

Safeguarding Congregational Register: a tool for preventing harm and abuse

PVG Scheme/DBS¹ members actively doing paid or voluntary work with children and/or protected adults

See end notes on page 3 for guidance.

Congregation(s)²:

Presbytery:

Year ending: 20....

Form completed by:

Name of Safeguarding Coordinator(s) . Surname first.	Date attended Safeguarding Coordinator training ³
1.	
2.	

<i>Post holder</i>		<i>Safe recruitment</i>		<i>Awareness raising: recognise and report</i>	<i>Training</i>
Name (Surname first and typed or in capitals)	Date of birth only to separate duplicate names ⁴	Type of Regulated Work with children (C), protected adults (PA) or both (B)	Date of clearance letter ⁵ from Safeguarding Service confirming PVG Scheme membership	Issued with pocket guide: Safeguarding Children and Adults at Risk: Key Information for Staff and Volunteers , 2012 or 2014 editions ⁶ ? Yes/No	Date attended mandatory safeguarding training ⁷

Post holder		Safe recruitment		Awareness raising: recognise and report	Training
Name (Surname first and typed or in capitals)	Date of birth only to separate duplicate names ⁴	Type of Regulated Work with children (C), protected adults (PA) or both (B)	Date of clearance letter ⁵ from Safeguarding Service confirming PVG Scheme membership	Issued with pocket guide: Safeguarding Children and Adults at Risk: Key Information for Staff and Volunteers , 2012 or 2014 editions ⁶ ? Yes/No	Date attended mandatory safeguarding training ⁷
					(Insert rows as needed)

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/>

This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information recorded here for the purpose of ensuring good safe recruitment and safeguarding practice. The full Privacy Notice for our congregation is available on our website. Please ask for details from the Congregational Safeguarding Coordinator.

Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator.

NOTES

This register is a tool for preventing harm and abuse by evidencing: (1) a key part of **safe recruitment** (PVG Scheme/DBS), (2) **awareness raising** (the pocket guide and the 4Rs of safeguarding) and (3) the uptake of safeguarding **training**. It will be inspected at the **Presbytery Annual Inspection of Records** and the **Local Church Review**. Remove the names of volunteers that have stopped working. If possible complete electronically for ease of reading for the inspection of records. If you want to add more information for local use e.g. addresses, just expand the cells and adapt.

¹ For Presbytery of England: delete reference to PVG Scheme and replace with Disclosure and Barring Scheme (DBS) and refer to regulated activity with children and/or adults. For International Presbyteries, replace with references to the national equivalent of criminal records checks. The 2017 version of this form no longer asks for the numbers who still need to join the PVG Scheme/Disclosure and Barring Scheme because ALL MUST HAVE JOINED BY NOW. The deadline for PVG Scheme membership was 30 October 2015.

² Some smaller rural congregations share Safeguarding Coordinators

³ Some Safeguarding Coordinators have not attended this specialist training but still need to. See note 7 below.

⁴ Date of birth is only needed to separate duplicate names. Otherwise it is optional although many Safeguarding Coordinators tell us that this information helps with the task.

⁵ The person can start work only after the Safeguarding Coordinator receives this letter *and* after the Kirk Session makes the appointment. This is minuted by the Kirk Session.

⁶ There is only a minor difference between these two editions: the key messages are identical.

⁷ In May 2015 the General Assembly made it **mandatory** for all doing Regulated Work to attend the appropriate level of safeguarding training. Contact your Presbytery Safeguarding Contact for details.