



## Wellbeing Protection Officer – PVG Application Process

### Stage 1 - Completion of Online Application Request Form: Complete the request form with the applicant's information:

- Title
- First name
- Middle name
- Surname
- Date of Birth
- Valid e-mail address, this is where the application link will be sent.  
**If the email address is incorrect they will not receive the link.**
- Applicants current home address
- Application Type (please choose from SRJ, SRU or ExSR)
  - Scheme Record to join (SRJ) – Applicant is joining the scheme for the first time
  - Scheme Record Update (SRU). The applicant is already a member of the scheme for the regulated work group you are checking
  - Existing Member Scheme Record (ExSR) - The applicant is already member of the scheme but is not a member for the regulated work group you are checking
- Position applied for Online PVG Application
  - Wellbeing Protection Officer
  - Club Coach
  - Junior Coaches Assistant
  - General Volunteer
- Club Name
- Regulated Work Group
  - Adults
  - Children
  - Both
- Will the work be carried out at the home address of the applicant? Yes/No
- Volunteer Yes/No
- If Paid, refer to stage 3 below
- ID Verification – what ID you have checked? We recommend both photographic and address identification are checked. Identification can be verified via zoom, face time etc if your procedures allow this.
  - 1 x photographic
  - 1 x current home address
  - 1 x other

## **Stage 2 - How to submit the Online Application Request Form:**

- Complete applicant details within the online application request form (as per example shown in the template). A maximum of 10 applications per request template
- Email completed forms with Online Application(s) details to [safeguarding@bowlsscotland.com](mailto:safeguarding@bowlsscotland.com)

## **Stage 3 – Submission to Volunteer Scotland:**

- Bowls Scotland will request online PVG application form via Volunteer Scotland

**Stage 4 - Completion of Application Online (Applicant): The applicant will receive an email from Disclosure Scotland via [disclosurescotland@notifications.service.gov.scot](mailto:disclosurescotland@notifications.service.gov.scot) and be informed that they have 7 days to complete their application.**

- The applicant should also check their junk inbox as the email might be there
- If the applicant does not complete this within 7 days then a new application request must be submit and the process starts again
- Once the applicant completes this information, the normal checking process will be run to check suitability and issue the appropriate information
- Bowls Scotland and the applicant will receive a paper certificate