

### **New Legislation**

It has today been announced by the Scottish Government's Children Minister Andy Ingram that the new Protection of Vulnerable Groups (PVG) legislation will go live as anticipated on 28 February 2011.

We have been informed that the IT system which caused the postponement of this new legislation in November is now fully functional and fit for purpose, and we simply await a supply of the new application forms to advise clubs how to make the smooth transition to the era of PVG.

We will provide a further dedicated bulletin to assist you during February, but in the mean time your Junior Committee can familiarize themselves with the new system by reading our previous bulletin on this subject.

- [November Club e-Bulletin](#)

### **We are in this Together**

It is pleasing that so many Scottish Golf Clubs have responded to the encouragement given to them to appoint a Child Protection Officer at their clubs. These appointments help give confidence to the parents of Junior Members, and demonstrate a credibility in the general governance of your club. One further step that you can take to help streamline the Child Protection process at your club is to appoint a Verifier.

Their role is to meet with any future Junior Committee volunteers to sign off their PVG Scheme Membership application/PVG existing member application (currently disclosure forms), and satisfy himself/herself that the person completing the form is the person in front of them by asking to see various items of identification. It is preferable that the Verifier is the current CPO. But it can be a member of your staff, such as the Club Secretary. By completing the verification process at your club, this greatly speeds up the process.

When the forms are completed they can be sent to me at the SGU Office, where the Child Protection team will check these for any obvious errors, before forwarding them to the authorities. The PVG Scheme Record information (formerly disclosure information) is communicated back to me in the first instance, and then communicated back to the verifier at your club, with a recommendation from us, whether that applicant is suitable to work in the post for which they have applied.

Whilst over 90% of checks reveal no previous convictions, the main benefit of using this service is that in the event of the forms containing relevant convictions, it is the duty of the Scottish Golf CP team and CP Panel to use their experience and expertise to investigate and consider these convictions and make a recommendation to you, rather than involve clubs in that potentially challenging process.

You can appoint a verifier at your club by completing the [Club Child Protection Verifier Form](#). Once the documentation has been read and the simple declaration completed, your new verifier will need to evidence their own identity to a representative from Scottish Golf. Our clubgolf Regional Managers are

best placed to do this, and are probably already familiar to your Junior Committee. They are happy to arrange a visit to the club to coincide with their regular duties, and help us streamline this necessary process to help keep children safe in our care. Contact details of your local clubgolf Regional Manager can be found on the [clubgolf website](#).

### **Becoming a Child Protection Verifier - Step by Step guide**

1. Complete the Enhanced Disclosure Application Form
2. Read the Disclosure Scotland [Code of Practice](#) and [Explanatory Guide on the Code of Practice](#) documents
3. Complete the [Verifier Form](#)
4. Get your completed Enhanced Disclosure Application Form signed by your [local clubgolf Regional Manager](#)
5. Send both your completed Verifier Form and Enhanced Disclosure Application Form to:

Child and Adult Protection  
Scottish Golf Union  
The Duke's  
St Andrews  
KY16 8NX

6. Await confirmation of your Verifier Number

All of the documents that feature within this update can be found on the SGU website (see link below) If you have any queries about this or any other child protection matter, please do not hesitate to let me know.

Kevin Fish  
SGU/SLGA Child Protection Officer  
Tel: 01334 466494 / 07884 313409  
Email: [k.fish@scottishgolf.org](mailto:k.fish@scottishgolf.org)  
Web: [www.scottishgolf.org/go/club-services/child-and-adult-protection](http://www.scottishgolf.org/go/club-services/child-and-adult-protection)