



JustGo Credentials – Processes, Contracts and Agreements

***Please note that this document is just for reading purposes. To complete the below please refer to our JustGo PVG Help Guide [here](#)**

Club PVG Processing Contract (JustGo Credential – ‘1. Club PVG Processing Contract’)

Suitability Decision Agreement

Our Club agrees that Scottish Archery will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.

We understand that Scottish Archery can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.

We understand that Scottish Archery will gain consent from all applicants applying to join the PVG scheme through a Scottish Archery member Club. If there is any vetting information provided on disclosures or notifications or change in the status are received, this previously gained consent will allow Scottish Archery to share relevant information with the Club that recruited them. We understand that in accordance with the GDPR, the member can withdraw sharing consent at any time. If consent is withdrawn, the member will no longer be able to continue in a regulated role within the club, as per Scottish Archery’s Safeguarding Policy.

We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.

The Club understands the implications of authorising Scottish Archery to make these suitability decisions on our behalf.

Safe Recruitment Process

Each club is required to have a Safer Recruitment Process in place, comprising:

1. PVG
2. ID Check
3. References
4. Interview (as considered appropriate)

The club understands that we are authorising Scottish Archery to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the Club. For more information refer to the Safer Recruitment Policy.

Scottish Archery will ensure sufficient training is available to our Club on the Safer Recruitment Process, including the Disclosure Scheme.



Referrals

The Club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Scottish Archery .

When a referral is required to be made, the following body will be responsible:

Detail of Activity	Who Is Legally Obligated to Refer
<ul style="list-style-type: none">○ National Programme Activity○ National Event Activity○ Relevant Safeguarding Cases that have been managed by Scottish Archery	Scottish Archery
<ul style="list-style-type: none">○ Safeguarding Cases Managed by the Club	Club

Contract Terms

1. The Club understands and agrees to abide by the Disclosure Scotland Code of Practice.
2. The Club has a Secure Handling Policy in place
3. The Club has a Making a Referrals Policy in place or has adopted the Scottish Archery Policy
4. The Club has a Recruiting People with Convictions Policy in place or has adopted the Scottish Archery Policy
5. The Club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the Club
6. The Club understands that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Scottish Archery will notify the Child Wellbeing and Protection Officer to advise the appropriate action to take
7. The Club agrees to adhere to the Scottish Archery Safeguarding Policy
8. The Club will adhere to the Scottish Archery Safer Recruitment Guidelines
9. The Club agrees to adhere to the Scottish Archery PVG Policy
10. The Club understands that Scottish Archery is required to conduct annual audits to ensure the information they hold on the Club is accurate and up to date.

Agreement

In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above

Name of Child Wellbeing & Protection Officer agreeing

I agree

Name of Chairperson agreeing

I agree



Child Wellbeing & Protection Officer Agreement (JustGo Credential – ‘2. Child Wellbeing & Protection Officer Agreement)

A Child Wellbeing & Protection Officer (CWPO) is the identified person at a Club who is responsible, amongst other things, for disclosure information (including PVG applications) and is the lead contact for Scottish Archery when specific information relating to a disclosure needs to be discussed. It is mandatory that each club has an identified contact in place at all times.

This contract should be completed by the Child Wellbeing & Protection Officer (CWPO). PVGs cannot be processed for the club without this contract in place. If the Club Child Wellbeing & Protection Officer (CWPO) changes or any amendments need to be made, a new contract should be completed and submitted to Scottish Archery.

Scottish Archery understand that they have responsibility for ensuring the Club has suitable and sufficient training to understand and comply with their responsibilities in relation to disclosures. Scottish Archery will ensure the Club complies with the requirements of the Code of Practice and will ensure the details provided to Disclosure Scotland are accurate and up to date.

1. I understand and agree to abide by the Disclosure Scotland Code of Practice.
2. 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.
3. I agree to carry out required ID checks for every PVG application submitted as per the Disclosure Scotland Code of Practice.
4. I will inform Scottish Archery if I leave the role of the Club ID Checker.
5. I am aware that Scottish Archery may contact you to verify that checks are being completed in accordance with the Code of Practice and relevant disclosure legislation.
6. I understand that if a Scheme Member's status changes to barred or if they are moved to consideration for listing. Scottish Archery will notify the Club ID Checker to advise the appropriate action to take.
7. I understand that if a Scheme Member leaves my club, I will notify Scottish Archery so that interest can be removed
8. I understand that information provided on a disclosure must only be used for the purpose it was provided for (to make a recruitment or ongoing recruitment decision).
9. I understand that Scottish Archery 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.

Declaration

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 Archery/Disclosure Scotland.

Training

I understand I am required to complete both Child Wellbeing and Protection in Sport AND Child Wellbeing and Protection Officer Training, and maintain them every 3 years.

I agree

Name of club you are Child Wellbeing & Protection Officer for _____



Scottish Archery PVG Request (JustGo Credential – ‘3. Scottish Archery PVG Request)

Use this form to request Scottish Archery to conduct a PVG check for an individual for them to be considered for Regulated Work in your club. This should normally be completed by the club's Child Wellbeing & Protection Officer (CWPO)

Is this PVG request being made by a Club or Scottish Archery?

- Club
- Scottish Archery

Club Name

Surname of Applicant

Forename (including Middle Names)

Full Address

Postcode

Date of Birth

Email

Role

- Club Child Wellbeing & Protection Officer (CWPO)
- Coach
- Athlete Personnel Working with Children

Is this individual a volunteer or paid?

- Paid
- Volunteer

Is the individual already a PVG Scheme member?

- Yes, via Scottish Archery
- Yes, via another organisation but not via Scottish Archery
- No

What type of regulated work will the individual be involved in?

- Regulated Work with Children
- Regulated Work with Adults
- Regulated Work with both Children and Adults

Name of person making this request

Contact email for person making this request

Declaration

As Child Wellbeing & Protection Officer (CWPO) for the club I agree that I have followed safe recruitment processes adhering to Scottish Archery's Good Practice Selection Process

I agree



PVG ID Check

The minimum identification you must check is 3: one document with a photograph and two documents with their home address and other (photographic or address)

Photographic Evidence (select 1 from list)

- Passport
- Photographic Driving Licence
- National Entitlement Card
- Photographic Membership Card
- Employee ID Card
- Certified Photograph
- Young Scot Card
- Student Card

Address Evidence (in the last 3 months - select 2 from list)

- Utility Bill
- Bank or Financial Statement
- School Letter
- Council Letter
- Benefit Agency Letter
- Other

If selected 'Other' in previous question, please specify below

PVG Admin

This section is used by Scottish Archery to manage the administration of the PVG Check

Type of Deployment

- Deployed by a Club
- Deployed by Scottish Archery

Date Consent Granted

Submitted to Disclosure Scotland

Results received from Disclosure Scotland

PVG Membership Number

Disclosure Number

Recruitment Decision

- Yes
- No
- Pending
- Other

Result notified to Club

Date unlinked

PVG

- Primary Deployment
- Secondary Deployment



PVG Consent (JustGo Credential – ‘4. PVG Consent)

Please read carefully:

I acknowledge that in order for me to perform “regulated work” with children and/or vulnerable 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 Scottish Archery 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 Archery. I acknowledge I may require to be a member of the PVG scheme in due course. I understand that Scottish Archery 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 vulnerable 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, whether directly from Disclosure Scotland and/or through Volunteer Services Disclosure Scotland. I acknowledge and agree that Scottish Archery may from time to time assist my club 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, which you can view [here](#).

Scottish Archery 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 Scottish Archery 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 Scottish Archery and my club in order to:-

1. Permit the assessment of my suitability to be conducted by the club with the support, guidance and assistance of Scottish Archery 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.

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.



- 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.
- 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.

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

I agree

Type your name in here in place of a signature

Type name of Club(s)
