

Changes to the PVG process with Scottish Gymnastics

Briefing - May 2024

The way Scottish Gymnastics process PVGs on behalf of our member clubs is changing. Disclosure Scotland, who oversees the PVG process, has completed a review ahead of implementing updates to PVG legislation. They have asked sports' governing bodies to update elements of the PVG process particularly around consent and enforcing compliance with the code.

To support clubs through the change, we have reviewed and updated all the policies and process documents. We have also created up-to-date templates for clubs to use for their own compliance.

Please be assured that most of the process remains the same. However, it is important you read all the information about the changes which are:

Scottish Gymnastics PVG and Suitability Decision Policy

The policy governing the PVG process, roles and responsibilities, and the suitability decision on appointment to regulated work has been updated and placed in a single document replacing the current approach. While some of the language has been updated, there is no major change to the division of responsibility or the making of appointment decisions.

Safer Recruitment Process - club level policy

This has been updated. All clubs must adopt this policy and the associated procedures, or ensure existing policy covers all content in the new templates, if they want to employ (paid or unpaid) individuals in regulated roles. You can find the policy in the [Safer Recruitment & PVG section of the Scottish Gymnastics website](#)

Consent Form

Scottish Gymnastics takes consent from the individual to share information returned on the PVG certificate as part of the self-declaration form the individual completes. The wording of the consent statement has been updated. No PVG will be processed until the self-declaration and consent form is completed by the individual. When the new membership system is launched later this year, the self-declaration and consent process will be separated.

Processing agreements

As the body who processes PVGs on behalf of clubs, Scottish Gymnastics is required to show that both the clubs we process on behalf of, and the individuals who access PVG information in those clubs, understand their responsibilities and confirm they meet them. The roles and responsibilities have not changed. We are recording compliance through two agreements that must be signed and returned:

- The club PVG processing agreement - to be signed by the club chair and counter signed by the safeguarding officer
- The PVG processor agreement - to be signed by the club safeguarding officer and any other individual who processes PVG for the club e.g. club manager, second safeguarding officer, secretary etc.

The rest of the process stays the same

- The ID check and online PVG application request form
- The eight-step end-to-end PVG process
- Help and support from the Wellbeing and Safe Sport team

Action needed now!

To transfer to the new process clubs must complete the following steps:

- sign and return the club PVG processing agreement
- sign and return the PVG processor agreement – one for each person who administers the PVG process for your club. If you have more than one person, please indicate who the lead PVG processor is
- adopt necessary policies in the PVG Processing Contract (templates attached to this email)

We recommend completing and returning both agreements as soon as possible, although this can be done at any time. However, if the agreements and any policies are submitted at the point of PVG application, there may be a delay in processing PVGs, as we are required to review agreements and policies.

Please note, clubs and the PVG processor will need to sign the agreements each year as part of the club registration and membership renewal process.

Support and Advice

Clubs can transfer to the new process right away, but if you would like more information or have any questions you can come to one of our PVG update sessions:

- Wednesday 8 May 6.30 – 7.30pm
- Tuesday 14 May 2.30 – 3.30pm
- Wednesday 22 May 10-11am

[Book your space](#)

Or as usual you can email us if you have any questions about the changes, forms and templates at PVG@scottishgymnastics.org

PVG update session booking form

