



# PVG Guidance for Clubs

Dear Club Secretary & Safeguarding Officer,

Thank you for becoming a member club of Badminton Scotland and for agreeing to adopt our safeguarding & wellbeing practices as well as completing the required PVG & Safeguarding officer contracts. As you will have read in these agreements/contracts, under an agreement with Disclosure Scotland, Badminton Scotland is able to request a new/updated PVG on behalf of those individuals who are to be undertaking a regulated work role with children and/or adults at your club.

Please can we ask you both as well as your Child Protection Officer (if occupied by someone else) to read the entirety of this guidance letter so you understand how to request PVGs for relevant club members, how to use the other documents you have received alongside this one and what other information you and your club need to know in regards to the Disclosure Scotland Code of Practice.

Although the information provided is mainly pertinent to the club's Safeguarding Officer, it is important that others within your club, particularly those in leadership & protection roles, understand the PVG process. We hope you find this information helpful, however should you have any questions, please don't hesitate to contact us. You can find our contact information at the bottom of this letter.

Thank you.

## **PVG and Badminton Scotland**

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PVG stands for 'Protecting Vulnerable Groups' and is a database used to monitor individuals in specific work/volunteer roles, listing/barring those with offences that makes them unsuitable for working with children and/or protected adults. A PVG check is essentially a criminal record check, carried out using this database, and is managed by Disclosure Scotland. Badminton Scotland is a member organisation of Disclosure Scotland, requesting PVG checks for those directly employed by it and its active affiliated clubs.

As of May 2024, members do not need to complete a PVG check for every active affiliated club they occupy a regulated work role with. Their PVG will be with Badminton Scotland and will apply to any of these clubs they are a part of. For example, if someone is employed as a coach for juniors for Club A and Club B, both of which are affiliated with Badminton Scotland, they only need to complete one PVG application. All previously PVG checked individuals at Badminton Scotland affiliated clubs now have their PVGs directly with Badminton Scotland, rather than the club.

As the PVG check is completed by Badminton Scotland, we will be the ones to make the 'Employability Decision', which determines whether or not you, the club, are permitted to employ that person in a regulated role. You can read more about this below. If the member is occupying a regulated work role with an unrelated / unaffiliated badminton club however, they need to contact a PVG signatory and complete a PVG application with said organisation, as their PVG with Badminton Scotland will not cover this.

Currently, PVG membership lasts for life until the member removes themselves, or is removed, from all regulated work/volunteer roles. As of 2026 however, this will change to a **5 year** membership from the date of issue unless the member leaves the scheme before the expiry date. This means that a PVG membership will need to be renewed every 5 years from their last date of issue.

Going forward, as part of their membership agreement with Badminton Scotland, all affiliated clubs agree to adopt Badminton Scotland's safeguarding and wellbeing policies, agree to the conditions set in the 'Suitability Decision Agreement', and will process all required PVG checks for members in regulated roles where the grounds for PVG checking are met.

## **Who is responsible for PVGs at our club and how are they appointed?**

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The 'Safeguarding Officer' is the individual who is responsible for handling disclosure information (including PVG application requests), identity verifications and is the main contact for Badminton Scotland when specific information relating to PVG/disclosures needs to be discussed for your club. It is mandatory that each club has an identified safeguarding officer in place at all times. As well as this, **the safeguarding officer cannot be the same person as the club secretary**. We recommend that the role be assigned to your club's 'Child Protection Officer', as both roles require similar credentials.

You should have a Safeguarding Officer in place when you purchase club membership with Badminton Scotland, as you will be required to provide their name & JustGo ID number during the affiliation process. After appointing your safeguarding officer, please follow these steps to make sure they are properly registered on JustGo:

**1) Make sure the individual is an active member of your club on JustGo.**

- *This means they need to have a JustGo account with an active membership, linked to your club profile. Any membership except a trial membership is acceptable. Also the club secretary should select the 'Safeguarding Officer' role for the member's club role on JustGo.*

**2) Confirm with the member that they understand the responsibilities of the role and have uploaded their 'Safeguarding Officer Contract' credential on JustGo.**

- *The member can upload the credential by logging in to JustGo and accessing 'My Profile'. Simply go to the 'Credentials' tab, click to add a credential, search for 'Safeguarding Officer Contract', select it and then read through and complete the declaration. After uploading this, the membership system will notify us and we will verify the contract is complete.*

**3) Confirm with the member they have completed the relevant child wellbeing courses and uploaded the credentials to their profile.**

- *These courses/credentials are:*
  - o *Child Wellbeing & Protection in Sport (CWPS) or equivalent*
  - o *Child Wellbeing & Protection Officer (CWPO) or equivalent*
- *If these courses have been completed but the credentials haven't been added to the member's profile, they can do this by following the same instructions as in 2). The member will be required to upload evidence of the credential (a certificate). If this isn't available, please contact us.*

See here for information:

<https://www.children1st.org.uk/help-for-families/safeguarding-in-sport/>

Safeguarding and protecting children can also be completed online:

<https://sportsotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/training/child-wellbeing-and-protection-in-sport-training-cwps/>

[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/)

Please refer to the '**JustGo Club Admin Guide**' if you're having trouble using JustGo. Alternatively, you can contact us if you're encountering an issue the guide doesn't help with. All guides/resources can be found in the 'Documents' tile of the main menu on JustGo.

## **Who do I need to PVG check at my club?**

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Anyone who is, or is expected to be, filling a regulated work/volunteer role for your organisation, **MUST** be PVG checked for their role, without exception. A regulated role refers to an employment/volunteer role within the organisation that involves working with a 'regulated work group' i.e. Children / Protected Adults.

For a role to be considered **regulated work with Children**, the role must involve working with a child/children, someone **under** the age of 18 years old, in at least one of the activities listed in our '**Regulated Work with Children – Checklist**' document. The activity(s) involved must either be regular and not incidental to the role, the target group/purpose of the club or a mandatory requirement for children to attend.

For a role to be considered **regulated work with Protected Adults**, the role must involve working with a protected adult/s, someone **over** the age of 16 and in receipt of care, within a **Care, Welfare, Health or Community Care** service in at least one of the activities listed in our '**Regulated Work with Protected Adults – Checklist**' document (you can also use this to check if you meet a service definition). The activity(s) involved must be regular and not incidental to the role, the target group/purpose of the organisation or a mandatory requirement for protected adults to attend.

From **April 2025** onwards, it will be required by law to have a PVG in place for all individuals in regulated roles at any organisation in Scotland. Therefore, we strongly recommend your club updates its recruitment practices to include PVG checking **before** the individual has commenced working/volunteering for your club (if you do not already do this) as this will become a mandatory practice from said date.

As PVG deals with an individual's personal information, PVG checking is only permitted to be carried out for those who meet the requirements described above. You do not need to request a PVG check for someone who is not in a regulated role, i.e. a club coach for adults. Examples of regulated work roles found in badminton clubs are listed below:

- Coach - *someone who is employed/volunteering to coach, or assist coaching, a protected group.*
- Club Helper – *someone who is employed to assist with the running of the club, whose role involves working with or supervising a protected group.*
- Child Protection Officer – *responsible for ensuring the safety and well-being of children by implementing and enforcing policies and practices that protect them.*
- Court Official Supervising Children – *someone who officiates matches for children and acts in a supervisory capacity.*
- Event Supervisor / Chaperone – *someone who runs, or helps run, club events aimed at a protected group.*
- Manager of Regulated Work – *someone who does not work with a protected group themselves but manages those who do.*

## **How much does a PVG application cost?**

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The current costs for PVG checking are:

- All volunteer applications are **Free**
- 'New Member' (SRJ) applications for paid roles are **£59.00**
- 'Existing Member – Update' (SRU) applications for paid roles are **£18.00**
- 'Existing Member – New Regulated Group' (ExSR) applications for paid roles are **£59.00**

These costs may be subject to change in future but we will update everyone should this happen. Badminton Scotland does not cover the cost of PVG checks for members.

## How do I request a PVG check for my member(s)?

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The steps for completing a PVG Check Request are as follows:

### Step 1: Prerequisites

Before you can request a PVG check for your member(s), there are several requirements that need to be met by the club, safeguarding officer and the member:

#### Club

- The club must be actively affiliated to Badminton Scotland with either an Adult Club, Junior Club, All Ages Club or Association membership on JustGo. As part of your membership purchase, your club will have agreed to adopt our safeguarding & wellbeing policies as their own and also uploaded a copy of your Suitability Decision Agreement & Club Constitution credentials.
- The club must have someone in their club member register assigned the 'Safeguarding Officer' role on JustGo who is not also assigned the 'Secretary' role.

#### Safeguarding Officer

- The individual who has been assigned the 'Safeguarding Officer' role must have an active membership with Badminton Scotland on JustGo.
- They must have uploaded their 'Safeguarding Officer Agreement' credential to their JustGo profile.
- They must have uploaded their safeguarding and protecting children credentials to their JustGo profile. These credentials are:
  - *Child Wellbeing & Protection in Sport (CWPS) or equivalent*
  - *Child Wellbeing & Protection Officer (CWPO) or equivalent*

#### Member

- The member must be listed as a member of the club on JustGo.
- They must have an active membership on JustGo that is not a trial membership.

If you are unsure how to upload credentials or add club members, please refer to the '**JustGo Club Admin Guide**'.

### Step 2: Collecting the member's information

Once these requirements are met, you can provide Badminton Scotland with the member's information. For collecting member information, please use the '**PVG Information Sheet**' spreadsheet. This will allow you to submit multiple members' details at once if you need to.

In case you get stuck anywhere:

- Where it asks for 'Full Name', please provide any/all middle names the PVG applicant has as well as their first and last name.
- Please provide the applicant's full date of birth using the DD/MM/YYYY format
- When entering their address, make sure to include the applicant's post code as well. This address must match the address used in their 'proof of address', as described later.
- The email address given should be one the applicant has regular access to and is only accessible to them.
- If the applicant has more than one role to be checked for at your club, please select their primary role where it asks 'Position Applied For'. You can enter any other roles they need checked for at the same time in the 'Notes' column.
- Please remember you do not need to request a PVG for working with adults. If you are PVG checking someone who is employed/volunteering to coach children as well as adults, you just need to select 'Children'.
- Please answer 'No' to the question where it asks 'Will the work will be carried out at the home of the applicant?' (unless your badminton club trains and the applicant undertakes their role at that same address).
- For 'Type of Work', please indicate if the applicant is in a voluntary or paid role.
- Where it asks for 'Application Type', please select the option that applies:
  - New Member
    - *Select this option if the member has never been PVG checked before (this includes for organisations besides your club)*

- Existing Member – Update
  - *Select this option if the member has previously been PVG checked for the regulated work group you are checking them for now i.e. they have been PVG checked for children previously in another work/volunteer role and now are being checked to work/volunteer with children for your club.*
  
- Existing Member – New Regulated Group
  - *Select this option if the member has never previously been checked for the regulated work group you are checking them for. i.e. they have been PVG checked for protected adults previously in another work role and now are being checked to work with children for your club.*

Step 3: Completing the member's identity verification

As the Safeguarding Officer, you are required to conduct the member's identity check to ensure the individual is who they say they are. An identity check can be carried out in person or via video call. However you choose to meet with the member, **you must check original forms of ID**. This means you cannot accept photocopies or digital images as proof of identity. Where it asks for 'Identity Check – Proof of Person', these are the forms of ID we accept:

- Passport
- Photographic Driver's Licence (only if not already used as 'Proof of Address')
- National Entitlement Card
- National Identity Card
- Young Scot Card
- Student Card

Please type in the form of ID checked in the 'Identity Check – Proof of Person' column. Where it asks for 'Identity Check – Proof of Address', these are the forms of ID we accept:

- Bank Statement
- Council Tax Letter
- Utility Bill / Invoice
- Subscription Letter
- NHS Appointment Letter
- Paper Driver's Licence (only if Photographic Driver's Licence hasn't already been used as 'Proof of Person')
- Photographic Driver's Licence (only if not already used as 'Proof of Person')

Please type in the form of ID checked in the 'Identity Check – Proof of Address' column. The proof of address should be dated within **3 months** of the date of the ID verification.

Step 4: Make sure the applicant has completed their consent form

The applicant needs to provide consent to sharing their PVG check details with Badminton Scotland, otherwise we are unable to request a PVG check for them. The applicant can either upload a copy of their consent form credential on JustGo or complete the consent form Word document and send it back to us as an email attachment.

It is important to note that if the member either does not answer the request for consent or refuses to provide it, we cannot request their PVG application from Disclosure Scotland and they will not be allowed to occupy a regulated work/volunteer role within your club.

Step 5: Contacting Badminton Scotland

If you have anything else to add concerning the applicant's PVG request, please detail this in the 'Notes' column. After you have completed the PVG Information Sheet and the applicant confirms they've completed the consent form on JustGo/ has given you the Word document consent form, please send everything in an email attachment to:

[businessinfo@badmintonscotland.org.uk](mailto:businessinfo@badmintonscotland.org.uk) .

Once we've received this, we will make their PVG request with Disclosure Scotland and notify you the request has been made.

### **What happens after the PVG request is complete?**

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Once the member's request has been made to Disclosure Scotland, they will contact the member with their PVG Application link via email. The member will have **14 days** to complete this. If they do not complete the application in time the link will expire and a new request will need to be submitted by Badminton Scotland. If this is the case, please let us know and we will resubmit the request to Disclosure Scotland.

After the application has been submitted by the member and the PVG check complete, the member will be sent a paper-copy of their Disclosure certificate which they should keep for their own records. Badminton Scotland will also receive an email with details of the outcome. Upon receiving this information, Badminton Scotland will then inform the Safeguarding Officer of the outcome alongside the employability decision and will update the member's PVG credential on their JustGo profile.

As the outcome will contain sensitive data, it is the Safeguarding Officer's responsibility to make sure the data is securely stored / password protected, accessible only to them, the child protection officer(s) and the club secretary(s). We will also update our own password-protected Disclosure database with details of the outcome, accessible only to our PVG signatories. We will not keep a record of any convictions as this is a breach of Data Protections laws.

Please note, this PVG membership, when confirmed, will **ONLY** apply to Badminton Scotland and the active affiliated club(s) the member is linked to/ consented to sharing PVG data with. If they currently do, or plan to, occupy a work role that meets the requirements of PVG checking for any other organisation not linked to Badminton Scotland, they **MUST** contact a representative from that organisation to check that the correct PVG is in place for the work they do with them.

### **What is the 'Employability Decision'?**

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This is the decision Badminton Scotland must make upon receiving your member's PVG information, after their PVG check. This decision determines whether or not your club is permitted to retain the member. Badminton Scotland & other Sport Governing Bodies hold this right as part of their membership arrangement with Disclosure Scotland, for the safeguarding of the sport. As a member club of Badminton Scotland, your club agrees to abide by this decision.

If the decision is '**Yes**', the individual has been deemed appropriate to occupy the regulated role and can legally be employed/volunteer for the club. This does not take into account however any vetting done at club level. Clubs are still expected to conduct their own recruiting methods (like interviewing candidates, checking qualifications, etc) to make sure the individual is suitable for the role they're being hired for.

If the decision is '**No**', the individual has been deemed unfit to occupy the regulated role and **cannot** be employed/volunteer for the club. In this instance, a PVG signatory will contact the club's Safeguarding Officer to discuss things further. Any information shared about the individual by Badminton Scotland with the Safeguarding Officer will follow GDPR guidelines.

If the decision is '**Pending**', it means a decision has not yet been reached whether or not the individual is suitable for the role they have been checked for. A PVG signatory may contact the club's Safeguarding Officer in cases like these to discuss things further, before a decision is made. Any information shared about the individual by Badminton Scotland with the Safeguarding Officer must follow GDPR guidelines. This decision is only temporary and will always lead to 'Yes' or 'No'. You should not retain any individual until you have received the 'Yes' decision.

### **What if I need to request a PVG for myself?**

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The Safeguarding Officer role does not require PVG checking, however if you also occupy another role at your club that needs PVG checking (Child Protection Officer for example), you would need to contact us directly as Badminton Scotland would be the ones to carry out your ID verification. If this applies to you, please enter your own information into the PVG information sheet you email us with a message saying you need us to complete an ID check for you. We will then get back to you to organise a day & time which suits both parties to meet over a video call like Microsoft Teams or Zoom.

If you're needing checked for a role in another club and they have their own Safeguarding Officer, they are able to complete your ID verification for you.

### **How often does a member need to renew their PVG?**

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From **2026**, all PVGs will need to be renewed **5 years** from their date of issue. This includes PVGs completed before this date i.e. a PVG with a date of issue 1<sup>st</sup> January 2024 will have an expiry date of 1<sup>st</sup> January 2029.

Assuming the individual only holds a PVG through Badminton Scotland, if their PVG is not renewed by the time of expiry, they would no longer be considered a part of the PVG scheme and would need to apply again as a new member.

### **What if the member has already been PVG checked?**

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If the member you're looking to get PVG checked has already completed a PVG application with Badminton Scotland and is in a regulated work/volunteering role with another affiliated club (or with Badminton Scotland themselves), you must still send us their information and complete their ID check as if it was their first check. We still need to attain their consent to sharing PVG information and make an employability decision before they can be employed/volunteer with your club. It may also be that an update to their PVG membership is required.

If the member is already part of the PVG scheme but not through Badminton Scotland, you need to put in a PVG request for them.

### **What if the member leaves our club?**

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If a member of your club leaves (or is removed from) their role, you/ the member, need to let us know. This will allow us to keep our disclosure records and Disclosure Scotland up to date. Depending on what other Badminton Scotland clubs they are or aren't a part of, we may need to complete a 'removal of interest' request for them, which informs Disclosure Scotland the member is no longer in a regulated role. Badminton Scotland will conduct a 'PVG club member audit' at specific times of the year, to make sure our records are up to date with your own, and vice-versa.

When a member leaves their role, their consent to share PVG information will be withdrawn. This means if the member were to re-join your club and be expected to enter a regulated role once more, they would need to sign a new consent form and possibly complete another PVG check. You can contact us for assistance if this is ever the case.

### **What if the member withdraws consent whilst employed/Volunteering?**

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A member may decide to withdraw consent for sharing their PVG information with the club/Badminton Scotland whilst employed/volunteering at your club. This may happen for a number of reasons, one being due to the member switching their regulated role for another non-regulated role within your club. In cases like this, the member should contact us stating they wish to withdraw their consent for sharing PVG information. We will inform you this has happened and discuss further if required, then update our disclosure records accordingly. Badminton Scotland may ask the member/club why they have left their regulated role but remained employed/volunteering with the club. Should the member want to be considered for a regulated work role in your club again, they will need to provide consent again.

If at any point a member withdraws their consent to share their PVG information whilst they are in a regulated role for your club, that member must be removed from the role, **IMMEDIATELY**. Without the member's consent, the club/Badminton Scotland is not permitted access to the member's PVG information (or any PVG updates from Disclosure Scotland concerning them), and without access to their PVG information, the member is not allowed to carry out any regulated role for Badminton Scotland or any active affiliated club. It is important you contact us after you have removed the member from their role.

## What is my 'duty to refer'?

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As is described in the '**Making a Referral**' policy, your club's Safeguarding Officer or Club Secretary must make a referral to Disclosure Scotland when the **2 conditions** to do so are met. These are:

- 1) A member has been permanently removed/removed themselves from regulated work (this includes suspension which requires the person to reapply for their role when the suspension period has ended).
- 2) At least one of the following five grounds apply:
  - a. Caused harm to a child or protected adult
  - b. Placed someone at risk of harm
  - c. Engaged in inappropriate conduct involving pornography
  - d. Engaged in inappropriate sexual conduct
  - e. Given inappropriate medical treatment

Should this be required of you, you must complete a '**PVG Scheme Referral Form**' and send it to Disclosure Scotland at [pvgreferrals@assured.systems.gov.scot](mailto:pvgreferrals@assured.systems.gov.scot) within **3 months** of the conditions for referral being met, otherwise you will be committing an offence. You should also update Badminton Scotland by emailing one of the contacts below. If you have any issues or uncertainties regarding this, even if it is just help filling out the form, please don't hesitate to contact us.

## What does it mean if a member is being 'Considered for Listing'?

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If a member is being considered for listing, this means ministers are considering whether they should be added to the 'Barred' list for a regulated work group(s).

If the member is being considered for listing whilst their PVG check is being carried out by Badminton Scotland, this information will be made known to us as part of the confirmation email we receive after the check is complete. If the member is being considered for listing after the PVG check is already done, Disclosure Scotland will contact us in a separate correspondence. Either way, Badminton Scotland will need to speak with the Safeguarding Officer at the club and inform them of this. This information is confidential and cannot be shared with anyone else except the Club Secretary, Child Protection Officer and the member themselves. Any information shared about the member will adhere to GDPR guidelines.

## What happens if a member is 'Barred' from working with children and/or protected adults?

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Barring an individual means they are not permitted to work/volunteer with a regulated work group(s), period. It is against the law to employ someone in a regulated role if the role involves work with the group they have been barred from working with. For example, if Club A employs a coach who has previously been convicted of an offence against children and subsequently been barred from working with them, Club A has broken the law. This is why PVG checking is so important and must be done before the individual begins working/volunteering for you. Note that it is also an offence for someone who is barred from working with a regulated work group to apply for a PVG check to work with said group.

If a member was to become barred whilst carrying out a regulated role for your club, Disclosure Scotland would inform us and we would inform the Safeguarding Officer and Club Secretary at your club, as soon as possible. You would then be required to remove the member from their role and follow any other instructions as given by Disclosure Scotland. The information given is confidential and cannot be shared with anyone besides the Safeguarding Officer, Club Secretary, Child Protection Officer and the member themselves. Any additional information shared about the member must adhere to GDPR guidelines.

## Where can I find out more information?

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You can access the Disclosure Scotland website at <https://www.disclosure.gov.scot/> . You can also visit <https://www.mygov.scot/> and search for 'PVG' or 'Disclosure'.

All PVG related documents can be found on JustGo. Simply log into JustGo, open the main menu and select the green 'Documents' tile. From there, you can find everything you need in the 'PVG – Individual & Club Resources' section, including a copy of this guidance letter. Queries can be sent to the contacts listed at the end of this letter too.



## What are the main things to remember regarding PVG?

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Key points to take away are:

- There are set conditions for when a PVG check is required. If the conditions aren't met, no PVG is needed.
- All club members in regulated roles must be PVG checked.
- Clubs, Safeguarding Officers & Members must meet JustGo membership requirements before PVG requests can be started.
- Members must give their consent to sharing their PVG information with the club & Badminton Scotland **before** a PVG request can be made for them.
- Members in regulated roles for multiple affiliated clubs/SGB only need to complete one PVG application with Badminton Scotland.
- A club cannot employ someone in a regulated work role if the employment decision they receive from Badminton Scotland is '**No**'.
- Clubs/members are required to inform Badminton Scotland when a club member leaves their regulated role.
- As of **April 2025**, PVG checks will be required by law for everyone in regulated roles.
- You **MUST** make a referral if the grounds for you to do so are met.
- It is an offence to employ someone to work with a protected group when they have been barred from doing so.
- Copies of all PVG policies/documents/agreements can be found on JustGo, in the 'Documents' tile under 'PVG – Individual & Club Resources'.

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We hope this letter assists in what can be a complex and intimidating process. If you need to get in touch with us about anything PVG related, please contact:

**Nicky Waterson**  
**Head of Engagement / Lead Signatory**  
[nicky@badmintonscotland.org.uk](mailto:nicky@badmintonscotland.org.uk)

*or*

**David Cameron**  
**Business Information Administrator / PVG Signatory**  
[businessinfo@badmintonscotland.org.uk](mailto:businessinfo@badmintonscotland.org.uk)

Kind regards,  
Badminton Scotland