

## **Protecting Vulnerable Group (PVG) scheme**

### *What are Tennis Scotland's contact details?*

Contact Tennis Scotland on 0131 444 1984 – email [info@tennisscotland.org](mailto:info@tennisscotland.org)

### *What is the PVG SCHEME?*

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps make sure people whose behaviour makes them unsuitable to work with children and/or protected adults can't work with these vulnerable groups. It is relevant to any individual involved in Regulated Work.

One of the main features of the scheme is that it involves continuous updating. When a venue/organisation asks you to do a PVG check – in doing this the venue/organisation become registered with Disclosure Scotland. If the individual subsequently become Barred from working with Children – Disclosure Scotland will then inform the venue/organisation.

### *Who needs to join the scheme?*

Any person living and working in Scotland who is involved in Regulated Work. Broadly speaking this is anyone who is supervising or managing children as part of their normal and regular duties. In Tennis this applies to Coaches, Officials, Club Welfare Officers and people applying or renewing their Coach/Official Accreditation. Also included are any Club Volunteers whose role involves working with Children/Protected Adults.

### *Why is it important?*

In Scotland it is an offence to employ/engage anyone to Regulated Work (see above) who has been Barred from working with Children. It is also an offence for a Barred person to seek Regulated work. This makes it a critical part of any recruitment process as the only way to find out if an individual has been Barred is to ask them to do a PVG check.

### *How do I join the scheme?*

Tennis Scotland can process PVG applications for people living and working in tennis in Scotland. If you wish to join the PVG scheme, or do a PVG Scheme Record Update – [click here to obtain an application pack](#). It is a paper based application process.

### *How are PVG Certificates Issued?*

Application forms are countersigned by Tennis Scotland after an ID checking process – once this is done applications are forwarded to Disclosure Scotland. Once Disclosure Scotland have checked Criminal records, certificates are issued to both the applicant as well as Tennis Scotland.

Tennis Scotland updates the LTA system and then destroys the certificate in accordance with the code of practice.

### *I cannot remember my PVG Membership number*

Call Disclosure Scotland on 03000 200 040 – please note that replacement Certificates cannot be issued.

### *What does it cost?*

If you are paid in any way for the regulated work the fees below apply. If you are a volunteer (this is to be certified by a Club representative on the Club Volunteer form sent out with the application pack) all applications are free.

Initial PVG Scheme Record application - £59 (free for Volunteers)

PVG Scheme Record Update - £18 (free for Volunteers)

### *What is a PVG Update?*

Once you have joined the PVG Scheme you are a member for life - other organisations you do Regulated Work for should ask you to do a PVG Scheme Record Update. This is a shorter form and takes a shorter time to process. It will show if you have had any convictions since your original check.

If you stop Regulated work you can elect to leave the scheme by calling Disclosure Scotland.

### *How long does a PVG last?*

A PVG check has no official expiry date and is only accurate at the time the check was completed.

For accredited coaches and officials, a PVG check can be valid for up to 3 years on the condition that you renew your accreditation on time and complete a self-declaration every year. For Welfare Officers, a PVG check is valid for three years.

### *I am already a member of the PVG Scheme but joined through a different organisation – can this be used if I go on to work for another organisation?*

No. Because the PVG Scheme involves continuous updating it is important that the new organisation is registered with Disclosure Scotland – a PVG Update will create this link. (See “What is the PVG SCHEME?). You should do a Scheme Record Update.

### *I have or have applied for a Basic Disclosure online directly through Disclosure Scotland – is this OK?*

A Basic Disclosure is NOT acceptable for anyone doing or intending to do Regulated Work – ie work that involves supervising or managing Children. For Regulated work you must be a member of the PVG Scheme.

### *Where can I get more information on the PVG Scheme?*

Try the following links

[Disclosure Scotland](#) – phone 03000 200 040

[Volunteer Scotland](#)