

**SG29**

**Guidance for Safeguarding Coordinators v1.0**

This document is intended to help Safeguarding Coordinators with the main duties of their role.

It will be updated regularly as legislation, practice and procedure change. For this reason we strongly encourage you not to save a copy of the document on own computer, but rather to visit our Safeguarding Publications webpage and download the form each time you wish to consult it. This will ensure you are only ever following the current guidance.

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| **Task** | **What you need to do** | **Resources** |
| New volunteer/worker doing regulated work for the congregation | Full recruitment process  including PVG application and induction    Issue pocket guide to new volunteers    Ensure training requirements are completed (volunteers doing regulated work must attend Introductory SG training in advance of or within 3 months of starting in role) | **Recruitment**  [Safe Recruitment](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment) webpage and  Safeguarding Handbook [Chapter 3](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-3-safe-recruitment/determining-whether-pvg-membership-required): Safe Recruitment    Forms: SG01 (Job Description template), SG02 (Application For Post template), SG04 (Reference Request form), SG04b (Reference Request Cover Letter template), SG05 (Interview Checklist), SG06 (Interview Questions) & SG26 (Induction Checklist) from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    **PVG application process**  PVG Application FAQs, SG03 Self Disclosure form, SG03a PVG Information Request form and Coversheet from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    “**Code of Conduct**” document available from the Code of Conduct section of the [Safe Recruitment](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment) webpage    **Pocket guide** available digitally from Essential Reading section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage or as hard copies available by request from Safeguarding Service (email to request)    **Training**  See section below |
| New volunteer/worker in a post that requires Basic Disclosure | Full recruitment process    Applicant completes SG23 Basic Disclosure Undertaking form.    View the applicant’s Basic Disclosure certificate and complete, with them, the SG25 Basic Disclosure form    People in roles (other than Safeguarding Panel Member) that do not require PVG scheme membership are not required to attend Introductory Safeguarding Training but they are welcome to do so if they wish | “Guidance on Basic Disclosure” section of the [Safe Recruitment](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment) webpage    SG23 Basic Disclosure Undertaking form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    SG25 Basic Disclosure form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| New Safeguarding Panel members | Assist with accessing training courses    Ensure Basic Disclosure is obtained (unless new Panel Member is already PVG scheme member through the Church of Scotland for work both with children and with protected adults) | **Training**  See section below    **Basic Disclosure**  See section above |
| New volunteer transferring to your congregation from another | Volunteer transfer process if applicant will be working with the same protected group(s) as covered by their existing Church of Scotland PVG scheme membership  *or*  Recruitment process including PVG application process | SG08 Volunteer Transfer form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    Recruitment and PVG application paperwork as advised above |
| New Safeguarding Coordinator being recruited | Assist with recruitment    Assist with accessing training courses | SG10a Registration Form for Safeguarding Coordinator from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    Recruitment documents as advised above    SG28 Safeguarding Coordinator Job Description from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Volunteer stepping down from role involving regulated work | Provide SG22 Leaver’s Form for the volunteer/worker to complete    Update the Congregational Register | SG22 Leaver’s Form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    SG07 Congregational Register from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Safeguarding Coordinator stepping down from role | Let your Kirk Session and the Safeguarding Service know | SG10b Retiral of SG Coordinator form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Congregational register – list of all volunteers with PVG/Basic Disclosure | Use your Congregational Register as a living document, updating it through the year as volunteers start and step down | SG07 Congregational Register from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Safeguarding training | Ensure all those on the congregational register (including yourself) attend training and refresher training    Ensure all trustees attend training and refresher training | Safeguarding Handbook [Chapter 4: Safeguarding Training](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-4-safeguarding-training)    Safeguarding Service [report to the General Assembly 2022](https://www.churchofscotland.org.uk/__data/assets/pdf_file/0005/93371/safeguarding-committee.pdf)    SG14 Request For Place on SG Training Course form Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    [Training](https://www.churchofscotland.org.uk/about-us/safeguarding-service/training) webpage where courses are listed    Training is organised at Presbytery level so reach out to your Presbytery Safeguarding Contact for assistance finding/arranging courses    SG07 Congregational Register from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage to log Intro & Advanced training    SG24 Trustee SG Training Register from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage to log trustee training |
| Promote a positive Safeguarding culture within the congregation | Ensure Safeguarding posters are displayed within church buildings    Complete an annual Safeguarding audit | Posters available from the Essential Reading section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    SG11 SG Audit Checklist from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage to log trustee training    Safeguarding Handbook [Chapter 1: Safeguarding values, policy and roles within the Church](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-1-safeguarding-values-policy-roles/safeguarding-panel-role-responsibilities) |
| Report to Kirk Session meetings about Safeguarding matters | Report to Kirk Session meetings about Safeguarding matters | “Guidance on Safeguarding as a Kirk Session Agenda Item” document available from General Guidance section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Annual attestation of records | On an annual basis, send your Register and Audit to Presbytery for attestation | SG07 Congregational Register and SG11 SG Audit Checklist from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| A Safeguarding incident/concern is reported to you | If the report indicates a child or adult is at immediate risk of harm, contact police and/or social work immediately    In all cases, contact the Safeguarding Service on 0131 240 2256 or at [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk) when any Safeguarding incidents or concerns are reported to you    When emailing the Safeguarding Service you must ensure you are emailing from an email account that only you can access | Police emergency number 999    Social work emergency contact details will be listed on your local council website    Safeguarding Handbook [Chapter 2: Protecting children and adults at risk of harm](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-2-protecting-those-at-risk-of-harm) |
| Store congregational safeguarding records in line with data protection legislation and best practice | Store congregational safeguarding records in line with data protection legislation and best practice | “Data Protection Guidance for Safeguarding Coordinators” document from the General Guidance section of the [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage    Guidance from the [Data Protection](https://www.churchofscotland.org.uk/resources/law-circulars#data_protection) section of the Law Department Circulars webpage    Any queries about this subject should be directed to the Law Department. They can be contacted at [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk) |
| Ensure lets and hires of church premises to non-church groups are compliant with Law Department guidance | Ensure lets and hires of church premises to non-church groups are compliant with Law Department guidance | “Let Agreement for Non-Church Groups Using Church Premises” from the Law Department’s [Law Circulars](https://www.churchofscotland.org.uk/resources/law-circulars) webpage    Any queries about this subject should be directed to the Law Department. They can be contacted at [lawdept@churchofscotland.org.uk](mailto:lawdept@churchofscotland.org.uk) |
| Assist when an individual with a conviction for violence or sexual misconduct wishes to attend your church | Contact the Safeguarding Service on 0131 240 2256 or at [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)    A Safeguarding Officer will help your Safeguarding Panel to set up and manage a Covenant of Responsibilities    When emailing the Safeguarding Service you must ensure you are emailing from an email account that only you can access | Safeguarding Handbook [chapter 6: Managing those who ‘pose a risk’](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-6-managing-those-who-pose-a-risk)    Safeguarding Handbook [appendix 7: Covenant of Responsibilities template](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/appendix-7-covenant-of-responsibilities-template-for-worship) (this document must not be used without the guidance of an officer from the Safeguarding Service) |
| Your congregation is setting up a joint working initiative with other congregations/organisations | Receive Kirk Session approval and the joint working agreement signed at the representatives planning meeting. | [Joint Working Events guidance](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-5-safeguarding-in-practice/joint-working-events) from Safeguarding Handbook [Chapter 5: Safeguarding In Practice](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-5-safeguarding-in-practice/photography-and-video-guidelines) |
| Your congregation has created a new post/role (paid or volunteer) and you are not sure if it involves regulated work | Use the safeguarding resources to assist you and if you are still unsure contact the Safeguarding Service. | “Determining PVG Scheme Membership” document from PVG Scheme section of the [Safe Recruitment](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment) webpage    “Basic Disclosure Guidance” document form Guidance on Basic Disclosure section of the [Safe Recruitment](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment) webpage |
| Your congregation is planning to livestream an event/service | Ensure the Kirk Session is aware of related Safeguarding issues    Assist the Kirk Session in ensuring the event is run in line with guidance from the Safeguarding Service and Law Department | The [Photography and Video Guidelines](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-5-safeguarding-in-practice/photography-and-video-guidelines) section of Safeguarding Handbook [Chapter 5: Safeguarding In Practice](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-5-safeguarding-in-practice/photography-and-video-guidelines)    [Live Streaming Guidance](https://www.churchofscotland.org.uk/resources/live-streaming-guidance) on the Church of Scotland’s main website |
| Your congregation is setting up a new project/group/event | Receive Kirk Session approval and follow safe working practices  A risk assessment should be undertaken for all groups, activities, events etc. | Safeguarding Handbook [Chapter 5: Safeguarding In Practice](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/chapter-5-safeguarding-in-practice/photography-and-video-guidelines)    SG16 General Information and Consent Form, SG17 Activities and Day Visits Consent Form, SG18 Camps and Residential Holidays Consent Form, SG19 Media Consent Form, SG20 Risk Assessment Guidance from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Your church enters into a linkage with another congregation | Each congregation retains its own Congregational Register as each congregation still has its own Kirk Session | SG07 Congregational Register from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |
| Your church enters into a union with another congregation | Combine records from each congregation’s Congregational Register into one new Congregational Register    Ensure any workers (paid or volunteer) stepping down from regulated work complete an SG22 Leaver’s Form | SG07 Congregational Register and SG22 Leaver’s Form from Forms section of [Safeguarding Publications](https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications) webpage |