

# PVG APPLICATION REQUEST FORM



**Club Name:** \_\_\_\_\_

**Club WPO Name :** \_\_\_\_\_

## **Club WPO PVG Application Request Declaration :**

I declare that the disclosure record is requested for the purpose of enabling or assisting me (or any other person for whom I act) to consider the applicant's suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in the application. I understand the following:

- Bowls Scotland / Disclosure Scotland will use the information I have given to check and process the application. It will also use it for the purpose of the Scheme, for the prevention or detection of crime and for other related purposes.
- Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purpose of the Scheme, of the prevention and detection of crime, of the apprehension and prosecution of offenders and other related purposes.

I confirm that the information I have supplied is complete and correct. I understand that to knowingly make a false statement in this application is a criminal offence. I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

**Wellbeing Protection Officer Signature:** \_\_\_\_\_  
(typed is acceptable)

**Signature Date:** \_\_\_\_\_

# PVG APPLICATION REQUEST FORM



## Applicant 1

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

## Applicant 2

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

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## Applicant 3

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

## Applicant 4

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

# PVG APPLICATION REQUEST FORM



## Applicant 5

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

## Applicant 6

|                                                                                                                                                                                                                                                                                         |  |                                                         |                |                                          |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------|----------------|------------------------------------------|-----------------------------------------------------------------------|
| <b>Type of application</b> (SRJ- joining the scheme, SRU- updating application, EXSR- existing member)                                                                                                                                                                                  |  | <b>Role applied for (e.g. Coach, General Volunteer)</b> |                |                                          |                                                                       |
| <b>Regulated Group</b> (Children, Protected Adults, Both)                                                                                                                                                                                                                               |  |                                                         |                | <b>Is the applicant a Volunteer Y/N?</b> | <b>Will the work be carried out at the home of the applicant Y/N?</b> |
| <b>Full Name (first, middle, last)</b>                                                                                                                                                                                                                                                  |  |                                                         |                |                                          |                                                                       |
| <b>Address (including postcode)</b>                                                                                                                                                                                                                                                     |  |                                                         |                |                                          |                                                                       |
| <b>Date of Birth</b>                                                                                                                                                                                                                                                                    |  | <b>E-Mail address</b>                                   |                |                                          |                                                                       |
| <b>ID Verification : The Club WPO should view and verify 3 forms of ID.</b><br><b>At least <u>one form of ID must be photographic</u> and all forms should confirm the applicant's address.</b><br><b>PLEASE NOTE : There is no need to copy the ID or submit it to Bowls Scotland.</b> |  |                                                         | 1.<br>2.<br>3. |                                          | <b>Applicant has read and signed Consent Form on last page. Y / N</b> |

# PVG APPLICATION REQUEST FORM



## PVG & disclosures - Consent Form in favour of Bowls Scotland

I, the undersigned, acknowledge that in order for me to perform “regulated work” with children and / or protected groups within my club, I must undertake a suitability assessment in terms of the PVG legislation and / or take steps in connection with any need for me to be a member of the PVG scheme as described in the PVG legislation. These steps are taken to ensure that Bowls Scotland and the club that I am a member of and where I will do my regulated work, adheres to good practice in respect of safeguarding and maintaining safe environments for sport.

I understand that the suitability assessment is primarily to check I am not barred from undertaking “regulated work” and lawfully able to perform a “regulated role” within the club and within the sport of Lawn Bowls. I acknowledge I may require to be a member of the PVG scheme in due course. I understand that Bowls Scotland are assisting my club by undertaking the required steps to have my application made and processed.

In terms of data protection legislation, I am informed that the SGB and my club are relying on its “legal obligation” to adhere to legislation designed to protect children and protected groups, in order to process my personal data. This personal data will include my name, date of birth, club and vetting information, which may include criminal offence information and / or any other vetting information held and released by Disclosure Scotland (which together is known in this form as “PVG data”).

Whilst some of this PVG data may be provided to the club directly by me in my application form and declarations made, some will be provided by Disclosure Scotland, both directly and indirectly via governmental organisations and Bowls Scotland. I acknowledge and agree that Bowls Scotland may from time to time assist my club/s in identifying what checks may be required; what steps should be taken and the making of any application for a disclosure check, or for membership of the PVG scheme.

Further details can be found in our privacy notice – <https://www.bowlsscotland.com/about-us/data-protection>

Bowls Scotland and my club may wish to share my PVG data (the information released by Disclosure Scotland about me) for the purposes of compliance, support, guidance and assistance in completing the suitability assessment in terms of the PVG legislation and to take any steps in connection with that assessment. Sharing my PVG data between my governing body Bowls Scotland and club may happen in the future if any additional PVG data is provided or if my PVG data needs to be reviewed again in connection with regulated work.

I consent to the acquisition and sharing of PVG data between Bowls Scotland and my club/s in order to:-

1. Permit the assessment of my suitability to be conducted by the club with the support, guidance and assistance of Bowls Scotland in making this determination for the purposes of the PVG legislation;
2. Assist the club to take any steps in connection with my suitability assessment including advise in relation to the same; and
3. Allow the club to share information in future when received in connection with any aspect of the PVG legislation.

Further notes are set out below.

### Notes:-

- The PVG legislation includes the Police Act 1997; Protection of Vulnerable Groups (Scotland) Act 2007; and the Disclosure Scotland Act 2020.
- Data protection legislation includes the UK GDPR and the Data Protection Act 2018.

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- PVG data includes criminal offence data and includes personal data relating to criminal convictions and offences or related security measures. It also includes data relating to the absence of convictions. Depending on the type of disclosure requested, further vetting information may be provided.

- Further information is available from:-

Bowls Scotland: [safeguarding@bowlsscotland.com](mailto:safeguarding@bowlsscotland.com);

<https://www.mygov.scot/organisations/disclosure-scotland>

- If consent is to be competently withdrawn it must be withdrawn in writing and set out with an acknowledgement, to the SGB, that your ability to carry out regulated work may be impacted.

## **APPLICANT DECLARATION**

**(typed signature is acceptable)**

***I understand that I may withdraw my consent to the sharing and processing of information at any time. I acknowledge that if I do withdraw my consent it is likely that I will not be permitted to undertake regulated work or perform a regulated role.***

Applicant 1:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Applicant 2:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Applicant 3:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Applicant 4:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Applicant 5:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Applicant 6:

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |