



Guidance Notes for CPOs/Verifiers – Handling PVG Scheme Applications

IMPORTANT PLEASE READ

When checking application forms use 'GUIDANCE NOTES FOR APPLICANTS – COMPLETING YOUR PVG Scheme APPLICATION' to ensure the correct sections are completed.

Complete **PART E** with the Applicant:

PART E (Green Page)

- E1** Cross "No"
E2 Cross "No"
E3 Insert your **CLUB NAME**
E5 Insert **CHILDCARE** followed by the volunteer's specific role i.e. CHILDCARE VOLUNTEER COACH
- E7 - E14** **LEAVE BLANK** (CRBS complete this part as the registered body)
- E15** Cross "Yes"
E16 Insert **CLUB NAME**
- F1 – F2** **LEAVE BLANK** (CRBS complete this part as the registered body)
- G1 – G17** **LEAVE BLANK**
- H1 – H2** **LEAVE BLANK**

Please use the cover sheet that I have enclosed for you. Extra copies can be found on our website with the Club Services - Child & Adult Protection

You are to complete one cover sheet per batch of forms completed.

- **Enter your name at Verifier's Name (please contact the SGU should you not have as yet)**
- **Enter your Verifier's Code (please contact the SGU should you not have as yet)**
- **Sign at Verifier's Signature**
- **Date at Signature date**

Return the forms to: **Private and Confidential**

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

Should you have any questions about the PVG Scheme Application process or completing the forms please contact the Scottish Golf Union on 01334 466493.