

**SG10a**

**Registration form for Safeguarding Coordinator v4.0**

**Key information**

This form should be completed by the Session Clerk and the Safeguarding Coordinator applicant.

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

This form can be submitted by either the Session Clerk or the Safeguarding Coordinator applicant. 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, noting that the appointment is pending training and clearance by the Safeguarding Service

3. The Safeguarding Coordinator applicant attends Introductory and Advanced safeguarding training

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

4. The Safeguarding Service processes the SG10a form.

5. If the Safeguarding Coordinator applicant 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 Safeguarding Coordinator applicant 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.

9. Once the PVG application/update is complete the Safeguarding Service issues the Safeguarding Coordinator applicant 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 Safeguarding Coordinator applicant** |  |
| **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 | |
| **SG28 Job description issued to applicant** | Yes/No | |
| **PLEASE DO NOT SUBMIT YOUR SG10a FORM UNTIL ALL FOUR 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 Safeguarding Coordinator applicant***

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| We will never pass on your personal information to a third party for commercial purposes. However, In order to keep our Safeguarding Coordinators up to date with changes to processes and legislation, we issue an email newsletter 12-15 times a year. Please confirm whether you are happy to receive this newsletter. | |  |
| **Do we have your permission to send you the Safeguarding Newsletter?** | 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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| **On what date did you attend the Introductory Safeguarding training course authorised by the Safeguarding Service?** |  |
| **Which Presbytery hosted this training course?** |  |
| **What is the name of the trainer(s) who ran this course?** |  |

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| **On what date did you attend the Advanced Safeguarding training course authorised by the Safeguarding Service?** |  |
| **Which Presbytery hosted this training course?** |  |
| **What is the name of the trainer(s) who ran this course** |  |

Please note that this form should not be submitted to the Safeguarding Service until training has been completed

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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** |  |

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

*The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes****.*** *The full Privacy Notice of the Church of Scotland Safeguarding Service 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. If you wish to exercise any of your data protection rights, please contact the National Office’s Data Protection Officer (DPO) at* [*Privacy@churchofscotland.org.uk*](mailto:Privacy@churchofscotland.org.uk)