

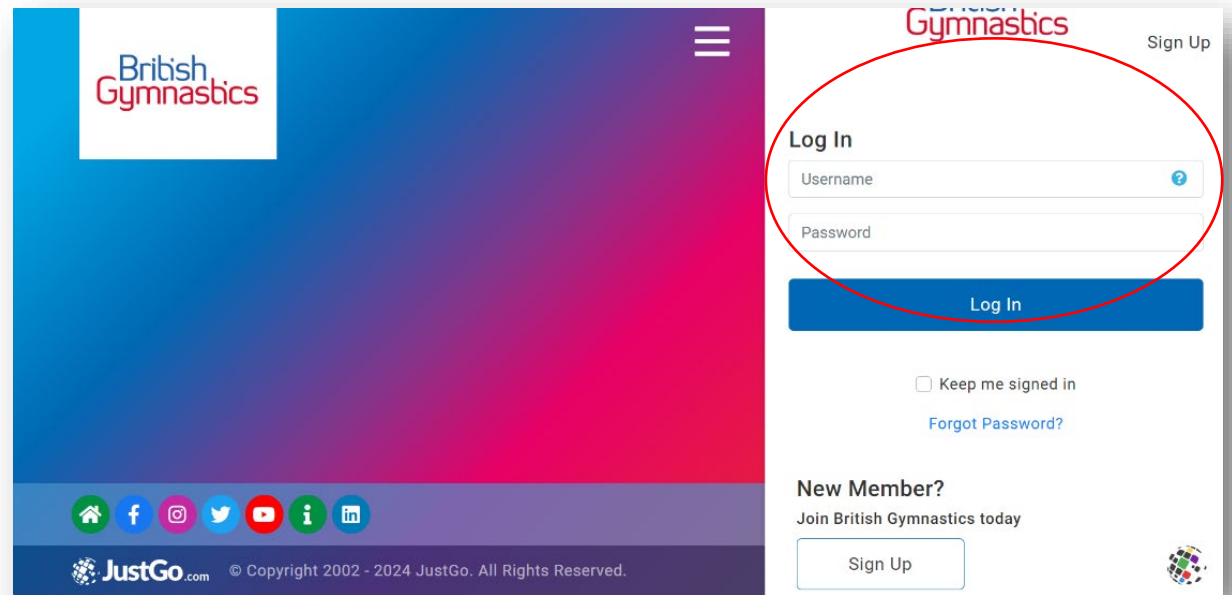
How do I add PVG processor agreement?

This guide shows you how to renew or add your Scottish Gymnastics PVG processor agreement

This guide covers:

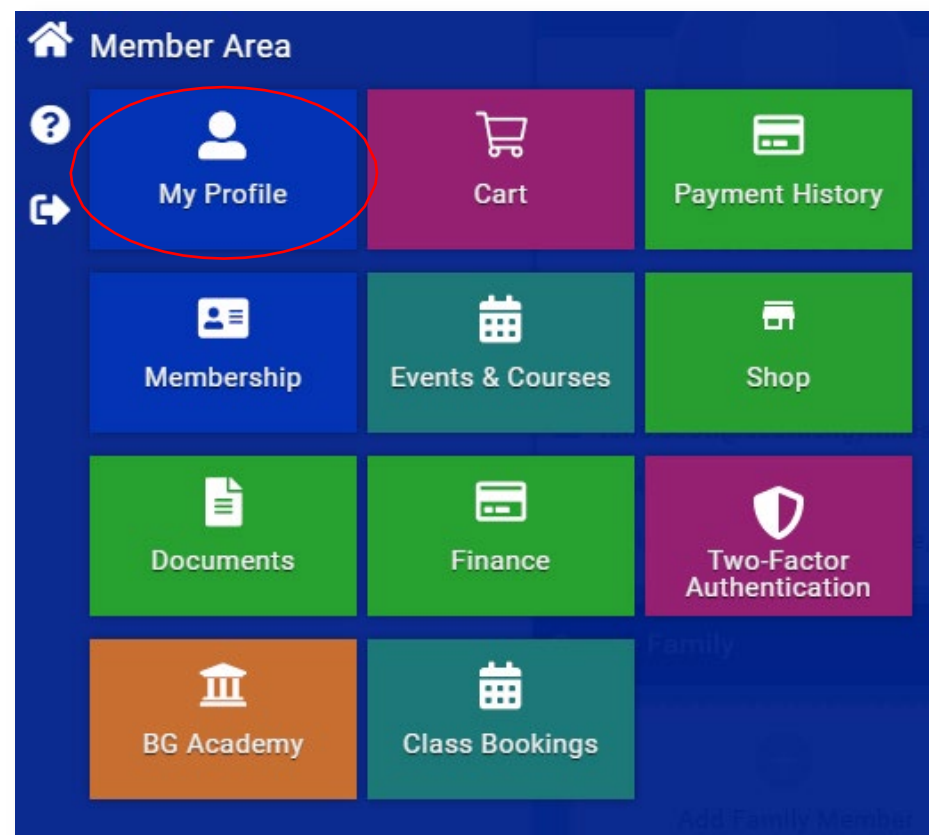
- how to log in
- how to complete and add the PVG processor agreement

Log into your **My BG account** using your email address/username and password



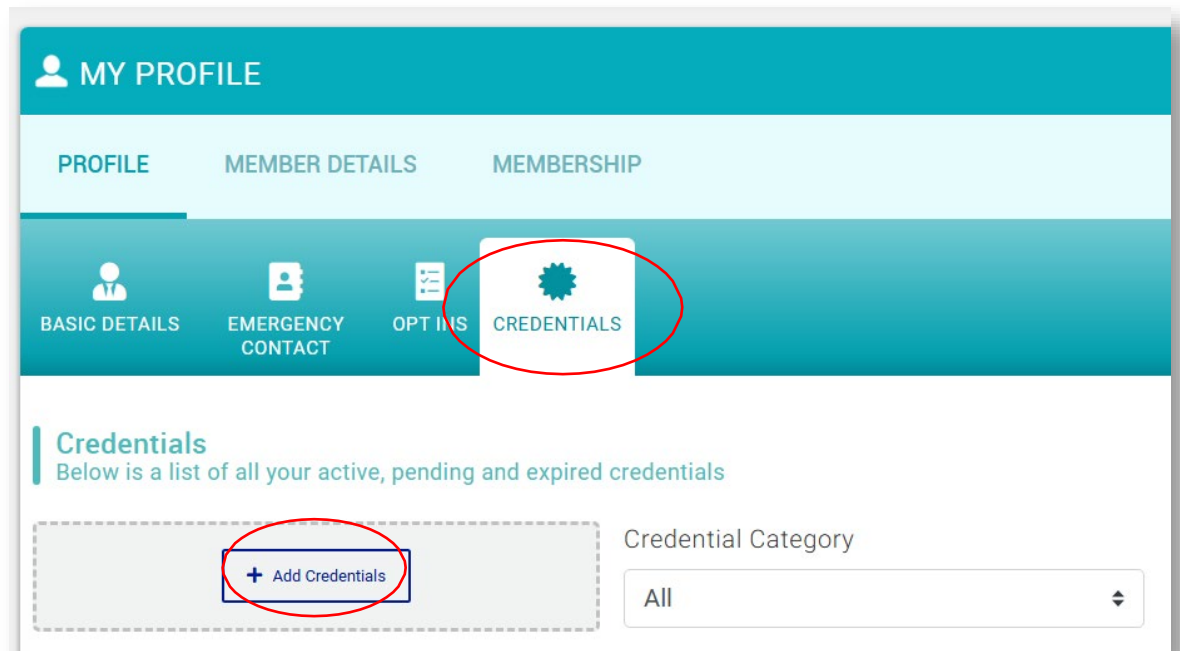
The screenshot shows the British Gymnastics website's login interface. The page has a blue and purple gradient background. In the top left, the 'British Gymnastics' logo is displayed. A red circle highlights the 'Log In' section on the right, which includes a 'Username' input field, a 'Password' input field, and a blue 'Log In' button. Below the login fields are links for 'Keep me signed in' and 'Forgot Password?'. At the bottom right, there is a 'New Member?' section with a 'Sign Up' button. The footer contains social media icons and copyright information: 'JustGo.com © Copyright 2002 - 2024 JustGo. All Rights Reserved.'

Once you have logged in, click on the 'Menu' button in the top left corner and select 'My Profile'



Select the 'Credentials' tab

Click the '+ Add credential' button



The screenshot shows a user profile page titled 'MY PROFILE'. It has three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these are four icons: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is selected and circled in red. Below the tabs, the 'Credentials' section is titled 'Credentials' with a subtitle 'Below is a list of all your active, pending and expired credentials'. There is a dashed box containing a '+ Add Credentials' button, which is also circled in red. To the right of the button is a 'Credential Category' dropdown menu set to 'All'.

Then select 'Scottish
Gymnastics | PVG
Processor'

You may need to look for
this credential type in the
search bar

× Select a credential type

Credential Category

All

🔍 Type here to search

Scottish Gymnastics | Adult Activity Coach Agreement

✓

Scottish Gymnastics | PVG Processor

✓

Scottish Gymnastics | PVG Scheme Member Confirmation

✓

Scottish Gymnastics | University Safeguarding Officer Agreement

✓

This opens a page which has information explaining PVG processor.

Below this explanation, there are a set of agreements – shown on next page.

✕ Setup credential

✓ Save

Scottish Gymnastics | PVG Processor

OVERVIEW

Start date

11/06/2026



Expiry date

31/07/2027



Club PVG Processor Agreement

A club PVG processor (contact person) is the identified person at a club who is responsible for disclosure information (including PVG applications) and for checking the ID of the PVG applicant at the club. This role is the lead contact for Scottish Gymnastics when specific information relating to a disclosure needs to be discussed and is usually the club safeguarding officer.

It is mandatory that each club to have an identified PVG processor in place at all times.

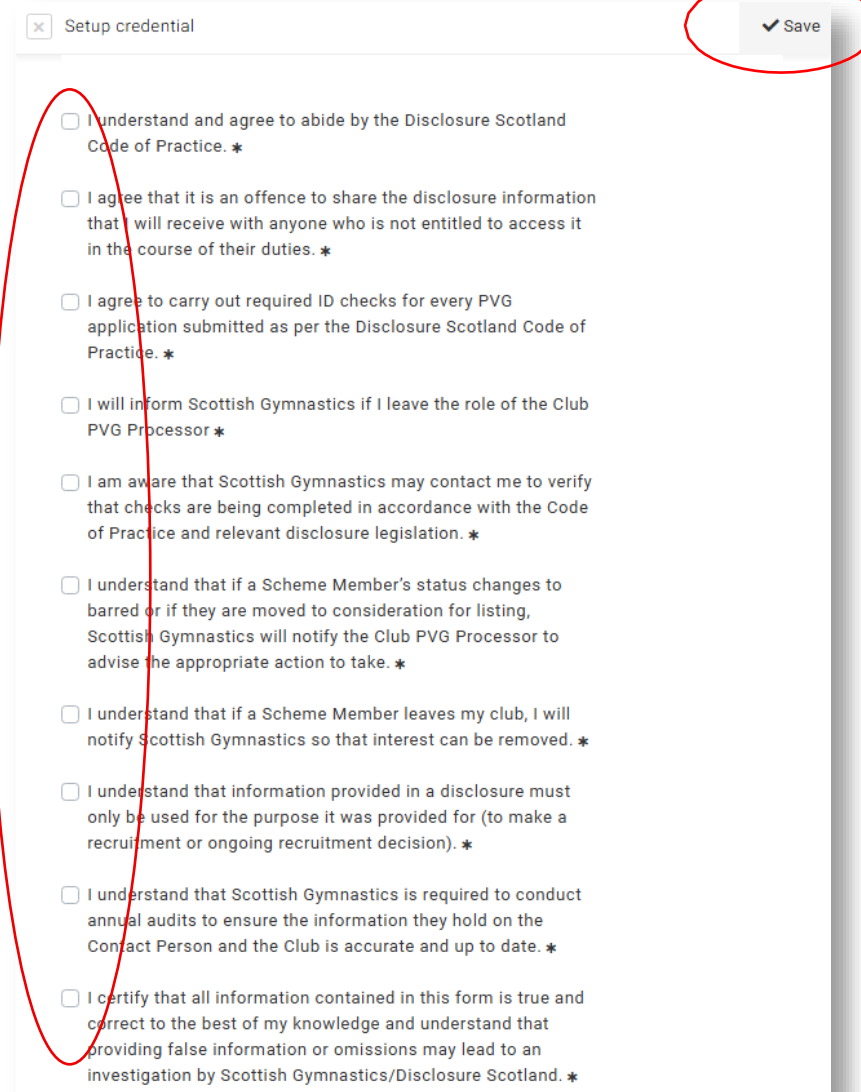
For clubs that have more than one PVG processor, the lead processor should be identified. This agreement should be completed by the by the club PVG processor(s).

PVGs will not be processed for the club without this agreement in place. If the club PVG processor changes or any amendments need to be made, a new agreement should be completed and submitted to Scottish Gymnastics.

Click the box by each option to agree.

Once you have completed the agreement, click '**save**' at the top right of the window.

You should now see this credential on your profile.



Setup credential

✓ Save

- ☐ I understand and agree to abide by the Disclosure Scotland Code of Practice. *
- ☐ I agree that it is an offence to share the disclosure information that I will receive with anyone who is not entitled to access it in the course of their duties. *
- ☐ I agree to carry out required ID checks for every PVG application submitted as per the Disclosure Scotland Code of Practice. *
- ☐ I will inform Scottish Gymnastics if I leave the role of the Club PVG Processor *
- ☐ I am aware that Scottish Gymnastics may contact me to verify that checks are being completed in accordance with the Code of Practice and relevant disclosure legislation. *
- ☐ I understand that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Scottish Gymnastics will notify the Club PVG Processor to advise the appropriate action to take. *
- ☐ I understand that if a Scheme Member leaves my club, I will notify Scottish Gymnastics so that interest can be removed. *
- ☐ I understand that information provided in a disclosure must only be used for the purpose it was provided for (to make a recruitment or ongoing recruitment decision). *
- ☐ I understand that Scottish Gymnastics is required to conduct annual audits to ensure the information they hold on the Contact Person and the Club is accurate and up to date. *
- ☐ I certify that all information contained in this form is true and correct to the best of my knowledge and understand that providing false information or omissions may lead to an investigation by Scottish Gymnastics/Disclosure Scotland. *