with Disclosure Scotland / Badminton Scotland’s recommendations
* The club has a Referral Policy in place in line with Disclosure Scotland / Badminton Scotland’s recommendations
* The Child Wellbeing & Protection Officer and/or the Club Secretary store confidential PVG information in a secure manner in line with GDPR requirements.
* If any member of the club becomes barred from working with Protected Groups, the club will share this information with Badminton Scotland.
 |

|  |
| --- |
| ***I agree the above statements are all true for our club:*** |
| Name: |  |
| Signature: |  |
| Position at the Club: |  |
| Date: |  |

If your club is **not** using Badminton Scotland as an Intermediary Body, please fill in the details of all club members who have a PVG scheme record made in connection with your club:

|  |  |  |
| --- | --- | --- |
| **Member Name** | **PVG Scheme****Record Number** | **Date PVG was made****through your club** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |