

**SG10a**

**Registration form for Safeguarding Coordinator**

**Key information**

This form should be completed in full as soon as a Safeguarding Coordinator has been fully recruited and is appointed by your Kirk Session.

This form can be submitted by post or by email to Safeguarding Service, 121 George Street, Edinburgh EH2 4YN or safeguarding@churchofscotland.org.uk

This form can be submitted by either the Session Clerk or the new Safeguarding Coordinator. Where the form is submitted by one of these individuals and is submitted by email, they should copy (cc) the other into the email.

**Linked Charges**: To ensure that all volunteers are linked to their correct congregations,

if this congregation is part of a linked charge a separate SG10a must be completed for each congregation by the individual Session Clerks.

**Safeguarding Coordinator application/appointment process:**

The process of appointing a new Safeguarding Coordinator should follow all 10 steps below, in order:

1. The full recruitment process is completed (including SG02 application form, interview and two references)

2. The Kirk Session approves the appointment. This approval should be recorded in the session minutes.

3. The Session Clerk and new Safeguarding Coordinator complete this form (SG10a) and submit it to the Safeguarding Service.

4. The Safeguarding Service processes the SG10a form.

5. If the new Safeguarding Coordinator is required to apply to join the PVG scheme or update their existing membership, the Safeguarding Service will contact them to advise them of this requirement.

6. The new Safeguarding Coordinator completes the PVG application paperwork (SG03, SG03a) and an existing Safeguarding Coordinator (either from that congregation or a neighbouring one) completes their coversheet.

7. The Safeguarding Service processes the PVG application/update.

8. If the new Safeguarding Coordinator still needs to complete training, the Safeguarding Service contacts them to advise.

9. Once the PVG application/update is complete and both Introductory and Advanced Safeguarding training is complete, the Safeguarding Service issues the new Safeguarding Coordinator with a verifier code.

10. The new Safeguarding Coordinator is then able to start in post.

**Section 1**

***To be completed by the Session Clerk***

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| **Congregation name** |  |
| **Congregation number** |  |
| **Presbytery** |  |
| **Is this congregation the Safeguarding Coordinator’s main congregation?** | Yes/No |
| **Name of new Safeguarding Coordinator** |  |
| **Date of appointment by Kirk Session (dd/mm/yyyy)***(note: the appointment is pending attendance at training and PVG/DBS/International police check clearance)* |  |

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| Please confirm that the above-named worker has been recruited as per the Safeguarding Act and the following stages of the recruitment process have been completed. |  |
| **SG02 Application Form completed** | Yes/No |
| **Two references received** | Yes/No |
| **Interview held** | Yes/No |
| **PLEASE DO NOT SUBMIT YOUR SG10a FORM UNTIL ALL THREE ANSWERS ARE “YES”****The Safeguarding Service cannot process SG10a forms until the full recruitment process is complete** |  |

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| **Session clerk signature** *(a typed signature is acceptable)* |  |
| **Session clerk name** *(if signature is not typed)* |  |
| **Session clerk email address** |  |
| **Date** |  |

**Section 2**

***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 database, the “CIS”, held in the Church Offices at 121 George Street, Edinburgh. For that purpose and for the administration of the role you have applied for, the information you provide on this form may be shared with the Trustees of the congregation, Presbytery and the national offices of the Church of Scotland. The lawful basis for this processing is GDPR Article 6(1)(c) legal obligation and Article 9(2)(d) as enacted in UK law by the UK Data Protection Act 2018.

***Data Protection Act 2018 and GDPR***

*The purpose of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) is to ensure that an organisation processes personal data securely and in a fair, lawful and transparent way and ensures the rights and freedoms of individuals (data subjects) are protected. The Church of Scotland 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/*](https://www.ico.org.uk/)

*The information you provide on this form will be shared with the Church of Scotland Safeguarding Service for the purposes of safe recruitment within congregations of the Church.  The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with only for the purpose of the administering the recruitment process in relation to the role applied for. In the event that you are recruited this information will be held on your employment file or otherwise destroyed after six months.  The full Privacy Notice of the Church of Scotland is available from the Church of Scotland website, here:* [*https://www.churchofscotland.org.uk/using-our-site/privacy-tre/privacy-information-for-offline-processing*](https://www.churchofscotland.org.uk/using-our-site/privacy-centre/privacy-information-for-offline-processing) *.*

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

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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 to you, such as Christian Aid, so that they may contact you directly. |  |
| **Do we have your permission to pass your data onto other Christian Organisations?** | Yes/No |

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| **Title** |  |
| **Full name** |  |
| **Address (including postcode)** |  |
| **Telephone number** |  |
| **Mobile number** |  |
| **Date of birth** |  |
| **Email address***(this email address must be one that only you can access – shared email addresses cannot be used for any work performed by a Safeguarding Coordinator)* |  |

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| **Have you attended a half day Introductory Safeguarding training course authorised by the Safeguarding Service?** | Yes/No |
| **If “yes” please state the venue and date attended** |  |
| **If “yes” please state the name of the trainer** |  |

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| **Have you attended a half day Advanced Safeguarding training course authorised by the Safeguarding Service?** | Yes/No |
| **If “yes” please state the venue and date attended** |  |
| **If “yes” please state the name of the trainer** |  |

If the answer to either of the training questions is “No” please refer to the [Safeguarding Service training page](https://www.churchofscotland.org.uk/about-us/safeguarding-service/training?u=1676624533) online for details of upcoming courses. Attendance at both Introductory and Advanced training is mandatory for the post of Safeguarding Coordinators.

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| **Are you currently a member of the PVG scheme?** | Yes/No |
| **Do you currently undertake any other voluntary or paid regulated work within the Church of Scotland** *(e.g. congregational children’s worker, pastoral care worker/visitor)***. If so, please specify.** |  |

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| *This question should only be answered by applicants in the International Presbytery and the Presbytery of Jerusalem***Have you been subject to a criminal record check in the country you are based or any other country that you lived in for this Church role? If “yes”, please specify.** | Yes/No |

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| **Signature** *(a typed signature is acceptable)* |  |
| **Date** |  |