



## **Personnel Procedure**

Employed coaches or volunteers working in direct contact with Gymnasts must follow this procedure.

1. Complete PVG or PVG update form; Self Declaration form; and for coaches: Coaching Starter Check List and their contract.
2. Attend Safeguarding course with Scottish Gymnastics.
3. Every 3 years complete a PVG update and attend the next level Safeguarding course with Scottish Gymnastics. Notification will be given on British Gymnastics ' GymNet Database 3months prior to the expiry.

NB – Points 1 and 2 must be completed prior to any coaching/volunteering with the gymnasts.