

**SG08**

**Volunteer Transfer Form**

The SG08 form can be used when a volunteer or paid worker wants to transfer from one congregation to another or wants to volunteer/work in an additional congregation and all the following statements apply:

1. The applicant has been fully recruited by a Church of Scotland congregation

2. The applicant is currently undertaking regulated work for the Church of Scotland

3. The Kirk Session of the new/additional congregation has waived their right to recruit the worker using the full recruitment process

If the applicant was not fully recruited by a Church of Scotland congregation, the SG08 form cannot be used. In such instances the full recruitment process should be carried out, including an application for a PVG scheme update.

If the applicant is not currently undertaking regulated work for the Church of Scotland, the SG08 form cannot be used. In such instances the full recruitment process should be carried out, including an application for a PVG scheme update.

Each congregation retains the right to recruit volunteers themselves if they so wish, even if they have been previously recruited by another congregation. In such instances, the full recruitment process should be carried out, including an application for a PVG scheme update.

**Section 1 – to be completed by the volunteer/worker**

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| **1.1 Name** |  |
| **1.2 Maiden or former name** *(if applicable – if your name has changed since since your PVG scheme membership was last updated with the Church of Scotland, a photo or scan of an ID document showing your new name should be sent along with this form to the Safeguarding Service)* |  |
| **1.3 Address** *(please note, if you have changed address since your PVG scheme membership was last updated with the Church of Scotland, a photo or scan of an ID document showing your new address should be sent along with this form to the Safeguarding Service)* |  |
| **1.4 DOB** |  |
| **1.5 Phone/mobile number** |  |
| **1.6 Email address** |  |
| **1.7 Have you lived overseas for a period of at least 6 months at any time since your PVG scheme membership with the Church of Scotland was last updated?**  *(If your answer is “yes”, the Safeguarding Service will contact you for further information)* | Yes/No |

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| **1.8 Which Church of Scotland congregation(s) do you currently carry out regulated work with?** |  |
| **1.9 Title(s) of currently-held post(s)** |  |
| **1.10 Does this regulated work involve working with children, protected adults, or both categories?** | Children/Adults/Both |

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| **1.11 Is this application to transfer from one congregation to another, or to work in an additional congregation?** | Transfer/Additional |

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| **1.12 Applicant signature (a typed signature is acceptable)** |  |
| **1.13 Date** |  |

**Section 2 – to be completed by the Safeguarding Coordinator in the NEW congregation where the volunteer/worker wishes to work**

*Please telephone/e-mail the Safeguarding Service Office to confirm worker’s PVG status prior to completing this form*

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| **1.12 Title of new post(s)** |  |
| **1.13 Will the new role(s) involve working with children, protected adults, or both categories?** | Children/Adults/Both |
| **1.14 Is/Are the new role(s) paid or voluntary?** | Paid/Voluntary |

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| **1.15 Name of new congregation** |  |
| **1.16 Name of Safeguarding Coordinator at new congregation** |  |
| **1.17 Verifier code of Safeguarding Coordinator at new congregation** |  |
| **1.18 Email address of Safeguarding Coordinator at new congregation** |  |
| **1.19 Date on which Safeguarding Coordinator checked worker’s PVG/disclosure information with the Safeguarding Service** |  |

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| **This is to certify that the congregation wishing to use the services of the worker named on this form is happy with the information given in Section 1 of this form.**  **We understand that the volunteer/worker must not be put into post until clearance has been received from the Safeguarding Service.** | |  |
| **1.19 Signature of Safeguarding Coordinator** *(a typed signature is acceptable)* |  | |
| **1.20 Date** |  | |

**Section 3 – to be completed by the Safeguarding Coordinator in the congregation where the volunteer/paid worker was originally recruited**

*Please note, this may not be the congregation they are currently with*

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| **2.1 Name of congregation who originally recruited the worker** |  |
| **2.2 Regulated work role(s) the worker was recruited for by the original congregation** |  |
| **2.3 Name of current Safeguarding Coordinator in original congregation** |  |
| **2.4 Verifier code of current Safeguarding Coordinator in original congregation** |  |
| **2.5 Email address of current Safeguarding Coordinator in original congregation** |  |

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| **2.6 When the worker was originally recruited, were the following steps of the recruitment process completed?** | |  |
| **Application form** | Yes/No | |
| **Two references** | Yes/No | |
| **Self-Declaration form** | Yes/No | |
| **PVG clearance email received from the Safeguarding Service** | Yes/No | |
| **2.7 Date the appointment of the above worker was approved by Kirk Session** |  | |

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| **This is to confirm that the above worker has been fully recruited and appointed by the congregation named in Section 2 of this form** | |  |
| **2.8 Signature of Safeguarding Coordinator** *(a typed signature is acceptable)* |  | |
| **2.9 Date** |  | |
| **This form should be submitted to the Safeguarding Service by post or by email. If submitted by email, both Safeguarding Coordinators named on the form and the applicant should all be copied (cc’d) into the email.**  **Once the form has been processed the Safeguarding Coordinator at the new/additional congregation will be sent a clearance email, at which point the worker can be put into post.** | |  |

*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* ***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.*