



## SG Safe Recruitment steps

Scottish Gymnastics (SG) and its member clubs are committed to the protection of children involved in gymnastics and have a duty to ensure the suitability of any individual applying to do regulated work (paid or voluntary) with children. Therefore, before an individual can be appointed, even to an unpaid position within an SG registered club, SG must check that the individual is suitable to do this type of work. The individual will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member or (gain an update to their PVG record if already a member of the scheme) and to make a self-declaration of any relevant convictions or investigations. SG recruitment steps are as follows:

### Step 1 – Self declaration form

- Is the first step in the SG recruitment process
- This form is designed to make available, information which will help SG to make an informed decision as to a person's suitability to work in a regulated role with children within a club registered to SG
- This form is mandatory and must be completed by all those coming into your club to work in a regulated role with children, without exception!
- This form must be returned to SG along with the individual's PVG application form

### Step 2 – PVG

- Is a background check (disclosure) and is referred to as a PVG Record
- Under the terms of the PVG (Scotland) Act, an individual will be asked to become a PVG Scheme member or gain an update to their PVG record if already a member of the scheme
- The PVG is mandatory and must be completed by all those coming into your club to work in a regulated role with children, without exception!

**NOTE: No individual should be allowed to work in a regulated role with children within your club until a clear PVG record has been received by SG. SG will confirm with the clubs Safeguarding Officer when our copy of the PVG record has been received and that the recruitment of the individual can or cannot go ahead.**

### Step 3 – Safeguarding training

- Is mandatory for all those working with children i.e. helper, chaperone or a coach (regardless of what level)
- Safe in Your Hands for those aged 14 & 15. This includes young helpers and those attending learn to coach and is valid for two years
- Safeguarding and Protecting Children for those aged 16+ (not suitable for anyone under the age of 16) and is valid for three years
- SG 2 for those aged 18 and over. This course is for a) those whose safeguarding and protecting children has expired and b) for Safeguarding Officers and is valid for three years
- PVG Workshop Is for Safeguarding Officers and Head Coaches

Any queries please contact [safeguarding@scottishgymnastics.org](mailto:safeguarding@scottishgymnastics.org)

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