

Registration Form for Safeguarding Coordinator

This form should be completed in full as soon as a Safeguarding Coordinator is appointed by your Kirk Session. The form should be completed by the Session Clerk and the new Safeguarding Coordinator and then sent to the Safeguarding Service. Please remember to notify the Safeguarding Service if any of your contact details change.

Section to be completed by the Session Clerk

Congregation:

Congregation No.:

Presbytery:

Name of New Safeguarding Coordinator:

Title: (Mr/ Mrs/ Ms/ Dr/ Prof/ Rev/ Other)

Date of appointment by Kirk Session:
(Pending attendance at training and PVG clearance)

This is to confirm that the above worker has been recruited, as per the Safeguarding Act, and the following completed:

- An application form
- Two references
- Interview

Session Clerk's Signature: Date:

Section to be completed by the new Safeguarding Coordinator

As part of your role of Safeguarding Coordinator we wish to include your contact details on the office-bearers data base, the "CIS", held in the Church Offices at 121 George Street, Edinburgh.

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation through presbytery is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>

The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the administration of the role you have applied for and will only keep the data for as long as required for that purpose. The full Privacy Notice the Church of Scotland is available on our website. Please visit the website for details.

Should you have any questions concerning the use of this information please contact the Safeguarding Service.

We are committed to protecting your privacy and safeguarding your personal data. The information which you provide to us will be held and processed to enable the Safeguarding department and the various Councils, Committees and Departments based in the Church Offices at 121 George Street, Edinburgh and any connected offices, such as the Priority Areas Office in Glasgow, and Presbytery, to communicate with you, for administration purposes, church business and other related matters. We will only keep the data for as long as necessary.

If you agree to the information being used in this way and for us to update it when we are informed of any change of your personal details or on you taking up another church role, then please complete and submit the form below.

We will not pass your details to any third party without your agreement. However, if you are happy for your information to be shared with other Christian organisations, such as Christian Aid, to enable them to contact you in connection with their work, please in addition tick the box at the foot of the form.

Please complete the following details:

Full Name:

Contact Address, including post code:

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Telephone No. (Day): (Evening):

E-mail:

Have you attended a full day Safeguarding Coordinator’s training course authorised by the Safeguarding Service?

Yes No Date Attended:

If the answer to the above is No, are you planning to attend such a course in the next few months? (Please note attendance is mandatory for this post).

Yes No

Are you currently a member of the PVG scheme?

Yes No

Other Voluntary / Paid Regulated Work

If you are undertaking any other voluntary / paid regulated work within the Church of Scotland, e.g. Congregational Children’s Worker, please complete the section below.

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We will never pass on your personal information to a third party for commercial purposes. However, we may occasionally pass your data on to other Christian organisations that we think may be of interest you, such as Christian Aid, so that they may contact you directly. Please tick the box if you agree to this and would like to hear from such organisations.

You may pass my data onto other Christian organisations

Signature: Date:

Please return this form to: Safeguarding Service, The Church of Scotland, 121 George Street, Edinburgh, EH2 4YN or email safeguarding@churchofscotland.org.uk

Safeguarding Service Only:			
Presbytery Contact Notified	<input type="checkbox"/>	Date	<input type="checkbox"/>
		Initial	<input type="checkbox"/>
			Copy to IT