



Netball Scotland PVG Procedures

Roles & Responsibilities

This guidance is relevant to affiliated members of Netball Scotland who recruit paid staff or volunteers to work with children or protected adults.

Background

It is essential that all clubs correctly assess the suitability of those individuals who wish to carry out a paid or volunteering position that involves them carrying out regulated work with children or protected adults – a child is anyone who is under the age of 18.

Regulated work with children/protected adults is where an individual has an agreed normal duty to care for, train, supervise or be in sole charge of children/protected adults. Individuals who have a responsibility to manage or supervise those who are carrying out regulated work with children/protected adults are also doing regulated work.

Regulated work positions within affiliated Netball Scotland clubs:

- Coach / Assistant coach / Strength and conditioning coach
- Team Manager
- Wellbeing & Protection Officer
- Performance Analyst
- Physiotherapist
- Volunteer Helper
- Netball Scotland Workforce working with U18s/protected adults
- First Aider
- Committee Member

As part of the Netball Scotland's Safe Recruitment Guidance and suitability assessment individuals undertaking a *regulated work* role with children/protected adults are required to complete a PVG disclosure record application form.

Netball Scotland is enrolled with an organisation called VSDS (Volunteer Scotland Disclosure Services) for the purpose of accessing PVG disclosure records.

The role of VSDS

VSDS (Volunteer Scotland Disclosure Services) is a service which has been operated by Volunteer Development Scotland since 2002.

VSDS manages the essential service of providing free disclosure records, guidance, advice and support to voluntary sector organisations working with children, young people and protected adults.

VSDS will liaise directly with Netball Scotland regarding matters that relate to disclosure record applications.

Further information about VSDS can be found at www.volunteerscotland.org.uk

The role of Netball Scotland

- To access PVG disclosure records on behalf of affiliated clubs
- To submit PVG coversheets and disclosure record applications to VSDS
- To manage and store PVG disclosure records in line with the Code of Practice
- To make informed recruitment decisions in relation to disclosure records relevant to those applying to do regulated work with children
- To communicate to clubs the outcome of PVG disclosure records and decisions made
- To ensure any individual who is barred from regulated work with children/protected adults is not appointed to a regulated work with children/vulnerable adult's position within an affiliated Netball Scotland club
- To receive barring information from Disclosure Scotland relevant to an individual carrying out regulated work with children/protected adults within an affiliated Netball Scotland club
- To ensure any individual who becomes barred from doing regulated work with children/protected adults is removed from their position immediately
- To provide clubs with guidance and support if required to manage an individual who is 'being considered for listing' under the PVG Act
- To ensure decisions relating to PVG disclosure records are carried out in accordance with Netball Scotland's Recruitment of Ex-Offenders policy
- To manage and store disclosure records as per the Code of Practice.

The role of the club

The role of the club is to ensure that individuals who are offered regulated work with children or protected adults positions complete a suitability assessment, application form, interview, references, self-declaration form and disclosure record application.

The club should request a Secondary Organisation Contract from Netball Scotland – this will be sent to you along with guidance notes on completing this document. Upon completion the club representative (Child Protection Officer) should send this to Netball Scotland Child Protection Officer. This will be sent onto VSDS for registration.

PVG Scheme/Update application forms should be requested from Netball Scotland. Once complete please email Netball Scotland to arrange an Identity Checker to carry out the duties:

The role of the club Wellbeing and Protection Officer/ID checker is to:

- Correctly identify regulated work with children/protected adults positions within the club using the positions listed by Netball Scotland
- Assess the application form, self-declaration form and verify references
- Ensure those being asked to do regulated work with children/protected adults complete the correct PVG disclosure record application form
- Correctly check individuals ID for the purpose of the disclosure record application
- Complete the relevant sections of the VSDS PVG coversheet
- Forward the VSDS PVG coversheet and disclosure record application form to Netball Scotland for processing
- Receive written correspondence from Netball Scotland detailing the individuals suitability/unsuitability to carry out the regulated work with children position for which they have applied
- Store relevant information confidentially

The process

The Online PVG Application process - 8 step start to finish:

- **Step 1:** The club recruits' applicant (coaches/volunteer who can be: paid or voluntary)
- **Step 2:** The Wellbeing & Protection Officer (WPO)/ID checker downloads and completes Online Application Request form and returns to Netball Scotland PVG Administrator educationadmin@netballscotland.com
- **Step 3:** The Netball Scotland PVG Administrator checks the form, which is then sent to VSDS (or back to the club SO/ID checker if there are errors)
- **Step 4:** Disclosure Scotland's will send a link to the applicant to complete their online application
- **Step 5:** Applicant completes personal information via email link. Applicant information submitted directly to Disclosure Scotland. Applicant will have 7 days to complete this application
- **Step 6:** Disclosure checks undertaken by Disclosure Scotland
- **Step 7:** Certificate issued to Netball Scotland and the applicant
- **Step 8:** Netball Scotland check the PVG certificate for endorsements and advise the club about the suitability of the applicant to take up their role

Costs

Applications submitted for PVG disclosure records for **volunteering** positions are **free of charge**. The costs for PVG disclosures accessed for **paid positions** are as follows:

- PVG Scheme record - £59.00
- PVG Scheme record update - £18.00
- The fee is paid directly by the applicant on the online portal, if the organisation covers this cost; the applicant should take reimbursement up directly with their organisation

Guidance on completing the online PVG application request form

NB: The below guidance is also on the application request form for ease of use

I. Applicant's Name

It is important that WPO/ID Checkers, check that they have the FULL name, including any middle names of the applicant – otherwise the application will be rejected and cause delays.

II. DOB

Should be entered in the following format: DD/MM/YYYY

III. Applicant's Email Address

Important points regarding email addresses:

- a. No generic email addresses will be accepted, the email address must be personal to the individual, they can use a work or personal email for the application.
- b. Double check the email address has been entered correctly, if the email address has been entered incorrectly the applicant will not receive the link to complete their PVG application.

IV. Home Address

Ensure this is the current home address of the applicant – it should match the address provided as part of the ID check.

V. Type of application – select the relevant code.

Application Type Key	
SRJ	Joining the scheme
SRU	Existing PVG scheme member - update
SREM	Existing PVG scheme member under one category and requires an update to the other, e.g. currently as a PVG for Adults, requires an update for Children.

V1. Position Applied for

Please select a role from the Netball Scotland list:

- Coach / Assistant coach / Strength and conditioning coach
- Team Manager
- Wellbeing & Protection Officer
- Performance Analyst
- Physiotherapist
- Volunteer Helper
- Netball Scotland Workforce working with U18s/protected adults
- First Aider
- Committee Member

If the role is not on the PVG list and you believe it carries out Regulated Work and requires a PVG please contact: educationadmin@netballscotland.com

VII. Employer

Enter your club's name.

VIII. Regulated work groups

Which group the volunteer will be working with – children, protected adults, or both.

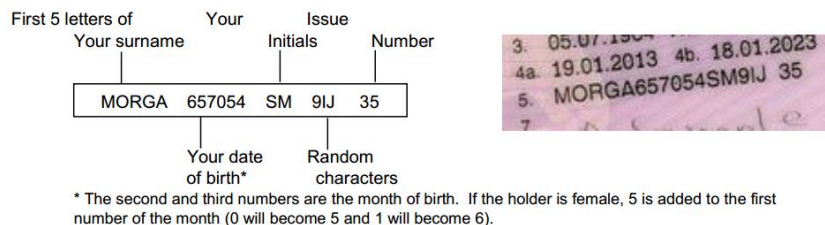
Volunteer Y/N

If this is a volunteer role, mark Y, otherwise mark N.

X. ID Verification

Identification should be verified using virtual meetings or equivalent (or face to face when allowed). This is our recommended method to check ID as it removes the need to share copies of sensitive documents and therefore minimizes the risk of a data breach. Check 3 items of ID, the minimum ID you must check is:

- a. one document with a photograph **and** one document with the applicant's current home address (this document must be issued within the last 3 months)
- b. Driver License Number: The photo card driving license is a very common form of ID used in the PVG process. Provisional driving license should be treated the same as a full driving license. A common error on PVG applications is the omission of a person's middle name. If you a driving license is checked, you can check it for any middle names. Any middle names shown on the driving license must be given in Forename(s). If you hold a UK driving license, the number can be found at point 5 of your photo card in the following format:



COVID-19 ID Update

Socially distant ID checks can be carried out in the following ways:

- Using video via phone, webcam or similar to check the identification documentation. The applicant can show it to you via the camera and you can note relevant information as required (This is our recommended method to check ID as it removes the need to share copies of sensitive documents e.g. passport, driver's license and therefor minimises the risk of a data breach)
- A scan/photograph the documentation and send them to you as attachments via email or text message
- Copies of the documentation are sent through the post

- Documentation is dropped off to you via your letterbox and then returned to the applicant once it's been checked
- As a last resort face to face identification can be undertaken but please remember to follow the guidelines on social distancing, handwashing and wearing of face coverings
- Electronic signatures will be accepted there is no need to print and sign the form by

Handling and storage of digital data

The COVID-19 digital application and socially distant ID check will generate and result in you receiving copies of digital PVG forms and ID documentation e.g. driver's license which would not normally happen with paper applications.

All club WPOs/ID checkers are reminded to follow the principles of GDPR as well as secure data handling and storage and should not retain personal information longer than it is required.

Where you are sent copies of digital PVG forms and ID documents these should be securely stored until you have used them to perform the ID check and have submitted the application to Netball Scotland. The digital PVG form and any copies of ID should then be securely destroyed. Remember that in addition to deleting these items from your computer or other devices e.g. tablets, phones etc. you should also delete any copies that are attached to emails.

Process for handling PVG certificates with endorsements

From time-to-time PVG certificates come back with conviction information. This information is assessed by the Netball Scotland Wellbeing and Protection Officer and one of the following outcomes will be reached:

- The conviction information is not relevant to the role applied for – no further action required
- The conviction is relevant to the role applied for and is a low-level offense/low level risk factor – the NS WPO will contact the club WPO to discuss the information and the other information the club has gathered on the individual as part of the Safe Recruitment process e.g. references and support the club to make an informed recruitment/appointment decision
- The conviction is relevant to the role applied for and is a serious concern/potential risk factor – the NS WPO will contact the chair of the NS Wellbeing and Protection Panel and refer the matter, the club WPO will also be notified of the referral to the NS W&P Panel and must pause the recruitment/appointment process pending the outcome of the W&P panel referral
- If a PVG certificate is returned and the information contained is unclear the NS WPO will always err on the side of caution and discuss the matter with the NS SMT / Chair of the Wellbeing and Protection Panel or other relevant expert sources of advice e.g. Children 1st, VSDS etc.

Fair Processing Notice – Safeguarding Children & Adults

The following information applies to Netball Scotland Professionals, volunteer coaches and other volunteers conducting Regulated Work in Scotland, and whom are members of (or applying for membership of) the Protecting Vulnerable Groups (PVG) Scheme. The Data Protection Act 2018 requires that you are informed about how your personal information will be used. For the purposes of child or adult protection, safeguarding and wellbeing matters in Scotland, if Netball Scotland or your club or association receives information of concern; the club/association may share information about you with the sport's Governing Bodies in Scotland (Netball Scotland & on occasion with other Netball

governing bodies in the UK) and the appointed Netball Scotland Wellbeing & Protection Officer and where necessary, Wellbeing & Protection Officers for other member clubs/associations. This may be related to, but not exclusively restricted to, where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Wellbeing & Protection Officers in the Club, Association, Governing Body, and those appointed representatives within the relevant partner organisation.

Protection of Vulnerable Groups (Scotland) Act 2007: Referrals

The Act creates the framework to ensure that people who are known to be unsuitable on the basis of past behaviour do not gain access to children or protected adults through paid or voluntary work and that those who do become unsuitable are detected early and removed from these workforces.

Disclosure and Barring Service or Voluntary Scotland Disclosure Service (VSDS) maintains the lists of people barred from working with children or with protected adults in Scotland. Netball Scotland and Member Clubs and Associations have a legal responsibility to make a referral in the below outlined circumstances; it is a criminal offence not to make such a referral. For guidance on the grounds and process for making a referral, contact the Netball Scotland Wellbeing & Protection Officers.

Circumstance to make a referral Netball Scotland/Association/ Member Club (depending on who deploys the person) will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- harmed a child/protected adult or placed a child/protected at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child/protected adult
- given inappropriate medical treatment to a child/protected adult

AND as a result:

- Netball Scotland/Association/The Club has dismissed the member of staff or volunteer
- The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant
- Netball Scotland/The Club has transferred the member of staff/volunteer to a position in the Club which is not regulated work with children/protected adults
- The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract or had the contract not expired Netball Scotland/Association/ The Club will also refer the case of a staff member/ volunteer where information becomes available after the member of staff/volunteer has been through any of the process/circumstances noted above.

Consideration for Listing & Barring Notice – Action to be taken

If Disclosure Scotland notifies Netball Scotland/Association/the Club that a member of staff/volunteer is *considered for listing* that individual will be suspended as a precaution until the outcome of the case is determined.

Remember that a precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the welfare of children/protected adults will be the paramount concern.

If Disclosure Scotland informs Netball Scotland/the Local Association/the Club that an individual is/has become listed and is therefore barred for carrying out regulated work. The member of staff/volunteer will be removed from any and all regulated work with children/protected adults immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007. The case will also be passed to the Netball Scotland Wellbeing and Protection Panel for review and sport level restrictions or management may be applied