



Your Responsibilities When You Join the PVG Scheme

Thank you for volunteering to work with children and protected adults in your congregation. This is a note of your responsibilities when you join the PVG Scheme. Please read and keep this document for your reference.

What you need to do if you:

- **Permanently stop working** with children or protected adults in the Church of Scotland – you must advise Disclosure Scotland. Otherwise the Safeguarding Service may receive information about you that it is not entitled to have. Disclosure Scotland contact details: DSupdate@disclosurescotland.gsi.gov.uk; 0300 020 0040; Disclosure Scotland, PO Box 250, Glasgow, G51 1YU.
- **Change your name** or if you are issued with a full **gender recognition certificate** under section 4 of the Gender Recognition Act 2004 (c.7) – you must tell Disclosure Scotland within 3 months. If you don't tell Disclosure Scotland about these changes you are committing a criminal offence.
- **Are at any time under 'consideration for listing'** by Disclosure Scotland. This means consideration for barring from work with children and protected adults. You must share this information with your Safeguarding Coordinator. Disclosure Scotland will advise you and the Safeguarding Service about this. We will manage that information sensitively and confidentially.

If you are barred from regulated work or are under formal consideration for listing, you must tell Disclosure Scotland within 1 month if you change your:

- Name
- Address
- Gender

If you don't tell Disclosure Scotland about these changes you are committing a criminal offence.

Please note this document should be retained by the applicant.