



SAFER RECRUITMENT AND PVG PROCESS UPDATE

MAY 2024

Clubs should have received information from Volunteer Scotland if they were a secondary organisation of Scottish Target Shooting. This relates to the way in which PVGs are processed on behalf of Clubs by Scottish Target Shooting and the changes which were required. We would like to provide an update on the process.

The way Scottish Target Shooting processes PVGs on behalf of affiliated clubs is changing. This resulted from a review by Disclosure Scotland with new advice provided to all governing bodies of sport and the wider volunteering sector.

Each Club is responsible for ensuring all persons over the age of 16 (paid or voluntary) who work with children (under 18) are suitable to do so and should follow the Scottish Target Shooting safe recruitment process.

Part of the safer recruitment process is ensuring that people who undertake regulated work with a protected group (eg children) within the club who require a PVG check have one.

It is an offence for clubs, under the Protection of Vulnerable Groups (Scotland) Act 2007, to employ someone who is barred from working with children whether in a paid or a voluntary capacity. The only way to find out whether an individual is listed or is being considered for listing, and therefore barred from working with children, is through a criminal records check.

Clubs will be responsible for carrying out the Safer Recruitment Process and Scottish Target Shooting will carry out a suitability Check which will be the PVG. Once both of these have been carried out, a Final Recruitment Decision will be made.

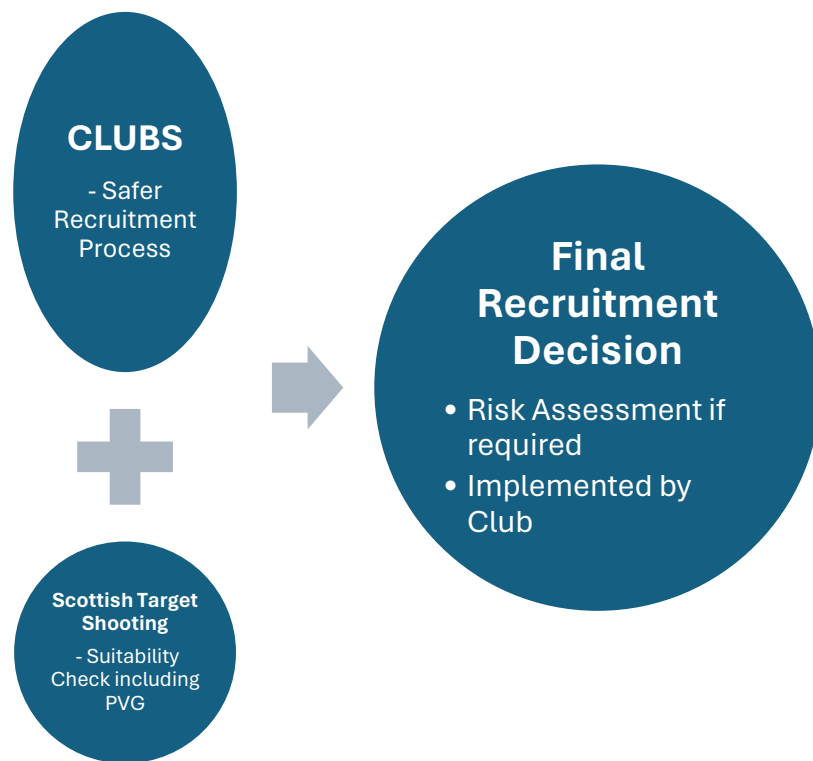
The regulated roles which Scottish Target Shooting have identified have not changed:

Children

- Coach
- Club Helper Working with Children
- Range Conducting Officer

Adults

- Coach
- Club Helper



PVG Processing

New Process from Scottish Target Shooting

- **Scottish Target Shooting – Registered as an Umbrella Body**
 - Responsible for Processing PVGs and managing the process
 - No longer using Volunteer Scotland (VSDS) – moved direct to Disclosure Scotland
 - Scottish Target Shooting must gain consent from members before processing a PVG
 - Scottish Target Shooting will contact member once PVG application received from Child Protection Officer. Consent must be given or the application ends at this point.
 - Advise clubs of suitability of applicant to carry out the role based on Disclosure information
 - Will update club if suitability changes e.g. through a listing or barring

PVG Processing – Changes for Clubs

- Secondary Organisation Contracts (SOC) no longer valid (with VSDS)
- Secondary Organisation Contracts Replaced by two contracts
 - Club PVG Processing Contract
 - CPO ID Checker Contract to submit and process PVG applications
- Club MUST inform Scottish Target Shooting if a member leaves a regulated role
- For ALL new members to a club in a regulated role:
 - Safer Recruitment Process applies
 - Child Protection Officer submits a PVG Request Form



- If a first time PVG within Scottish Target Shooting:
 - SS applies for consent to individual then submits to DS for processing
 - Faster PVG Application Process (provided member provides consent to SS quickly)
- Club can only appoint once Scottish Target Shooting confirms suitability

If Someone becomes Listed/Barred

- Scottish Target Shooting, as the Umbrella Body will be notified by Disclosure Scotland
- Scottish Target Shooting will inform club where member is registered in a regulated role
- Referrals Policy

Scottish Target Shooting are currently working on making this process dovetail with the JustGo system. This may take a few more weeks, however we will work with clubs on a rolling basis as PVG requests come in to ensure that the above procedures are followed.

As part of the contracts which are required to be in place, we will work with clubs to ensure that the templates are provided.