



Your Clubs Responsibility to Safeguarding

Clubs have a duty of care to the children that attend their clubs. As part of the commitment to Child Wellbeing & Protection, all Scottish Volleyball affiliated clubs must ensure that all individuals volunteering or employed at their clubs who are undertaking regulated work are PVG checked (Please see below PVG Process). To process the PVG checks clubs can either use Scottish Volleyball as their Intermediary Body, or they must confirm to Scottish Volleyball that they are using another organisation.

As with any Child Wellbeing & Protection policies and procedures, these need to be actively implemented within your club and not just written down on paper. All club members and participants must be aware of who to contact if they have a concern about a child and children need to know who to talk to if they have a concern or issue.

4 Steps to ensure your club is protecting the Members Under the Age of 18

1. Ensure your Child Protection / Safeguarding Policy is up to date.
2. Use Scottish Volleyball as Intermediary Body for PVGs (process outlined below) or confirm you are using another organisation
3. Appoint a Child Wellbeing & Protection Officer via [SVA Azolve Database](#) who will complete relevant training
4. Ensure Child Wellbeing & Protection policies and procedures are known to members and fully embedded within your club

Child Protection Policy / Safeguarding Policy

Scottish Volleyball can help you complete your policies as each club will be different. We have template policies available on request.

Child Wellbeing & Protection Training

The Club needs to appoint an individual as a Child Wellbeing & Protection Officer who will be responsible for the PVG process. In order to do this the individual needs to attend two **sportscotland** & Children First courses:

1. Child Wellbeing and Protection in Sport

You must complete 2 Modules:

Module 1 – Pre-Course (Approx. 15-20 minutes)

Module 2 – Face to Face or Virtual Course (3 Hours)

2. Child Wellbeing & Protection Officer

Face to Face or Virtual Course (3 Hours)



Clubs/members must upload their certification to the [SVA Azolve Database](#) under their Club/Membership profile.

PVG Procedure for Clubs

Scottish Volleyball can support and advise affiliated clubs with the PVG process and act as Intermediary Body between clubs and Volunteer Scotland. This includes making sure the correct individuals are PVG checked, that each club has a trained Child Wellbeing & Protection Officer and that the correct Child Wellbeing & Protection and Data Protection policies are in place. Scottish Volleyball also manages the secure handling of PVG certificates, so clubs do not have to.

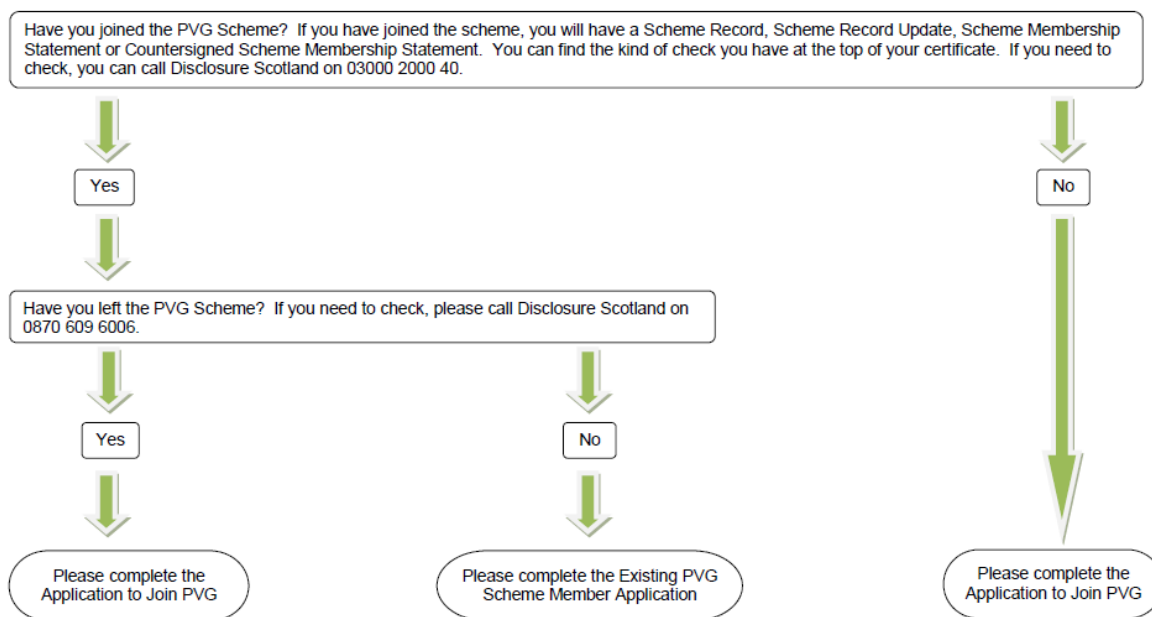
Please Note: PVG procedures are for clubs working with children and vulnerable adults.

Key information for Clubs on how to use Scottish Volleyball as Intermediary Body

The documents below give more information on using Scottish Volleyball as an Intermediary Body and the PVG process. The letter to clubs / groups explains the process and details what the subsequent documents are.



What Form Do I Need?



For more information on the PVG process for clubs, please contact any of our Development Officers below:

[Child Wellbeing & Protection Officer](#)

[Regional Development Officer – East](#)

[Regional Development Officer – West](#)

[Coaches & Clubs Officer](#)

SVA Other Contacts:

[President](#)

[Chief Executive Officer](#)

[Office Manager](#)

Office Phone Number – 0131 556 4633

Scottish Volleyball Association

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