



**CONFIDENTIAL**

**Reference Request for a prospective Safeguarding Trainer**

This form should be completed when someone is interested in becoming a Safeguarding Trainer for the Church of Scotland Safeguarding Service.

Name of Applicant: .....

Position Applied for: SAFEGUARDING TRAINER

As an organisation committed to the welfare and protection of all persons within the family of the church we are anxious to know if you have any reason at all to be concerned about this applicant being involved in issues which concern children, young people, or adults at risk

YES       NO  (Please tick)

If you have answered YES we will contact you separately and in confidence.

If you have answered NO and you are happy to complete this reference, please know that the information contained on the form will be treated in strict confidence.

1. How long have you known the applicant? .....

2. In what capacities? (i.e. friend, work colleague): .....

3. Are you aware if the applicant has any experience presenting training? If so, please provide details below.

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4. Are you aware if the applicant has any Safeguarding experience or of working with Vulnerable Groups? If so, please provide details below.

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5. Please give your overall view of the applicant's suitability for this post.

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**Referee**

Name: .....

Address: .....

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Telephone: ..... email: .....

Signature of referee: ..... Date: .....

Thank you for taking time to complete this form and for your support in our endeavours to keep our church safe and accessible to all.

Please complete and return to: The Safeguarding Service, The Church of Scotland, 121 George Street, Edinburgh EH2 4YN

*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 for the Church of Scotland is available on the website. Please visit the website for details.*

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