



Scottish Rugby PVG applications Applicant user guide

This guide is to support you when applying for a PVG check with Scottish Rugby through our Scottish Rugby Management System (SCRUMS).

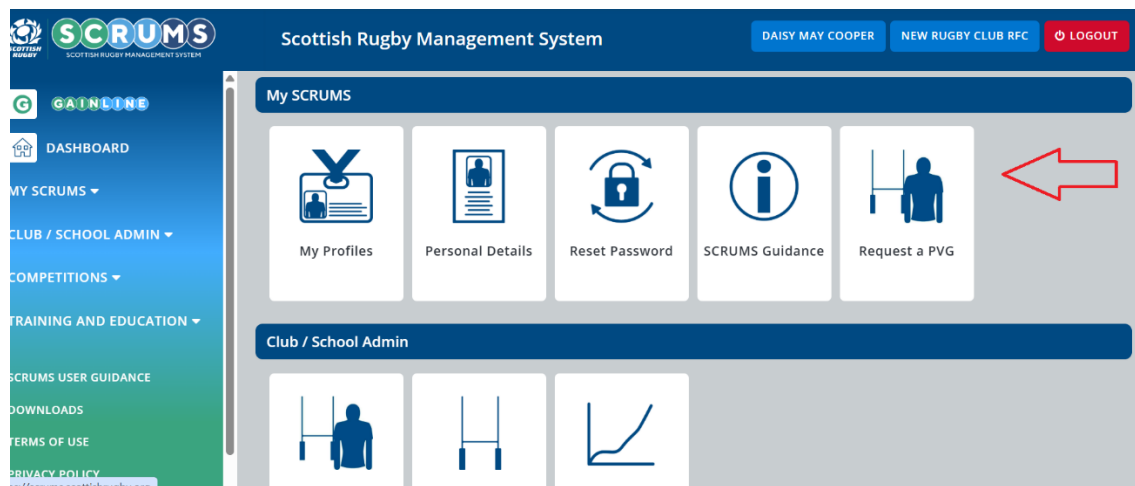
To first assess if a PVG is required for your role at your club please discuss this with your club Safeguarding officer who will be able to advise you on the role you should request.

Once you are sure of the role required, please follow the instructions provide.

If you need any further support, you can contact your club Safeguarding Officer in the first instance (where applicable) or reach out to us directly at safeguarding@sru.org.uk . If your query is SCRUMS related, please contact scrums@sru.org.uk

Step 1

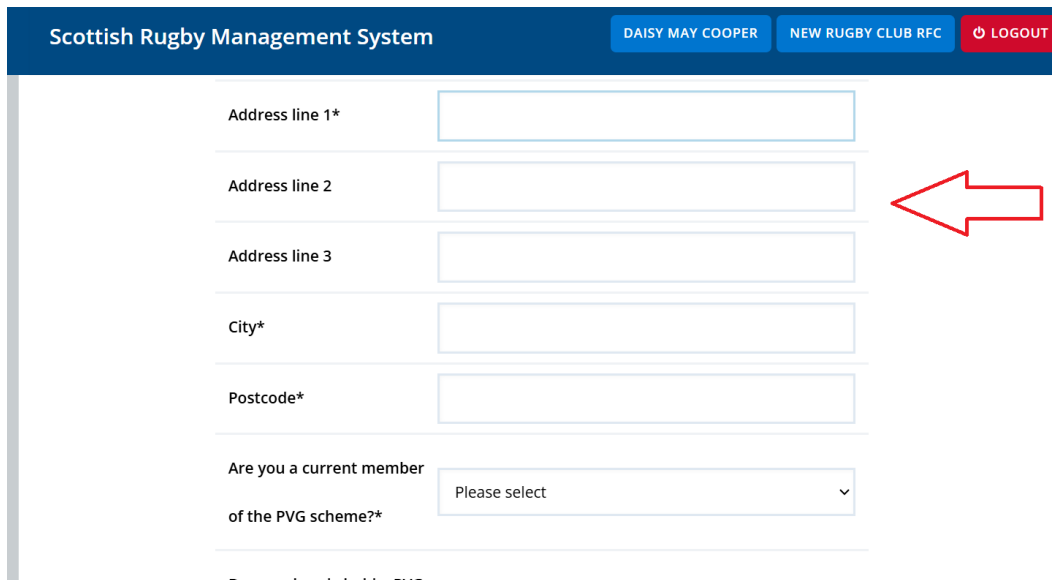
Log into SCRUMS and select **'Request a PVG'** . **If you are registered to more than one club, please make sure you have selected the correct club from the drop down on top right-hand side of screen(next to log out button) before proceeding. only one application should be active at any time. Please do not resubmit if there is an issue – contact the relevant source (contacts at bottom of guide) for support to resolve.**



Step 2- Your Date of Birth, email address and Name will be automatically prefilled based on the information that we hold in SCRUMS for you. If you notice any errors, or have used a nickname here, please make a request to SCRUMS for this to be updated to accurately reflect your full name, email and date of birth to avoid any delays with the PVG check processing.

Step 3

Enter your address details- please make sure this is your current address and there are no errors with spelling or postcode as these details will be verified later as part of the ID check process. Any errors discovered at that point will slow down the application process.



Scottish Rugby Management System

DAISY MAY COOPER NEW RUGBY CLUB RFC LOGOUT

Address line 1*

Address line 2

Address line 3

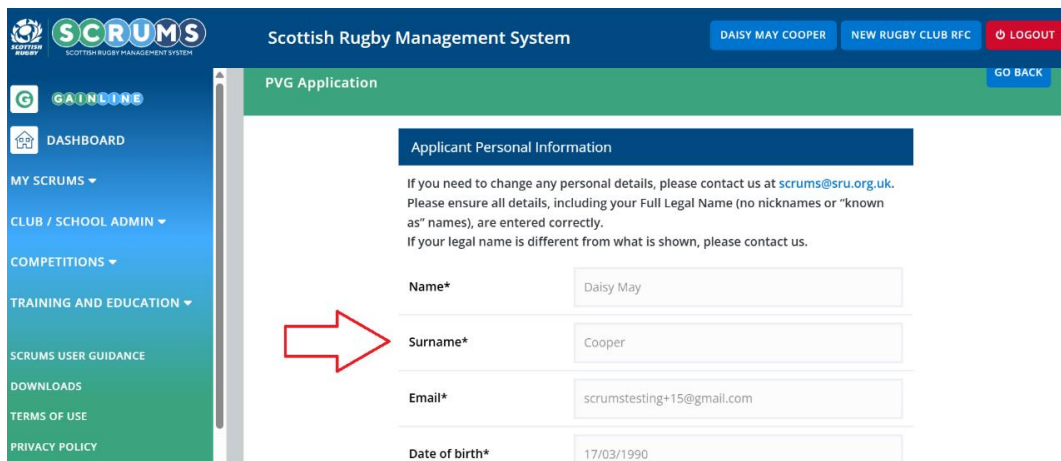
City*

Postcode*

Are you a current member of the PVG scheme?*

Step 4

Next, you will be asked if you are a member of the PVG scheme. Please select yes if you already have a PVG scheme membership – you may already have this through another paid or volunteering role out with Scottish Rugby. **If your membership is not for the group that you are applying to work with as part of your role with Scottish Rugby (i.e. if you are applying for a Youth Coach role and only have a protected adults scheme membership) please select ‘NO’ here.**



SCOTTISH RUGBY SCOTCH RUGBY MANAGEMENT SYSTEM

DAISY MAY COOPER NEW RUGBY CLUB RFC LOGOUT

GO BACK

PVG Application

Applicant Personal Information

If you need to change any personal details, please contact us at scrums@srug.org.uk. Please ensure all details, including your Full Legal Name (no nicknames or "known as" names), are entered correctly. If your legal name is different from what is shown, please contact us.

Name*

Surname*

Email*

Date of birth*



Postcode*

Are you a current member of the PVG scheme?*

Do you already hold a PVG through Scottish Rugby / rugby club that has been processed within the last 5 years*

Please choose club*

Please select

Please select

No

Yes



Step 5

Please advise if you have completed the PVG check process through **Scottish Rugby** within the last 5 years. This could have been through another club or a paid role with Scottish Ruby. **If you have had a PVG in the last 5 years but this was not through Scottish Ruby, please select 'NO' here.**

Postcode*

Are you a current member of the PVG scheme?*

Do you already hold a PVG through Scottish Rugby / rugby club that has been processed within the last 5 years*

Please choose club*

Please select

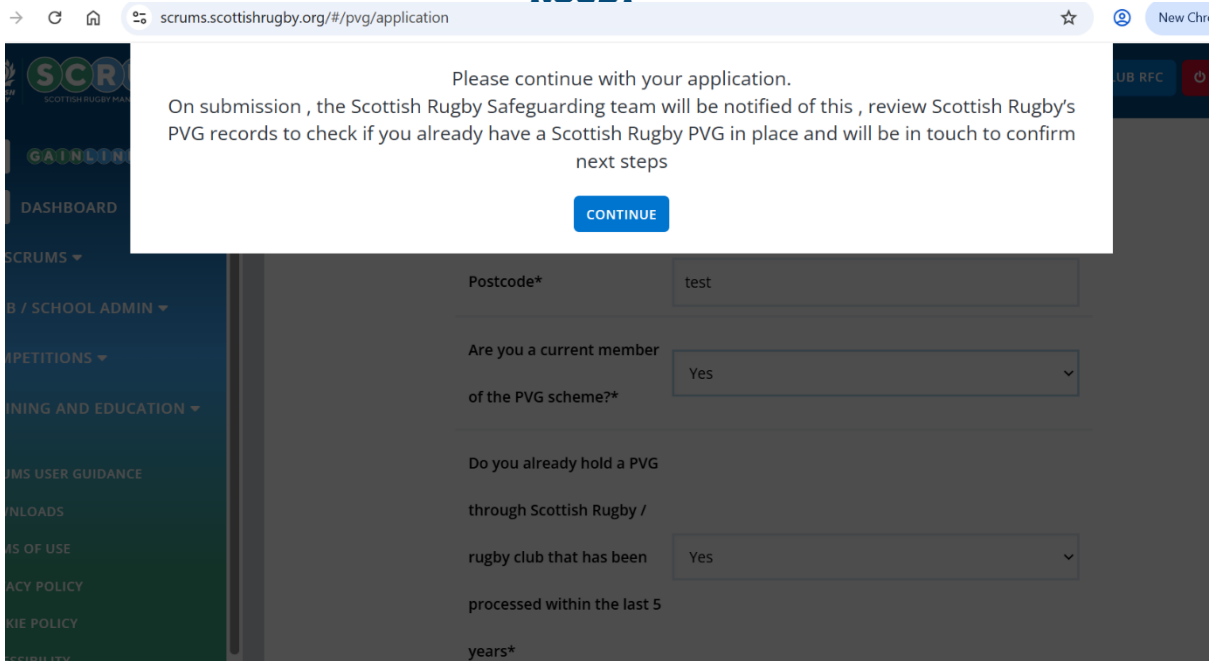
Please select

No

Yes

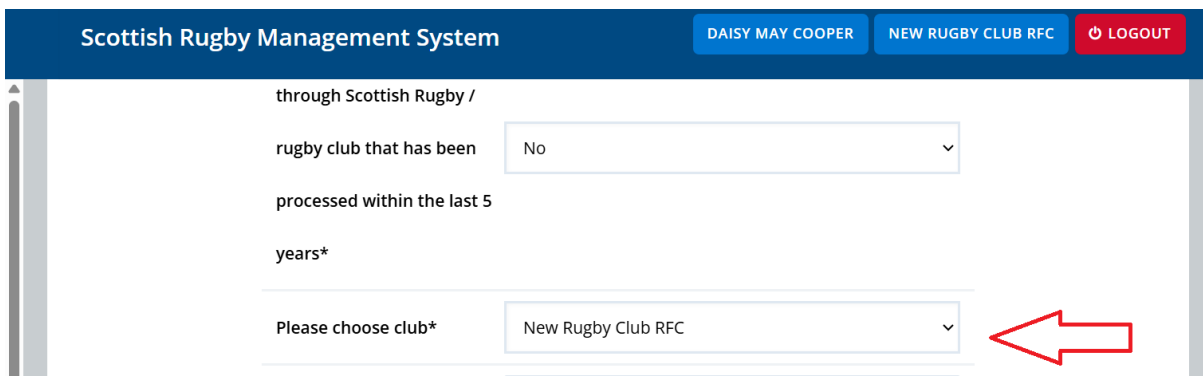


If you select **'YES'** here, you will be presented with a message advising that the Scottish Rugby Safeguarding team will be notified by email of this and will get back to your safeguarding officer with further instructions before your application is processed. You do not need to send an email- this will be sent automatically when you submit your application. Please click **'CONTINUE'** and complete your application



Step 6

Please let us know which Rugby club you will be supporting in your role from the drop-down options. The options that appear here will only be the clubs that you are registered with on SCRUMS.



Step 7

Next, you need to advise which role you will be undertaking with your club. Please be sure to select one of the prefilled options from the list that meet the regulated role criteria with Disclosure Scotland. Your club Safeguarding Officer, or one of our safeguarding team can advise further on this if you are unsure.



Which role are you applying for*

- Youth Rugby Coach
- Youth Rugby Referee Coach
- Safeguarding Officer
- Assistant Safeguarding Officer
- Youth Rugby Physio / Medic

To continue, please read and accept the PVG & Disclosures – Consent Form for Scottish Rugby Limited. [READ & ACCEPT](#)

Step 8

Please read and agree to the Scottish Rugby PVG and Disclosure Consent form. This outlines how we will use, process and share your data that is shared with us during the PVG application process. It also shares with you the following important links to consider:

- safeguarding@sru.org.uk
- <https://scottishrugby.org/clubs-and-schools/safeguarding-3>
- <https://www.mygov.scot/organisations/disclosure-scotland>

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.

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.
- 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:-
 - safeguarding@sru.org.uk
 - <https://scottishrugby.org/clubs-and-schools/safeguarding-3>
 - <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 Scottish Rugby that your ability to carry out a regulated role may be impacted.

[ACCEPT](#)

Step 9

Once you have filled all relevant fields and agreed to the consent [form](#), please scroll down to click **'submit application'**



rugby club that has been

processed within the last 5 years*

Please choose club*

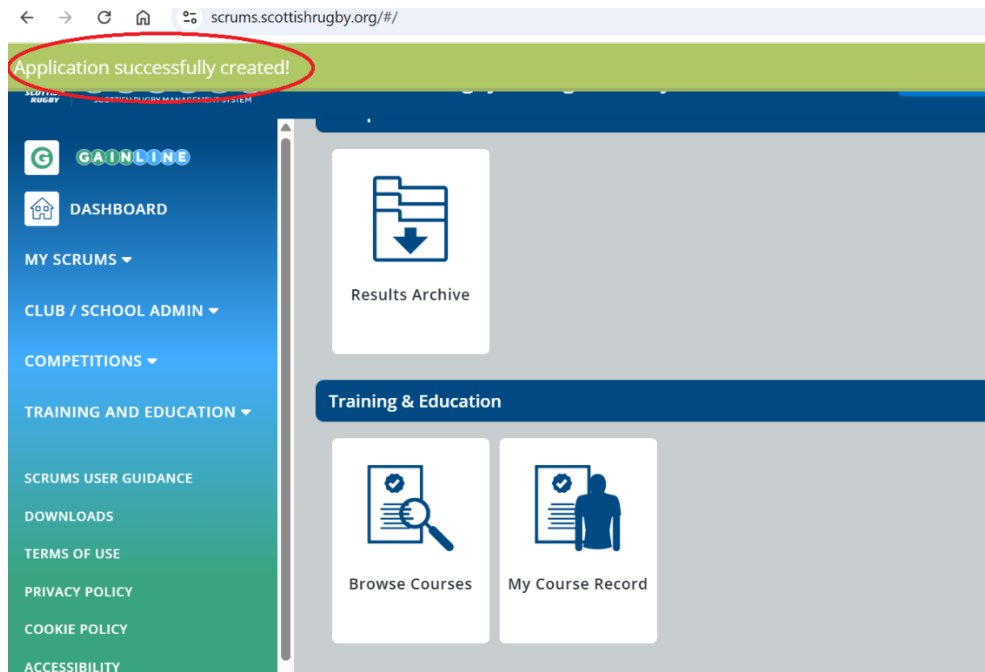
Which role are you applying for*

To continue, please read and accept the PVG & Disclosures – Consent Form for Scottish Rugby Limited.

[READ & ACCEPT](#)

[SUBMIT APPLICATION](#)

Once your application has been successfully submitted, you will see a message appear at the top left-hand corner of your screen to confirm this



Next Steps

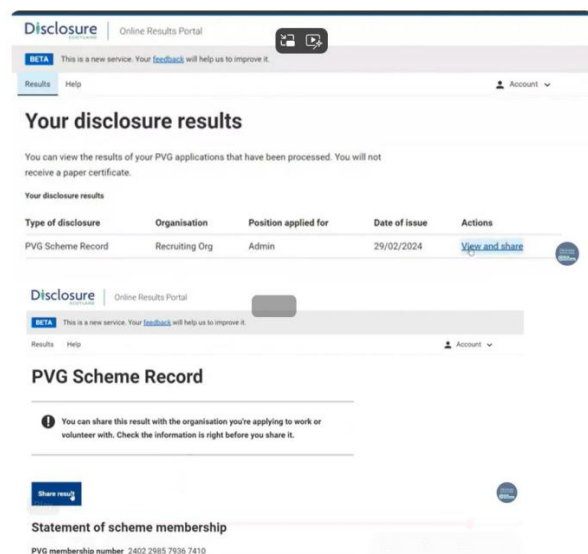
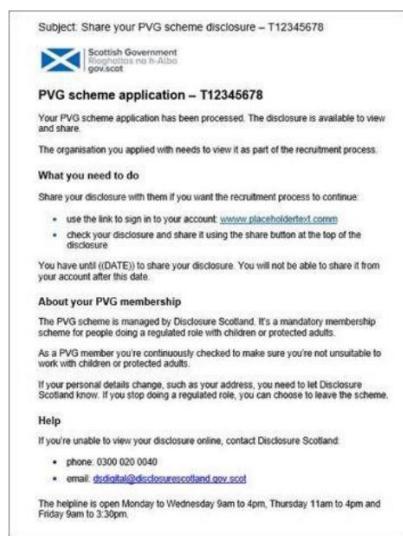
- **Step 1-** Your club Safeguarding officer will be in touch with you to arrange to conduct an ID check to confirm your identity. Please be prepared to provide them with 3 forms of ID from the list of Experian accepted ID (Your safeguarding officer can provide this) . If



incorrect ID is submitted at this point, Experian will reject your ID further along the process and you will have to resubmit this directly to Experian.

- **Step 2-** You will receive a welcome email from Experian who will manage the application process on behalf of Scottish Rugby. They will first invite you to access the platform to complete your application. They will also reach out if they require any further information such as additional ID. **Your application will remain open for 28 days and will be automatically cancelled if not completed within this time.**
- **Step 3 –** You will receive a link directly from Disclosure Scotland requesting further information to complete your application. You will have 14 days (upon receiving the link) to complete the application. You will receive a reminder from Disclosure Scotland on days 9 and 12 of the 14 days to complete form. These emails may go to spam/junk folders so please make sure you check these folders regularly. If you do not receive or complete the link, it will expire on the 14th day.
- **Step 4-** When your results are available you will receive an email directly from Disclosure Scotland requesting that you share your results with Scottish Rugby (via Experian). You have 14 days to do so before the link expires, or the application will be cancelled.

Disclosure Scotland – prompts to share results



- **Step 5-** Scottish Rugby will review your PVG results in line with Scottish Rugby's PVG suitability process. They may reach out to you directly if any vetting information appears on your PVG certificate to discuss this further. Once Scottish Rugby have verified your results, the status of your application will be updated on SCRUMS and you can begin your role.
- **We know that life can be busy, but please kindly respond to any correspondence sent to you directly by Experian or Disclosure Scotland in a timely manner wherever**



possible as links are time sensitive and failure to respond will result in the application having to be resubmitted.

- **Experian support**- If you have any queries about the processing of your application, you can contact Experian Customer Support Team via **Live Chat**, accessed via your portal, or by phone on **0333 00 00 237** quoting your application reference. Note this must be the applicant that does this- they will not give your safeguarding officer information directly on applications for GDPR purposes.