

**SG22**

**Leaver’s Form**

This form is for volunteers and paid workers no longer undertaking regulated work for the Church of Scotland

It should be completed as soon as the volunteer/worker steps down from their role, even when the individual is continuing in other roles.

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| **1. Name** |  |
| **2. Date of Birth** |  |
| **3. Congregation(s)** |  |
| **4. Regulated volunteer/work role(s) no longer undertaken** |  |
| **6. Regulated volunteer/work roles with the Church of Scotland for which the individual remains in post (if in another congregation, please specify which congregation)** *(please put n/a if not applicable)* |  |

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| Where the worker/volunteer is no longer undertaking any regulated work for the Church of Scotland, they **must** contact Disclosure Scotland in writing to confirm that they are no longer undertaking regulated work for us (even if they are continuing to undertake regulated work with other organisations). This is a legal requirement. |
| Disclosure Scotland can be contacted on DSupdate@disclosurescotland.gov.scotAnd at Disclosure Scotland, PO Box 250, Glasgow, G51 1YUPlease note that contact with Disclosure Scotland does not apply if you are resident in the Presbytery of England/Channel Islands. |

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| **I have informed Disclosure Scotland that I am no longer performing regulated work for the Church of Scotland and am aware that if I wish to undertake regulated work within in the Church of Scotland in the future I will need to re-join the PVG scheme.** *(please score through this statement if you are only stepping down from one regulated role and have listed other roles in answer to question 6; or if you are outwith Scotland)* |  |

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| **Volunteer/Worker signature***(an electronic signature is acceptable, but in such an instance the volunteer/worker should be cc’d into the email submitting this form to the Safeguarding Service)* |  |
| **Date** |  |

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| **Safeguarding Coordinator signature** *(electronic signature is acceptable)* |  |
| **Date** |  |

**Note to Safeguarding Coordinator:**

1) A date of leaving should be entered on to the Congregational Register and the individual’s information not included on the next year’s Register

2) If the volunteer/worker has already left your congregation and you have been unable to contact them, please send this form to us unsigned. We have several extra steps we can take before processing the form in these instances

3)Please send completed form to the Safeguarding Service, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN or by email to safeguarding@churchofscotland.org.uk (if you email the form to us the volunteer/worker should be copied (cc’d) in to the email)

*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/*](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 of the Church of Scotland is available from the Church of Scotland website. Please visit the website for details. Should you have any questions concerning the use of this information please contact the Safeguarding Service.*