



Disclosure Services



FootGolf Association of Scotland is a registered Charity in Scotland, number SC050749.

FootGolf Association of Scotland is recognised by Federation for International FootGolf (FIFG) as the governing body for the sport in Scotland

Disclosure Services

A Protection of Vulnerable Groups (PVG) check is a legal requirement for any individual who runs or supervises activities for vulnerable adults or children.

FootGolf Association of Scotland offer disclosure services to carry out PVG checks for club members and will provide a decision to the affiliated club on suitability of the applicant undertaking work with vulnerable groups.

Accessing Disclosure Services

All affiliated clubs automatically qualify for disclosure services upon confirmation of affiliation to the association.

To access this service clubs are required to propose a nominated person who will be responsible for requesting PVG checks and receiving the feedback from the association on the decision which has been made on suitability for working with vulnerable groups.

To propose a nominated person, a form should be submitted to the Association Secretary.

Requesting PVG Checks

When requesting a PVG, clubs should provide to the applicant a 'PVG Request Form' (also available on the website for download) and have this completed.

After completion by the applicant, the Nominated Person should then complete their details and give description of the what the applicant will be doing in relation to regulatory work.

The description provided will be used to determine the suitability of the applicant for the role based on any convictions reported as part of the PVG check.

Once completed, the form should then be submitted to the Association Secretary by email (secretary@scotlandfootgolf.com) to request the PVG check along with 3 forms of ID for the applicant.

Data Protection

FootGolf Association has strict data protection, confidentiality and sharing of information policies which are relevant to PVG checks.

All information provided in relation to checks are used solely for this purpose and accessed only by the Volunteer Scotland Disclosure Services signatories.

In the club, all personal details must be treated in accordance with the clubs own data protection policy.

Clubs will not automatically be provided information recorded on the PVG check, but may in accordance with the FootGolf Association of Scotland 'PVG Consent to Share' Policy be provided with details of convictions if these are deemed relevant to decision made in relation to working with vulnerable groups, or if more information is required to be able to make decision on this.

From the association to the club, once the PVG check is complete, as standard the club will only be provided the decision made about suitability of undertaking the regulated work, unless further information is needed or discussion relating to undertaking the work.

Regulatory Work Referrals

When an individual is removed from a regulatory work position under certain circumstances this needs to be reported to the Protection Unit at Disclosure Services, this is called 'Making a Referral'.

This needs to be done if 2 conditions are met:

Condition 1 – A person has been permanently removed/removed themselves from regulated work

Condition 2 – At least 1 of the following 5 grounds apply:

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

If both these conditions are met then the Association Secretary must be informed as early as possible so that Disclosure Scotland can be notified.

Legally, Disclosure Scotland must be notified within 3 months of the incident so it is important to notify FootGolf Association of Scotland as early as possible so they can advise and support any investigation and report if required.

More information on this can be found in the FootGolf Association of Scotland 'Regulatory Work Referrals Policy'

Further Information

If you have any questions, or would like to know more about FootGolf Association of Scotland Disclosure Services, please contact the Association Secretary, secretary@scotlandfootgolf.com