



Retiral Form for Safeguarding Coordinator

This form should be completed in full as soon as a Safeguarding Coordinator retires. Please ensure that there are no outstanding PVG clearances before completing this form.

Section to be completed by the Safeguarding Coordinator

Congregation:

Presbytery:

Safeguarding Coordinator:

Safeguarding Coordinator signature:

Other Voluntary / Paid Regulated Work

Are you undertaking any other voluntary / paid regulated work within the Church of Scotland?

Yes No

If the answer to the above is yes, please list the position(s) below.
If you are retiring from your role of Safeguarding Coordinator please also tick whether you are still active or retiring from these roles as well.

..... Active Retired

..... Active Retired

..... Active Retired

Please note that when you permanently stop working with children or protected adults in the Church of Scotland you must advise Disclosure Scotland by email: dsupdate@disclosurescotland.gsi.gov.uk or Telephone 0300 020 0040. Please also inform the Church of Scotland Safeguarding Service.

Section to be completed by the Session Clerk

Retiral Date:

Session Clerk's 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="text"/>	Date	<input type="text"/>
			Initial

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 cessation of the role undertaken. 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.