



PVG Application

Step-by-step guide for volunteers

Before you start

You need a MyCOMET account and to have completed all three courses: Children's Wellbeing, Mental Health and Self Declaration. If you haven't done these yet, follow the SFA COMET Registration guide first.

1. Sign and return the form

The club will email you a pre-filled form. Sign it and email it back to the club at strathendrickfc@outlook.com.

2. Create a ScotAccount

You need a ScotAccount to complete the Disclosure Scotland form later. If you already have one, skip this step.

- **Create one here**
<https://www.mygov.scot/scotaccount>

3. Apply for PVG in MyCOMET

1. Log in to MyCOMET and go to **Events**
2. Choose **PVG (Children)** (<https://www.scottishfacomet.co.uk/mycomet/private/seminars/53103716>)
3. For the position applied for, enter **team helper, coach**
4. Submit the application. Your status will show as **Submitted**

4. Wait for the club to process it

Once the club has processed your application:

- You'll get an email from COMET confirming it, and your status will change to **Confirmed**
- At the same time, you'll get a link from **Disclosure Scotland**

Let Andy Roger know when you receive the email from Disclosure Scotland.

5. Complete the Disclosure Scotland form

Log in with your ScotAccount and complete the online form using the Disclosure Scotland link.

You have 14 days to complete it. If the link expires, you'll need to start the whole process again.