



## PVG APPLICATIONS USER GUIDE

This guide will support users when applying for a PVG check with Scottish Rugby through **SCRUMS**, the Scottish Rugby User Management System.

### IS A PVG REQUIRED?

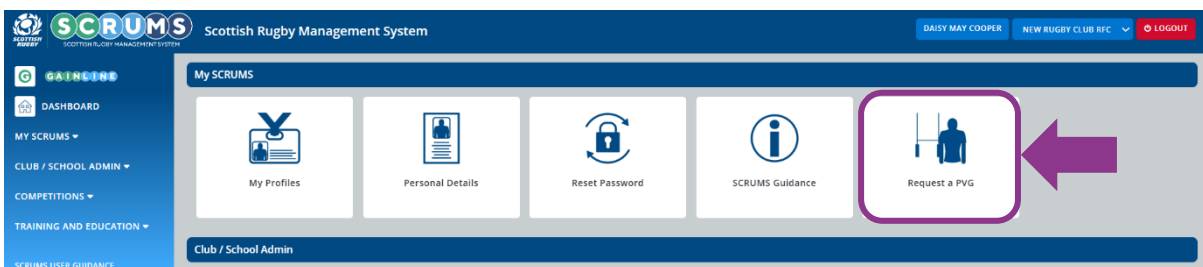
To first assess if a PVG is required for your role at your club please discuss this with your club **Safeguarding Officer** who will be able to advise you on the role you should request.

Once you are sure of the role required, please follow the instructions provided in this guide.

**PLEASE NOTE:** 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](mailto:safeguarding@sru.org.uk). If your query is **SCRUMS** related, please contact [scrums@sru.org.uk](mailto:scrums@sru.org.uk)

### STEP 1

Log into **SCRUMS** and select the **Request a PVG** tile. This can be found under the **My SCRUMS** section, from both the **Main Menu Side Bar** and **Dashboard**.



**PLEASE NOTE:** If you are registered to more than one club, please make sure you have selected the correct club from the **Club Dropdown** before proceeding.

The **Club Dropdown** can be found on the top right-hand side of the screen, as highlighted. If you have not selected the correct club, then the **Request PVG** button may not appear on your dashboard.

**Only one application should be active at any time.** Please do not resubmit if there is an issue. Contact the relevant source [HERE](#) for support.



## STEP 2

This will open the PVG Application form. Your **Full Name**, **Date of Birth** and **Email Address** will be automatically populated based on the information that we hold in **SCRUMS** for you.

Before submitting an application, you must accurately reflect your full name, email address and date of birth to avoid any delays with the PVG check processing.

If you notice any errors, or have used a nickname here, please contact [scrums@sru.org.uk](mailto:scrums@sru.org.uk) and request an update to this information.

The screenshot shows the 'PVG Application' form in the SCRUMS system. The header includes the Scottish Rugby logo, 'SCRUMS' logo, and 'Scottish Rugby Management System'. The user is logged in as 'DAISY MAY COOPER' and is associated with 'NEW RUGBY CLUB RFC'. A 'LOGOUT' button is visible. The left sidebar contains navigation options: GAINING, DASHBOARD, MY SCRUMS, CLUB / SCHOOL ADMIN, COMPETITIONS, TRAINING AND EDUCATION, SCRUMS USER GUIDANCE, DOWNLOADS, TERMS OF USE, PRIVACY POLICY, COOKIE POLICY, and ACCESSIBILITY. The main content area is titled 'PVG Application' and contains a 'GO BACK' button. Below this is a section for 'Applicant Personal Information' with a warning: 'If you need to change any personal details, please contact us at scrums@sru.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.' The form fields are: Name\* (Daisy May), Surname\* (Cooper), Email\* (empty), and Date of birth\* (17/03/1990).

## STEP 3

You will then be asked to 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.

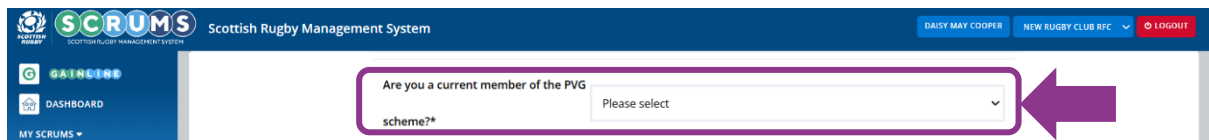
Any errors discovered during the ID check process will slow down the application process.

The screenshot shows the 'PVG Application' form in the SCRUMS system, focusing on the address details section. The header and sidebar are the same as in the previous screenshot. The main content area is titled 'PVG Application' and contains a 'GO BACK' button. Below this are five input fields: Address line 1\*, Address line 2, Address line 3, City\*, and Postcode\*.

## 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 for the group that you are applying to work with – you may already have this through another paid or volunteering role out with Scottish Rugby.

**PLEASE NOTE:** 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 adult's scheme membership) please select **'No'** here.



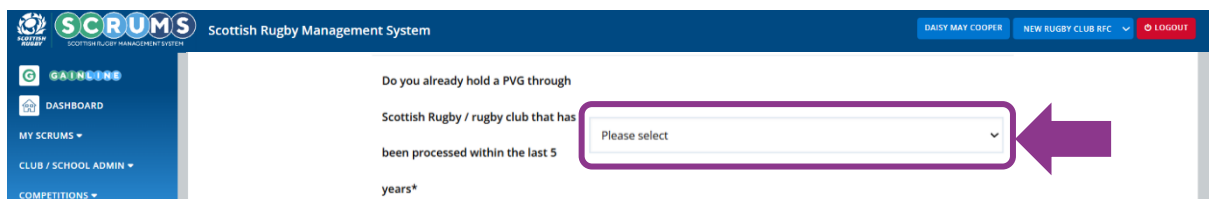
Are you a current member of the PVG scheme?\*

Please select

## 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 Rugby.

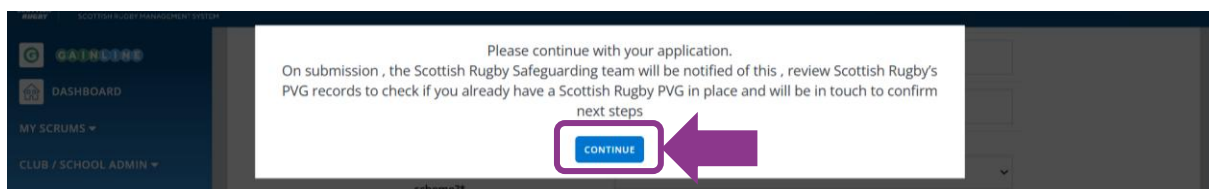
**PLEASE NOTE:** If you have had a PVG in the **last 5 years** but this was *not through Scottish Rugby*, please select **'No'** here.



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

Please select

If you selected **'YES'** here, you will be presented with a pop-up message advising that the Scottish Rugby Safeguarding team will be notified of this response and will get back to your **Safeguarding Officer** with further instructions before your application is processed.



Please continue with your application.

On submission, the Scottish Rugby Safeguarding team will be notified of this, review Scottish Rugby's PVG records to check if you already have a Scottish Rugby PVG in place and will be in touch to confirm next steps

CONTINUE

No other action is required for notification.. Click **'CONTINUE'** to continue your application.



## STEP 6

Please choose 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 currently registered with on **SCRUMS**.

SCRUMS Scottish Rugby Management System

DAISY MAY COOPER NEW RUGBY CLUB RFC LOGOUT

GAINTREES DASHBOARD MY SCRUMS CLUB / SCHOOL ADMIN

Please choose club\* New Rugby Club RFC

Which role are you applying for\* Please select

## 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.

SCRUMS Scottish Rugby Management System

DAISY MAY COOPER NEW RUGBY CLUB RFC LOGOUT

GAINTREES DASHBOARD MY SCRUMS CLUB / SCHOOL ADMIN

Please choose club\* New Rugby Club RFC

Which role are you applying for\* Please select

## STEP 8

Finally, please read and agree to the Scottish Rugby PVG and Disclosure Consent form by clicking the **READ & ACCEPT** button. This action opens a pop-up which outlines how we will use, process and share your data that is shared with us during the PVG application process.

SCRUMS Scottish Rugby Management System

DAISY MAY COOPER NEW RUGBY CLUB RFC LOGOUT

GAINTREES DASHBOARD

To continue, please read and accept the P... & Disclosure Consents Form for Scottish Rugby Limited.

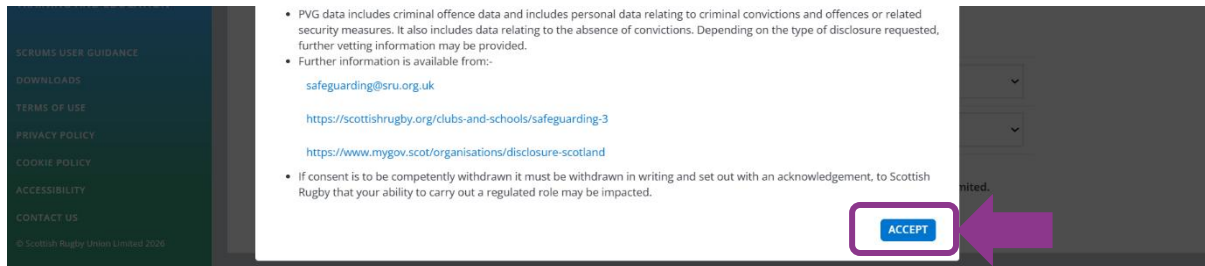
READ & ACCEPT



It also shares with you the following important links to consider:

1. Safeguarding Team email address: [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)
2. A link to the Scottish Rugby Safeguarding webpage:  
<https://scottishrugby.org/clubs-and-schools/safeguarding-3>
3. A link to the **Disclosure Scotland** webpage:  
<https://www.mygov.scot/organisations/disclosure-scotland>

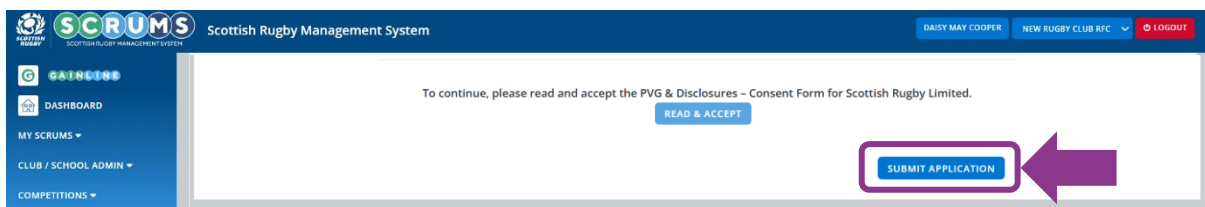
Click **ACCEPT** if you agree and to continue.



## STEP 9

Once you have filled out all relevant fields and have read and accepted the consent form, please click **'SUBMIT APPLICATION'** to submit your application.

Once your application has been successfully submitted, a green banner will briefly appear at the top of your screen to confirm this.



For any further guidance please contact [scrums@sru.org.uk](mailto:scrums@sru.org.uk)



## PVG APPLICATIONS – NEXT STEPS

### STEP 1

Your club **Safeguarding Officer** will be in touch with you to arrange a time to conduct an ID check, this is to confirm your identity.

Please be prepared to provide them with 3 forms of ID from the list of **Experian accepted IDs**. Your **Safeguarding Officer** can provide this list if required.

**PLEASE NOTE:** 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.

**PLEASE NOTE:** 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.

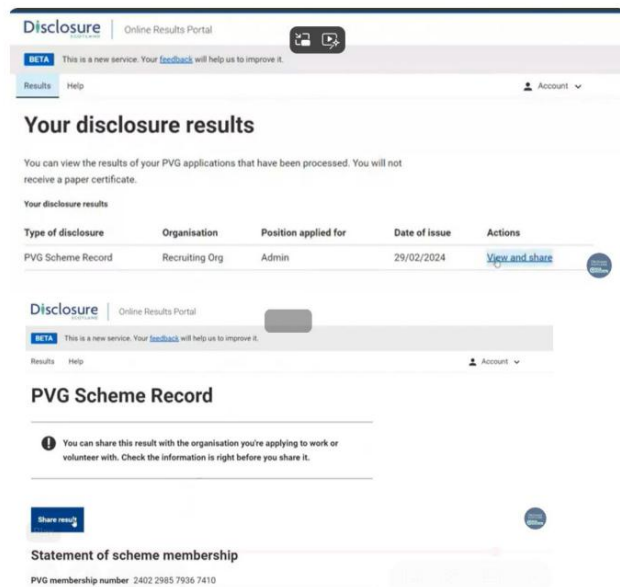
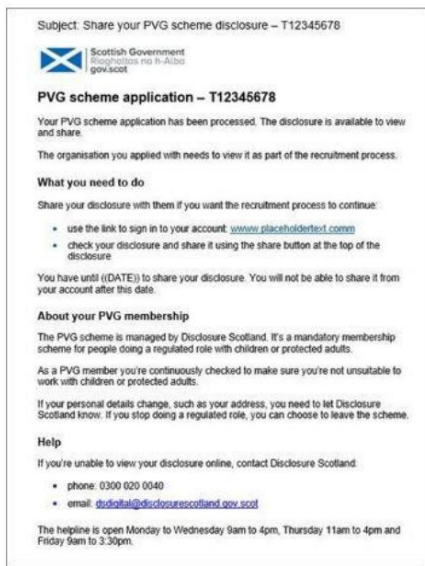
You will have **14 days** upon receiving the link to complete the application.

**PLEASE NOTE:** You will receive a reminder E-mail from **Disclosure Scotland** on **days 9 and 12** 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.



## 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 updated on **SCRUMS** and you can begin your role.

**PLEASE NOTE:** 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:

1. Contact **Experian** Customer Support Team via the **Live Chat**, accessed via your portal
2. Contact **Experian** by phone on **0333 000 0237** quoting your application reference.

**PLEASE NOTE:** It must be the applicant that does this - they will not give your **Safeguarding Officer** information directly on applications for GDPR purposes.