



JustGo PVG Credential Help Guide

Promote safe practice and to protect children and young people from harm, abuse and exploitation



Introduction

All archery clubs have a variety of volunteers and staff who assist with the overall running of the Club.

Whilst it is vital to keep the issues of wellbeing and protection in proportion, Scottish Archery would like every Club to adopt some basic procedures that will help safeguard all concerned.

The Recruitment and Selection of Volunteers and Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps be taken to ensure unsuitable people are prevented from working with children. It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the Club who have regular contact with young people the following action demonstrates good practice. For more information on this please see our Safe Recruitment Process Guidance Document, [here](#).

JustGo PVG Credential Checklist

| Stages | Process | Complete (Y/N) |
|---------|---|----------------|
| Stage 1 | Club PVG Processing Agreement (Credential) | |
| Stage 2 | Child Wellbeing & Protection Officer Agreement (Credential) | |
| Stage 3 | Safe Recruitment Procedures (click here) | |
| Stage 4 | Scottish Archery PVG Request (Credential) | |
| Stage 5 | PVG Consent (Credential) | |

Key Terms:

***PVG** – Protecting Vulnerable Groups Scheme

***CWPO** – Child Wellbeing & Protection Officer (sometimes referred to as Safeguarding Officer/Child Protection Officer/Welfare Officer)

Contacts:

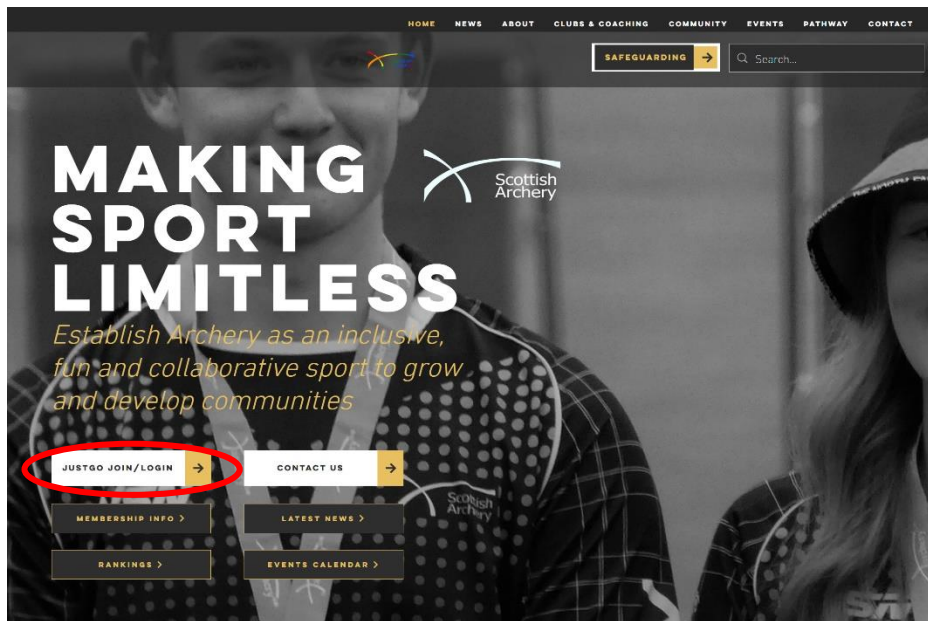
Jacqui Dunlop – Safeguarding & Operations Manager – admin@scottisharchery.org.uk

Euan Murray – Club & Coaching Development Officer – euan.murray@scottisharchery.org.uk

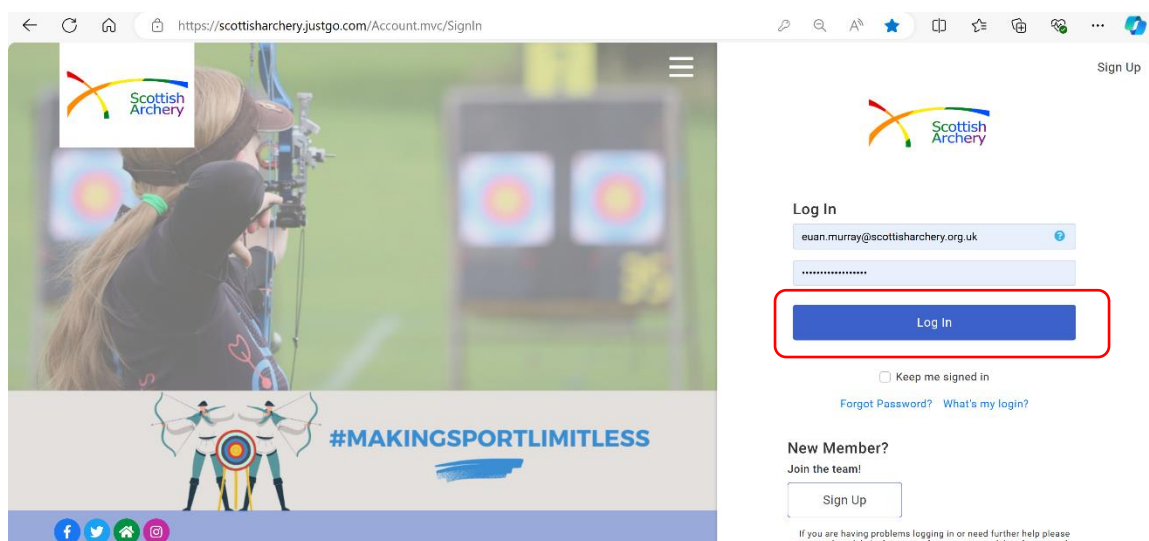
Stage 1: Upload Club Processing Agreement credential

- **Why:** Sets out agreement between the club/area and Scottish Archery
- **Who:** CWPO and Chairperson completes this stage
- **What:** CWPO and Chairperson upload, read & sign above credential
- **How:** See steps below

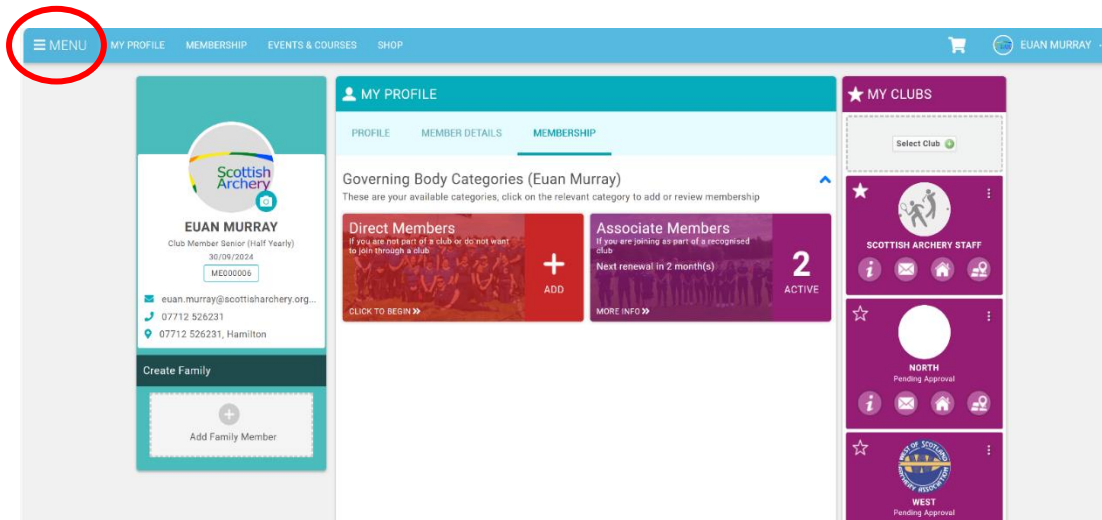
1. Head to www.scottisharchery.org.uk
2. On Homepage click JustGo Join/Login button (circled in red)



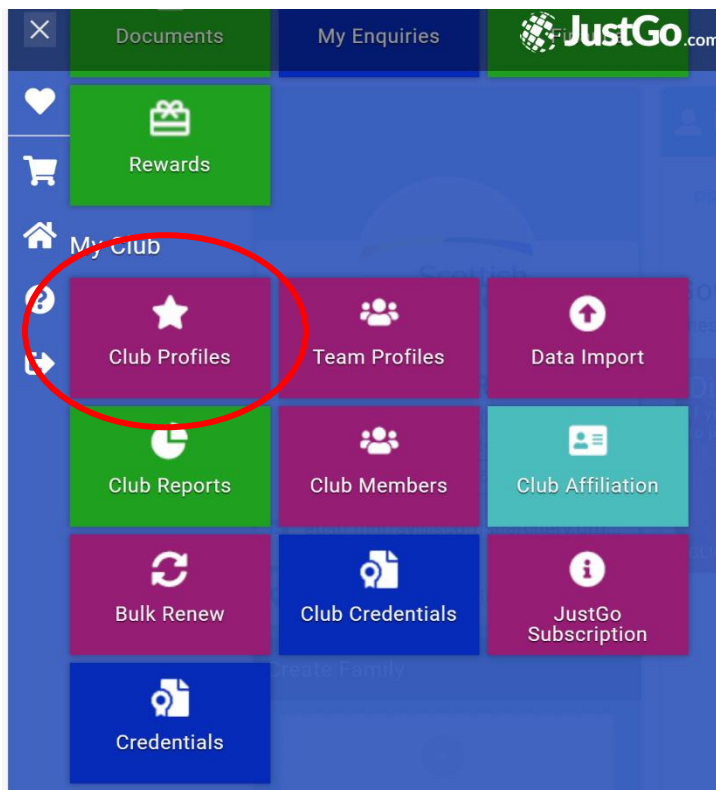
3. You should now be able to see JustGo Homepage and use Log In section to sign into your account by inputting email and password and click Log In (blue button circled in red). If you do not currently have an account or unsure of your login details just get in touch with euan.murray@scottisharchery.org.uk



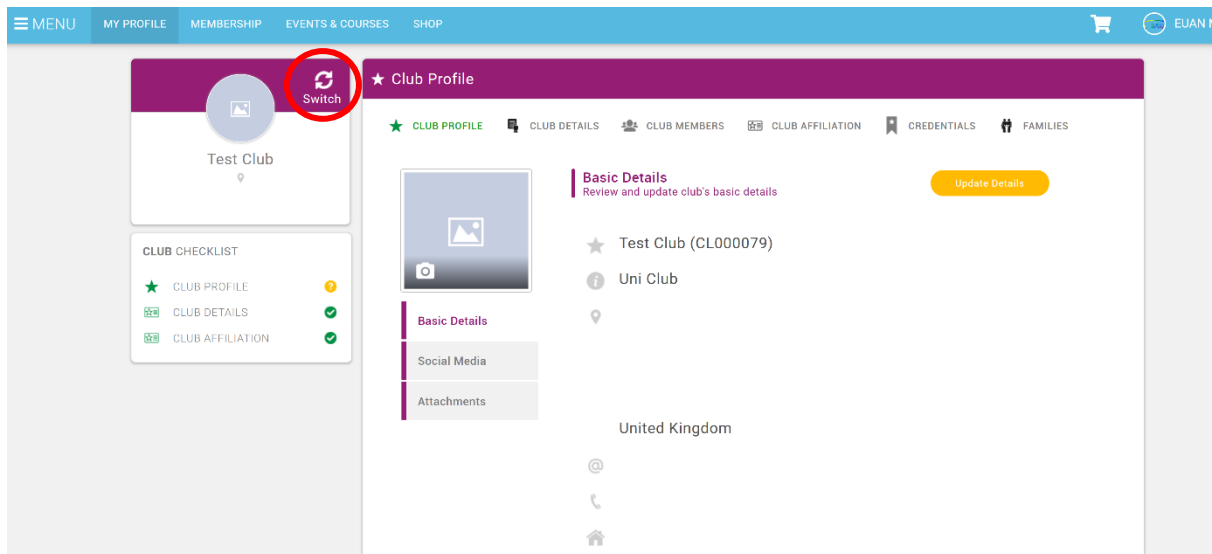
4. Once logged in, click 'MENU' button on top left of page (circled in red)



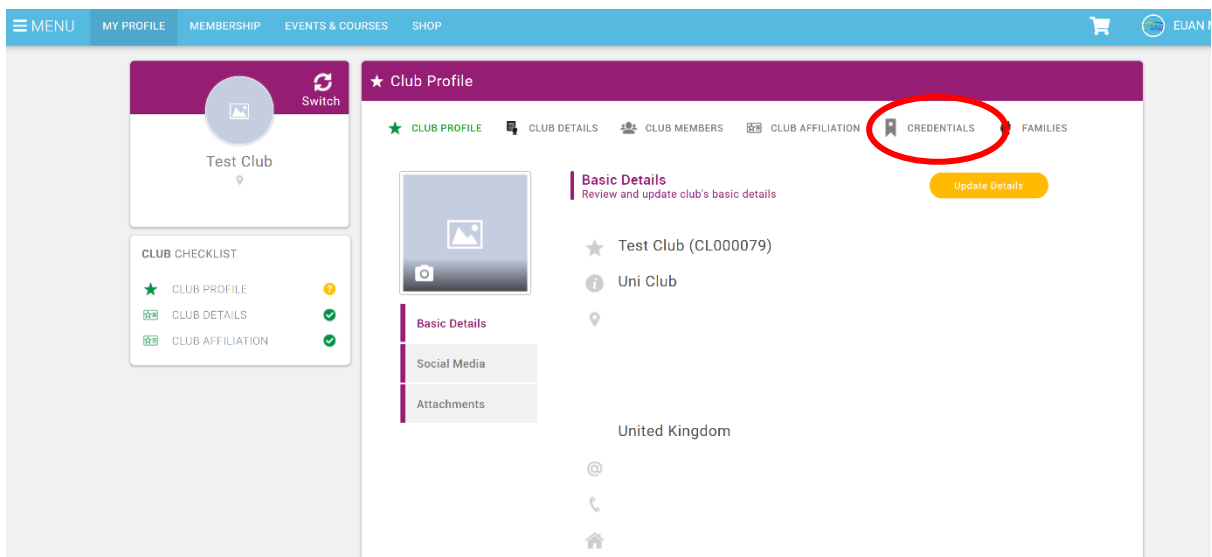
5. Scroll down to the 'My Club' section and select 'Club Profiles' tile (circled in red)



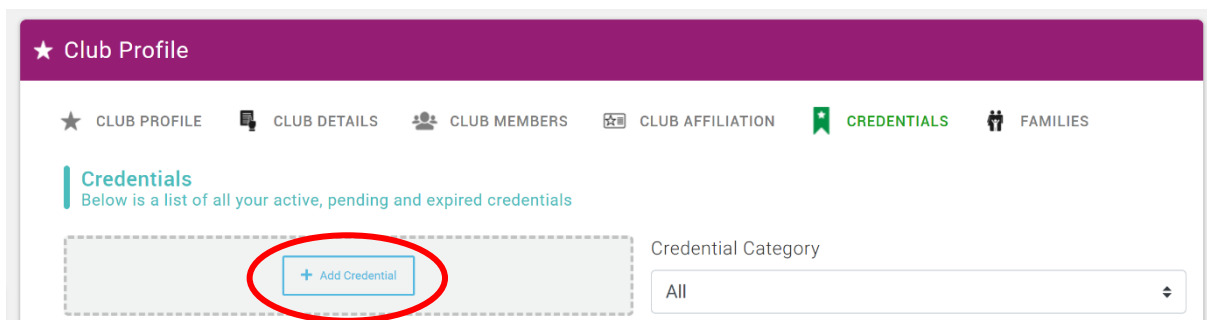
6. Once in the Club Profile you should see the image below. If you have admin rights (e.g. Club Super Admin) for more than 1 club and wish to view another club, click on ‘Switch’ icon (circled in red)



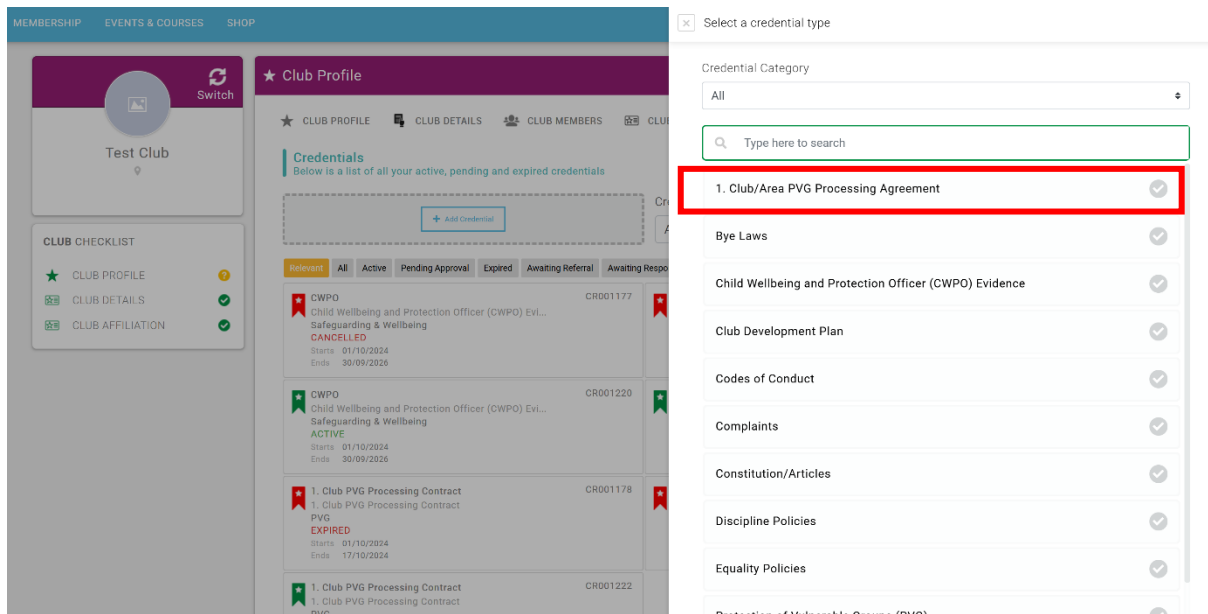
7. From here, click on ‘Credential’ tab (circled in red)



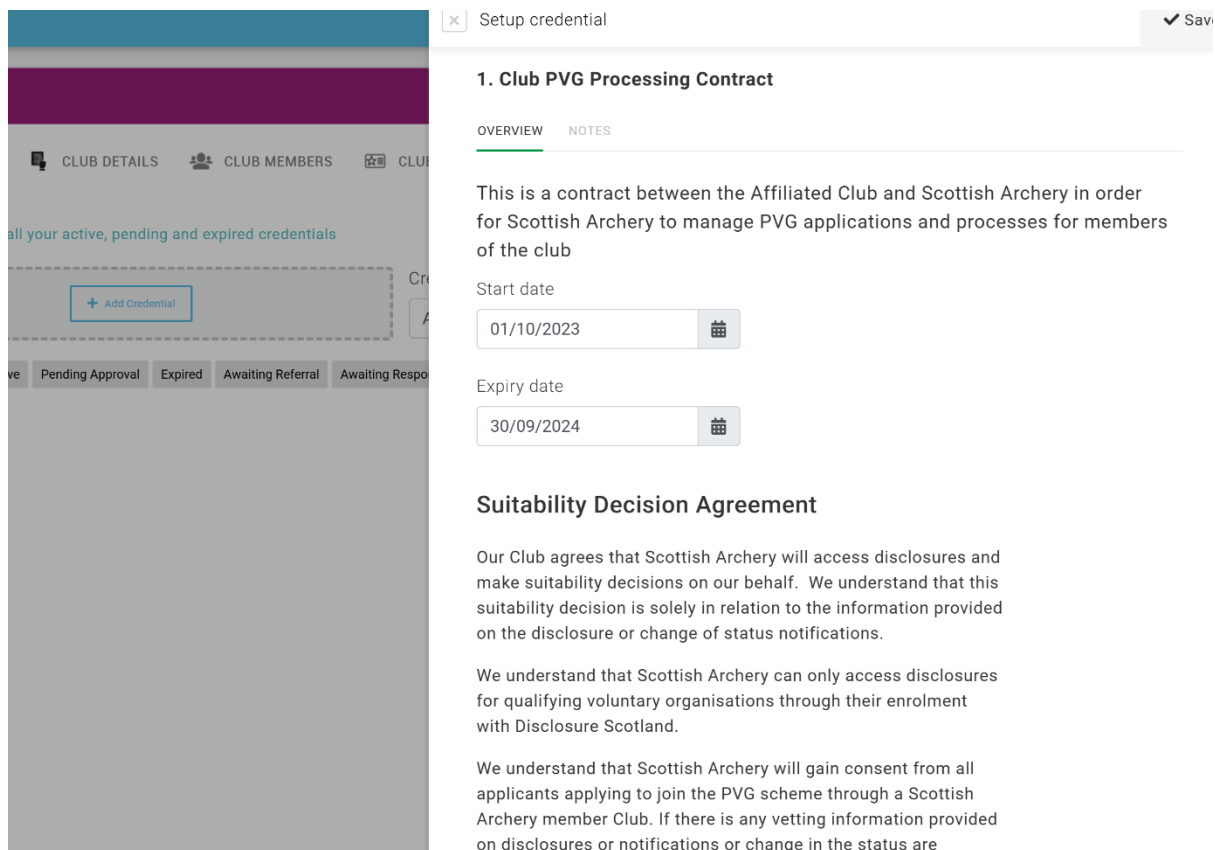
8. Click on ‘+Add Credential’ button (circled in red)



9. Click on '1. Club PVG Processing Agreement' credential (highlighted in red). If you are unable to find it, you can use the search bar



10. From here, please read all the information which includes Suitability Decision Agreement, Safe Recruitment Process, Referrals, Contract Terms and Agreement (use scroll bar to navigate). Expiry aligns to membership year (1st October-30th September).



11. In the Agreement section (circled in red) please complete the fields below with name of CWPO and Chairperson as well as ticking the 'I agree' statements, then click 'Save' at the top right of page (circled in red)

Setup credential

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 *

Save

12. From adding this credential the person who has uploaded the credential and Scottish Archery (SA) Admin (cc'd) should receive automatic email (please check spam/junk folders)

13. You should see the '1. Club PVG Processing Agreement' with the status 'Pending Approval' (highlighted in red)

Club Profile

Club Profile | Club Details | Club Members | Club Affiliation | Credentials | Families

Credentials

Below is a list of all your active, pending and expired credentials

+ Add Credential

Credential Category: All

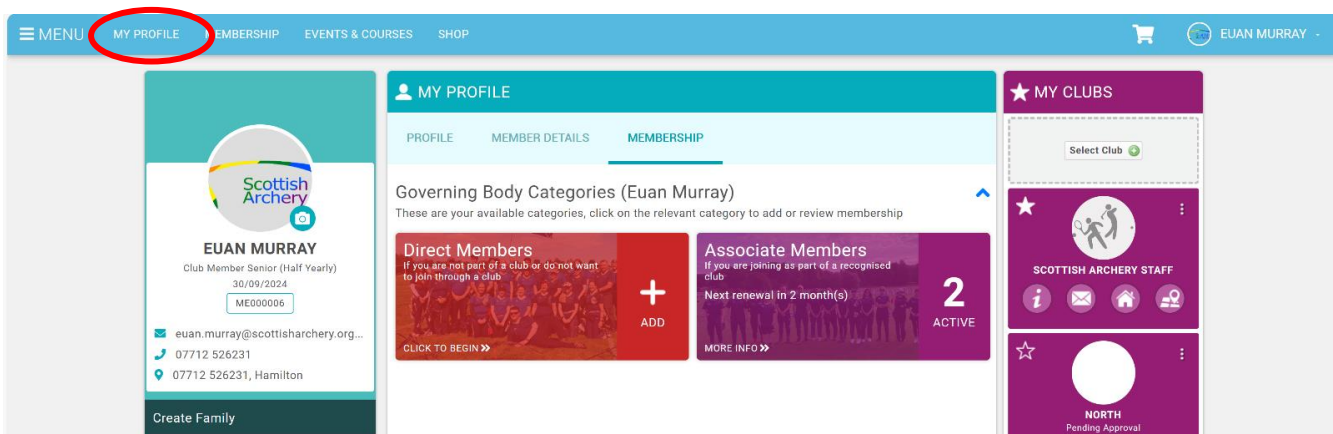
| Relevant | All | Active | Pending Approval | Expired | Awaiting Referral | Awaiting Response | Inactive Pending Conditions |
|--|-----|--------|------------------|---------|-------------------|-------------------|-----------------------------|
| | | | | | | | |
| CWPO | | | | | | | |
| Child Wellbeing and Protection Officer (CWPO) Evi... | | | | | | | |
| Safeguarding & Wellbeing | | | | | | | |
| CANCELLED | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 30/09/2026 | | | | | | | |
| CR001177 | | | | | | | |
| | | | | | | | |
| CWPO | | | | | | | |
| Child Wellbeing and Protection Officer (CWPO) Evi... | | | | | | | |
| Safeguarding & Wellbeing | | | | | | | |
| EXPIRED | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 30/09/2026 | | | | | | | |
| CR001179 | | | | | | | |
| | | | | | | | |
| CWPO | | | | | | | |
| Child Wellbeing and Protection Officer (CWPO) Evi... | | | | | | | |
| Safeguarding & Wellbeing | | | | | | | |
| ACTIVE | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 30/09/2026 | | | | | | | |
| CR001220 | | | | | | | |
| | | | | | | | |
| Student Club | | | | | | | |
| Credential | | | | | | | |
| ACTIVE | | | | | | | |
| Starts 18/11/2024 | | | | | | | |
| Ends 31/12/2199 | | | | | | | |
| CR001327 | | | | | | | |
| | | | | | | | |
| 1. Club PVG Processing Contract | | | | | | | |
| 1. Club PVG Processing Contract | | | | | | | |
| PVG | | | | | | | |
| EXPIRED | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 17/10/2024 | | | | | | | |
| CR001178 | | | | | | | |
| | | | | | | | |
| 1. Club PVG Processing Contract | | | | | | | |
| 1. Club PVG Processing Contract | | | | | | | |
| PVG | | | | | | | |
| EXPIRED | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 30/09/2026 | | | | | | | |
| CR001180 | | | | | | | |
| | | | | | | | |
| 1. Club/Area PVG Processing Agreement | | | | | | | |
| 1. Club/Area PVG Processing Agreement | | | | | | | |
| PVG | | | | | | | |
| PENDING APPROVAL | | | | | | | |
| Starts 01/10/2024 | | | | | | | |
| Ends 30/09/2026 | | | | | | | |
| CR001371 | | | | | | | |

- Our SA Admin will check and either approve or contact the person if there are any issues at all that prevents the club from progressing with the process
- CWPO/Chairperson will receive email confirmation of credential being approved and you are able to move on to Stage 2

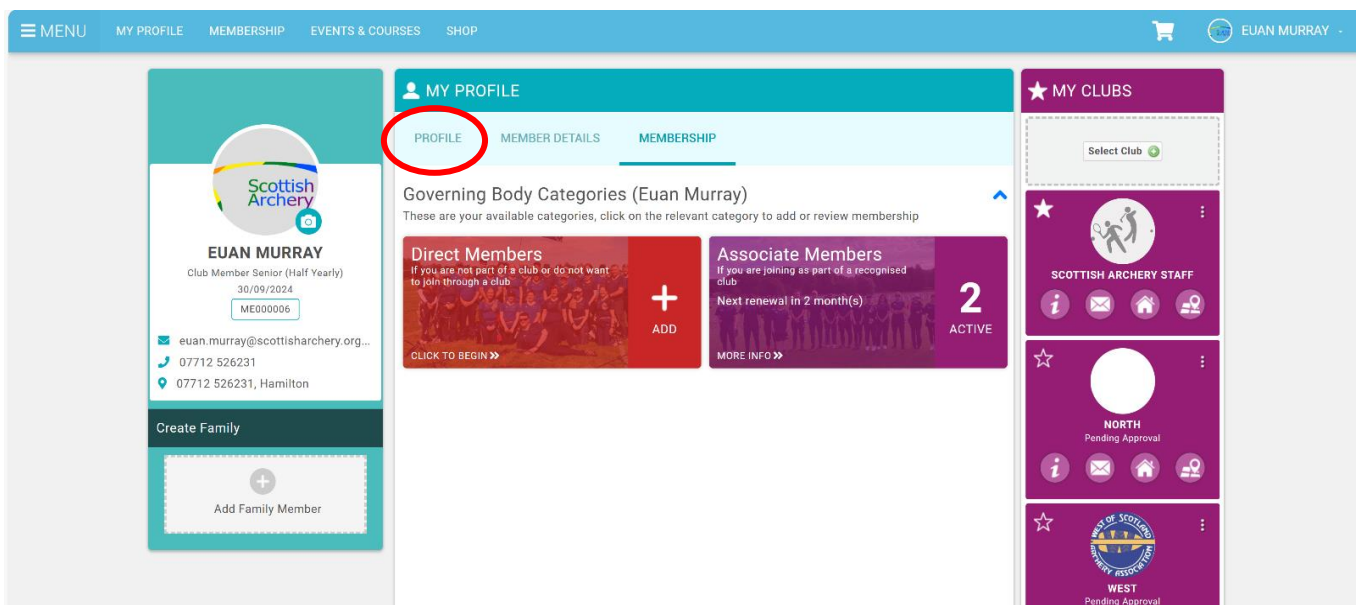
Stage 2: Upload Child Wellbeing & Protection Officer Agreement credential

- **Why:** Ensure the CWPO is aware of their role and responsibilities and agreeing to adhere to safeguarding policies and procedures
- **Who:** CWPO completes this stage
- **What:** CWPO upload, read and sign above credential
- **How:** See steps below

- If required, please follow steps 1-3 in Stage 1 to log back into JustGo
- Once logged in you should be able to see the page below. If not click on 'MY PROFILE' at top of page (circled in red)



- Click on 'Profile' (circled in red)



4. Then click 'Credentials' (circled in red)

The screenshot shows the 'MY PROFILE' page for Euan Murray. The navigation bar at the top includes 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The profile card on the left displays the user's name, membership status, and contact information. The main content area has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Under the 'PROFILE' tab, there are sub-tabs: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT IN', and 'CREDENTIALS'. The 'CREDENTIALS' sub-tab is circled in red. Below the sub-tabs, the 'Credentials' section is visible, featuring a '+ Add Credentials' button and a 'Credential Category' dropdown menu set to 'All'. A filter bar at the bottom shows various status options: 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

5. Next click '+Add Credentials' button

This screenshot shows the same 'MY PROFILE' page as the previous one, but with the '+ Add Credentials' button circled in red. The layout is identical, showing the user's profile information, the 'CREDENTIALS' sub-tab, and the '+ Add Credentials' button in the 'Credentials' section. The filter bar at the bottom remains the same.

6. Click on '2. Child Wellbeing & Protection Officer Agreement' credential (highlighted in red). If you are unable to find it, you can use the search bar

The screenshot shows the 'MY PROFILE' page with the 'CREDENTIALS' tab selected. A search overlay titled 'Select a credential type' is open, showing a search bar with 'child' entered. The search results list three credentials: '2. Child Wellbeing & Protection Officer Agreement' (highlighted in red), 'Child Wellbeing and Protection in Sport Course', and 'Child Wellbeing and Protection Officer Training for CWPO'. The 'MY PROFILE' page also shows a 'CREDENTIALS' section with a '+ Add Credentials' button and a list of credential categories.

7. From here, please read all the information which includes Agreement, Declaration and Training sections (use scroll bar to navigate). Expiry aligns to membership year (1st October-30th September).

The screenshot shows the 'Setup credential' page for '2. Child Wellbeing & Protection Officer Agreement'. The page has a 'Save' button in the top right corner. The 'OVERVIEW' section contains the following text: 'This is a contract between Affiliated Club and Scottish Archery in order for Scottish Archery to manage PVG applications and processes for members of the club.' Below this, there are two date pickers: 'Start date' set to '01/10/2023' and 'Expiry date' set to '30/09/2024'. At the bottom, there is a paragraph defining a Child Wellbeing & Protection Officer (CWPO): '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.'

8. In the last section (circled in red) please complete the fields below with name of CWPO as well as ticking the 'I agree' statement, then click 'Save' at the top right of page (circled in red)

✕ Setup credential ✓ Save

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 *

9. From adding this credential the person who has uploaded the credential and Scottish Archery (SA) Admin (cc'd) should receive automatic email (please check spam/junk folders)

10. You should see the '2. Child Wellbeing & Protection Officer Agreement' with the status 'Pending Approval' (highlighted in red)

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials
Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category: All

Relevant All Active **Pending Approval** Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

2. Child Wellbeing & Protection Officer Agreement
2. Child Wellbeing & Protection Officer Agreement
PVG
PENDING APPROVAL
Starts 01/10/2023
Ends 30/09/2024

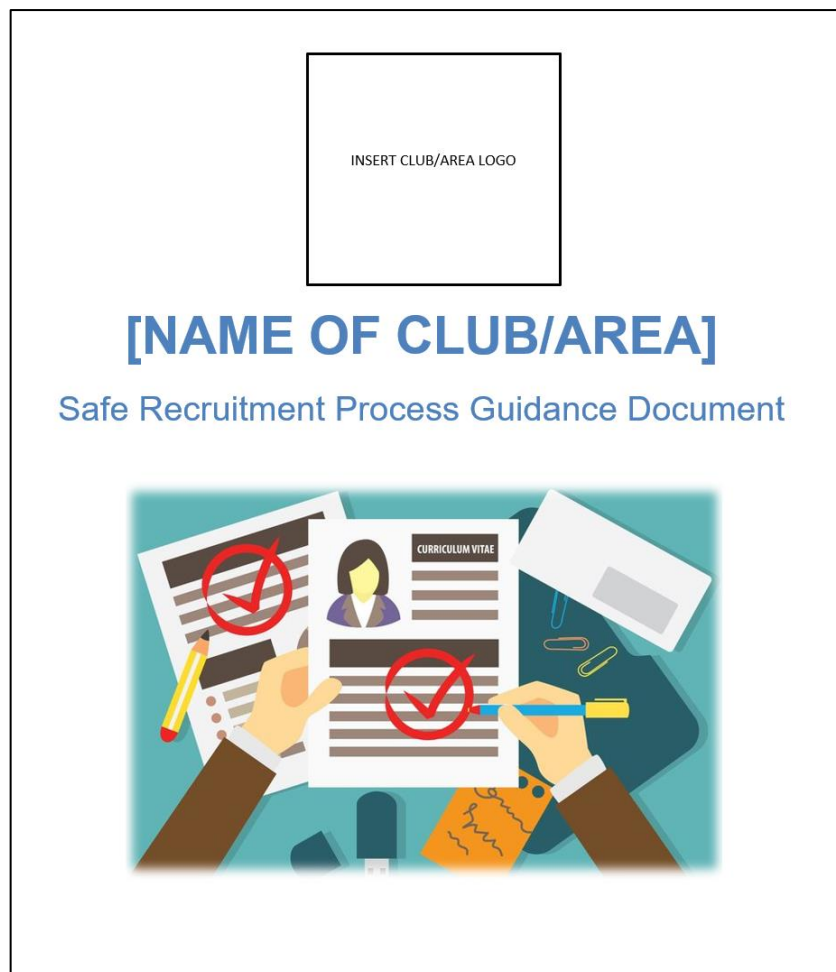
11. Our SA Admin will check and either approve or contact the person if there are any issues at all that prevents the club from progressing with the process

12. CWPO will receive email confirmation of credential being approved and you are able to move on to Stage 3

Stage 3: Club completes Safe Recruitment Procedures

- **Why:** Ensure reasonable steps are taken to ensure unsuitable people are prevented from working with children through a recruitment process
- **Who:** CWPO, Chairperson and Committee Members
- **What:** CWPO, Chairperson and Committee Members completes recruitment process
- **How:** See guidance below based on coaches/volunteers being new or already part of your club/area
 - **NEW PERSON:** Recommend using 'Safe Recruitment Process Guidance Document'
 - **EXISTING PERSON:** For a person already in an existing regulated role we would recommend a meeting between both parties to see if they meet the requirements to fulfil their role (feel free to use 'Safe Recruitment Process Guidance Document')
 - **DECISION:** Once a club/area has completed this and are happy they can then wish the person to continue/be appointed to the regulated role.

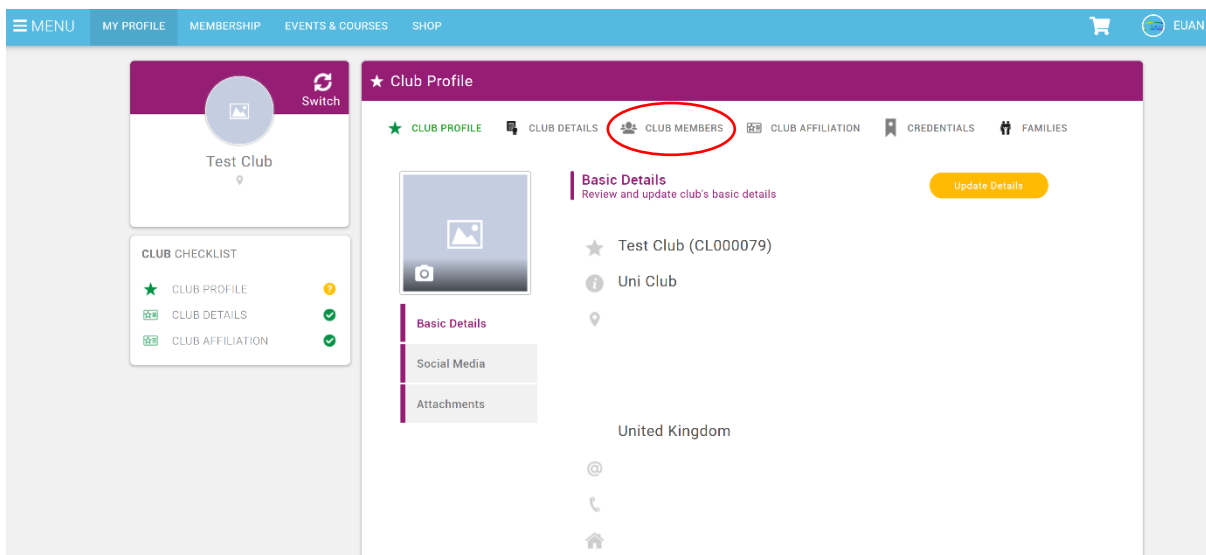
From here you can proceed to Stage 4 of uploading the '3. Scottish Archery PVG Request' credential



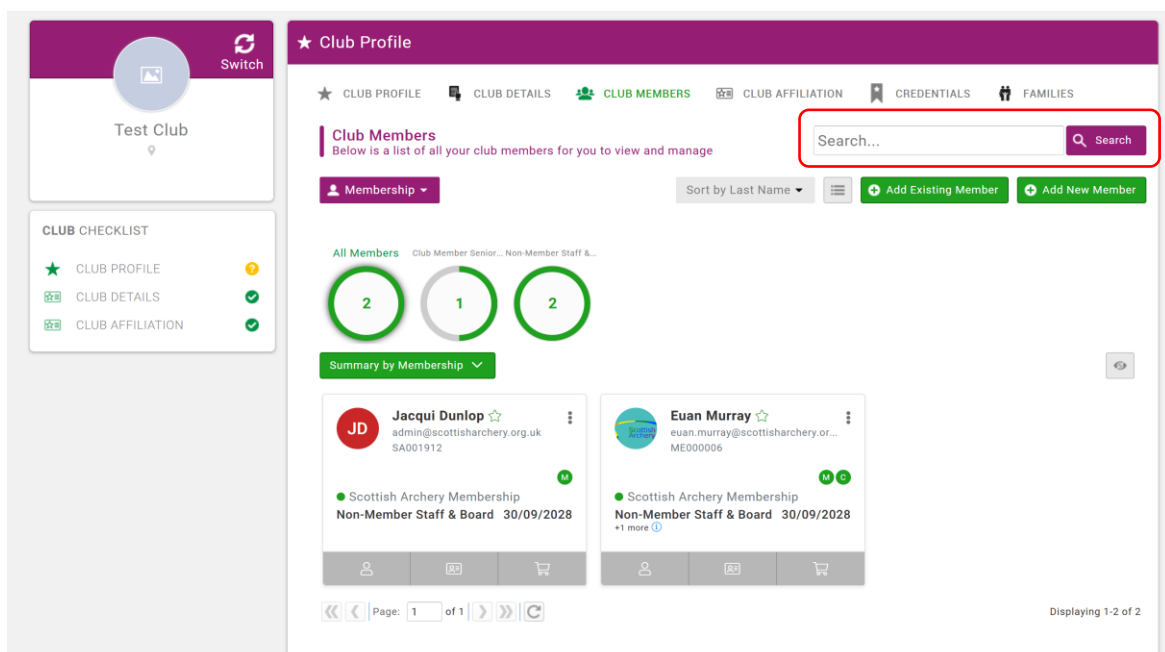
Stage 4: Upload Scottish Archery PVG Request credential

- **Why:** To conduct a PVG check for an individual for them to be considered for Regulated Work in your club/area. This should normally be completed by the club's Child Wellbeing & Protection Officer (CWPO)
- **Who:** CWPO completes this stage with the PVG applicant (for CWPOs making a PVG Request, the ID Check section must be completed by an other member of the committee)
- **What:** CWPO upload, read and sign above credential
- **How:** See steps below

1. If required, please follow steps 1-6 in Stage 1 to log back into JustGo and access Club Profile for your club
2. From the Club Profile section, select 'Club Members' heading (circled in red)



3. Find the person you are looking to request a PVG for (you can use search bar at top – circled in red)



4. Click 'View Profile' icon (Person symbol – circled in red)

The screenshot shows the 'Club Profile' page for 'Test Club'. The left sidebar contains a 'Switch' button and a 'CLUB CHECKLIST' with items: CLUB PROFILE (marked with a question mark), CLUB DETAILS (checked), and CLUB AFFILIATION (checked). The main content area is titled 'Club Members' and includes a search bar, a 'Membership' dropdown, and a 'Sort by Last Name' menu. There are three circular progress indicators showing 2, 1, and 2 members. Below these is a 'Summary by Membership' dropdown. Two member cards are displayed: one for Jacqui Dunlop (JD) and one for Euan Murray. The person icon in the bottom left of the Jacqui Dunlop card is circled in red. The bottom of the page shows pagination: 'Page: 1 of 1' and 'Displaying 1-2 of 2'.

5. Select 'Credentials' tab on left hand side (circled in red)

The screenshot shows the 'Club Profile' page for 'Test Club' with the 'Basic Details' section selected. The left sidebar has a 'Go To Membership >' button and a list of tabs: Basic Details (selected), Emergency Contact, Club Role, Additional Details, and Credentials (circled in red). The main content area shows 'Basic Details' for Euan Murray, including an 'Update Details' button, email address (euan.murray@scottisharchery.org.uk), and gender (Male). A large blue placeholder image is visible. The bottom of the page shows the user's name and email: euan.murray@scottisharch.

6. Next click on '+Add Credentials' button (circled in red)

The screenshot shows a user profile for EUAN MURRAY, a Club Member Senior (Half Yearly) with an expiry date of 30/09/2024 and ID ME000006. The page has a navigation menu with 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'SHOP'. The 'MY PROFILE' section includes tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these are buttons for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' section is active, showing a '+ Add Credentials' button circled in red. Below the button is a 'Credential Category' dropdown set to 'All' and a filter bar with options: Relevant, All, Active, Pending Approval (highlighted), Expired, Awaiting Referral, Awaiting Response, and Inactive Pending Conditions.

7. Click on '3. Scottish Archery PVG Request' credential (highlighted in red). If you are unable to find it, you can use the search bar

The screenshot shows a dropdown menu titled 'Select a credential type'. It features a 'Credential Category' dropdown set to 'All' and a search bar containing 'pvg'. The search results are listed below, with the first item, '3. Scottish Archery PVG Request', highlighted with a red border. Other items include '4. PVG Consent' and 'Protection of Vulnerable Groups (PVG) (National)'. Each item has a checkmark icon to its right.

8. From here, please read all the information which includes PVG Request, Declaration and PVG ID Check (use scroll bar to navigate). Expiry aligns to membership year (1st October-30th September)

Setup credential Save

3. Scottish Archery PVG Request

OVERVIEW NOTES

This credential allows a club to notify Scottish Archery they wish to have a member in regulated work

Start date
24/07/2024

Expiry date
23/07/2029

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

9. With the PVG applicant as CWPO, please complete the fields below including ticking the 'I agree' statement, then click 'Save' at the top right of page (circled in red)

Setup credential Save

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

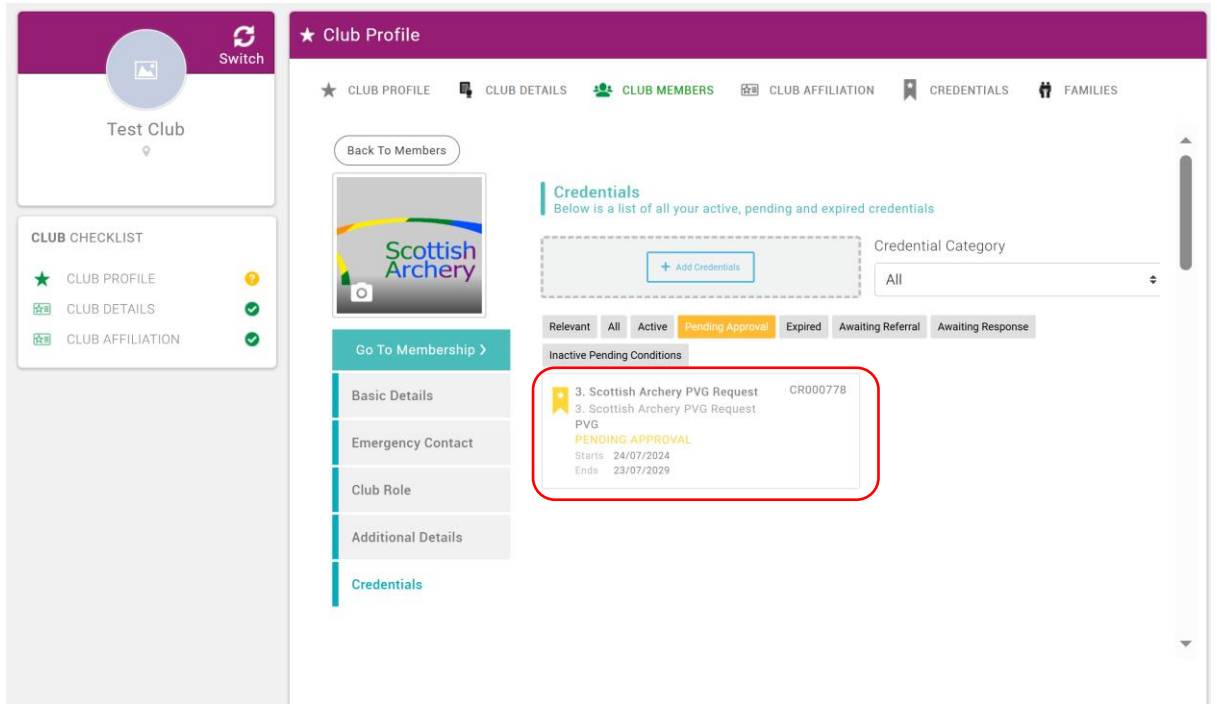
PVG ID Check

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

- From adding this the credential who you have uploaded the credential for and Scottish Archery (SA) Admin (cc'd) should receive automatic email (please check spam/junk folders)
- You should see the '3. Scottish Archery PVG Request' with the status 'Pending Approval' (highlighted in red)



- Our SA Admin will check and either approve or contact the person if there are any issues at all that prevents the club/area from progressing with the process
- The PVG applicant will receive email confirmation of credential being approved and they can then move on to the final stage, Stage 5

Stage 5: Upload PVG Consent credential

- **Why:** This credential allows an individual to grant consent to Scottish Archery to conduct a PVG check. The individual is agreeing to allow Scottish Archery and their club/area to share their PVG data (the information released by Disclosure Scotland about them) 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
- **Who:** PVG Applicant completes this stage
- **What:** PVG Applicant upload, read and sign above credential
- **How:** See steps below

1. If required, please revisit following:

- **Stage 1:** Steps 1-6 to log back into JustGo and access Club Profile for your club
- **Stage 2:** Steps 2-5 to access My Profile and upload credential section

2. Click on '4. PVG Consent' credential (highlighted in red). If you are unable to find it, you can use the search bar

Select a credential type

Credential Category

All

pvg

4. PVG Consent

Protection of Vulnerable Groups (PVG) (National)

3. From here, please read all the information as part of the PVG Consent (use scroll bar to navigate). Expiry aligns to membership year (1st October-30th September)


Setup credential Save

4. PVG Consent

OVERVIEW

This credential allows an individual to grant consent to Scottish Archery to conduct a PVG check,

Start date

24/07/2024 

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.

4. In the last section (circled in red) please complete the fields below with name of PVG applicant, name of club(s) as well as ticking the 'I agree' statement, then click 'Save' at the top right of page (circled in red)

Setup credential Save

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) *

- From adding this credential, the person who has uploaded the credential and Scottish Archery (SA) Admin (cc'd) should receive automatic email (please check spam/junk folders)
- You should see the '4. PVG Consent' with the status 'Pending Approval' (highlighted in red)

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Credentials
Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category: All

Relevant All Active **Pending Approval** Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

| | | | |
|--|----------|--|----------|
| 3. Scottish Archery PVG Request 3. Scottish Archery PVG Request PVG PENDING APPROVAL Starts 24/07/2024 Ends 23/07/2029 | CR000778 | 4. PVG Consent 4. PVG Consent PVG PENDING APPROVAL Starts 24/07/2024 Ends 31/12/2199 | CR000779 |
|--|----------|--|----------|

- Our SA Admin will check and either approve or contact the person if there are any issues at all that prevents the person from progressing with the process
- The individual will receive email confirmation of credential being approved and that is all the necessary stages completed

What happens now?

Thanks for taking the time to complete this process – it is very much appreciated and supports Scottish Archery and Archery GB with ensuring the appropriate safeguarding procedures are in place

Scottish Archery complete a PVG Request which involves completing an online form through the Disclosure Scotland portal using above information.

The applicant should then receive an email (usually 7 days) to complete the PVG Scheme form (this needs to be completed within 14 days)

From here, we would recommend the CWPO to read pages 9-12 (The Suitability Decision Making Process) in the PVG and the 'Suitability Decision Making Procedures' as part of a Safer Recruitment process. You can view this [here](#).

If you have any further questions or queries please contact Jacqui Dunlop, Safeguarding & Operations Officer at admin@scottisharchery.org.uk

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