



Volunteer Transfer Form

This form can be used when a volunteer or paid worker, who has previously been recruited by the Church of Scotland to undertake regulated work, wants to transfer to another congregation or to work in more than one congregation.

Section I

To be completed by the Safeguarding Coordinator in the new Congregation wishing to use the volunteer/paid worker.

Please tick relevant box:

- Transfer to another congregation, or
- Volunteer to work for more than one congregation.

If the post is temporary, please provide start and finish dates:
If the temporary post becomes permanent or extended please notify the Safeguarding Service.

This form only covers the regulated work the volunteer or paid worker has already been approved to do. The volunteer or paid worker will be working with.

Please tick the relevant box:

- Children, and/or
- Boys Brigade/Girls Brigade (please delete as appropriate), and/or
- Protected Adults

Name of worker:

Address:
.....

Name of new congregation wishing to use the worker:

Safeguarding Coordinator from congregation above:.....

Date PVG/disclosure information checked with Safeguarding Service:.....

This is to certify that the church wishing to use the services of the worker in is happy with the information given above.

Safeguarding Coordinator's signature:.....

Section 2

To be completed by the Safeguarding Coordinator in the Congregation where the volunteer/paid worker was originally recruited.

Congregation who originally recruited the volunteer/paid worker:

Safeguarding Coordinator from original congregation above:.....

Date appointment approved by Kirk Session of congregation above:

This is to confirm that the above worker has been recruited and appointed by

Name: from Congregation above using:

- An application form
- Two references
- A Self-Declaration form
- A member of the PVG scheme for the workforce(s) they will be working with in the new Congregation.

Safeguarding Coordinator's signature:.....

Each congregation retains the right to recruit volunteers themselves if they so wish, even if they have been previously recruited by another congregation.

Please return this form to: The Safeguarding Service, 121 George Street, Edinburgh, EH2 4YN. On receipt of this form a confirmation e-mail/letter will be issued.

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.

Safeguarding Service Only: indicate, where necessary, who has received confirmation of the transfer.						
Safeguarding Coordinator	<input type="checkbox"/>	BB	<input type="checkbox"/>	GB	<input type="checkbox"/>	Date <input type="text"/>
					Initial	<input type="text"/>