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**International Presbytery**

**Information Request**

**Coversheet v1.0**

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| This form should only be completed by a Safeguarding Coordinator.  If your congregation does not have one in post please contact the Safeguarding Service for guidance. |

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| **1.1 Safeguarding Coordinator name**  *(Where no Safeguarding Coordinator is available to complete this form, please contact* [*safeguarding@churchofscotland.org.uk*](mailto:safeguarding@churchofscotland.org.uk) *for guidance)* |  |
| **1.2 Safeguarding Coordinator verifier code** |  |
| **1.3 Date** |  |

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| **2.1 Applicant name**  *(this should be copied exactly from the ID documents viewed)* |  |
| **2.2 Applicant address**  *(this should be copied exactly from the ID documents viewed)* |  |
| **2.3 Congregation the applicant will be volunteering/working for** |  |

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| **3. ID shown to Safeguarding Coordinator**  *(Note: You are required to view* ***three*** *forms of ID - refer to full* [*note 1*](#Note1) *Please state in each box the specific document you were shown (e.g. “passport”, “gas bill”)* | |
| **Photographic ID viewed** (refer to [note 2](#Note2))  *(e.g. Driving Licence, Passport, Young Scot card, Bus Pass)* |  |
| **Proof of address viewed** (refer to [note 3](#Note3))  *(e.g. Driving Licence if not used as photographic ID, bank statement, Scottish Power bill, council tax bill)* |  |
| **Third piece of ID viewed** (refer to [note 4](#Note4)) |  |

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| **4.1 Position applied for**  (refer to [note 5](#Note5)) |  |
| **4.2 Position is paid or voluntary?** *(note: if the position is paid, a copy of the job description must be included with the application paperwork)* |  |
| **4.3 Regulated work with which group(s)?**  (refer to [note 5](#Note5)) | Protected Adults  Children  Both |

**Note 1**

**ID verification should be done in person with original documents. Where this is not possible, the applicant can show their ID to the Safeguarding Coordinator over a video call. Photos/scans of documents are not acceptable for use in the ID verification process.**

**A minimum of three types of identification must be shown to the** **Coordinator.** At least one must be photographic and at least one must show the applicant’s address. The same piece of ID cannot be used as photographic and to prove the address (in other words, if you view a photographic driving licence as the photographic ID, you must view another type of ID to verify the applicant’s address).

**Note 2**

**Photographic ID that can be accepted**: Passport (e.g. UK or other country), Driving licence with photograph, Young Scot card, Bus pass, UK Government Department Pass/Card (current), Employee ID Card (current), NHS Scotland ID Card (current), Armed Forces ID Card (current), National Union Student ID (current), University ID (current)

**Where you cannot provide Photographic Evidence of Identity:**

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; Minister of Religion; line manager etc) which states *“I certify that [name of person] residing at [enter full address] has been known to me for [enter duration of time]. Sign, print name & position, insert address & email of responsible person and date.”* Please note this letter should not be completed by the same person countersigning this coversheet. The letter should accompany the application form and be forwarded to the Safeguarding Service. We suggest that the photograph and a photocopy of the letter should be kept by the Coordinator so that a paper trail is available, these documents should be confidentially destroyed once the application has been completed.

**Note 3**

**ID that can be accepted as proof of address**: Credit or store card statement (within last 3 months); Financial statement (e.g. Mortgage, Personal loan papers, ISA) (within last 3 months); Correspondence from statutory bodies (e.g. Jobcentre Plus, Pensions Service, Disability and Carers Service, Central or local/government departments) (within last 3 months); Pension or other benefits book; Visa; Work Permit

Please note that a PVG Certificate, or any other Disclosure Scotland documentation, cannot be used as proof of address. A bank card also cannot be used as proof of identity as this does not have a photo or address present.

A Photo Driving Licence cannot be used as both photo and address ID, two separate forms of ID must be seen. Similarly, if a Driving Licence has been used as one form of ID, a letter from the DVLA cannot be used as another form of ID (as they are both issued by the same organisation).

**Note 4**

**ID that can be accepted as a third piece of ID** (providing that the applicant’s photo or name and address appears on the ID, and where it is a letter is dated within the last 3 months): Any of the photographic or proof of address ID types listed above: Current Building Society Account Book; Current Trade Union Membership Card; Current Form BF7 (Benefits Agency); Current Council Rent Book; Scottish Qualifications Authority letter; Degree Certificate, HND, HNC, Professional Qualification, NVQ/SVQ (granted by a UK University, award granting body or equivalent).

**Note 5**

**The position(s) applied for must be from the list below**

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| **Position** | **Regulated work with** |
| Congregational Children’s Worker | Children only |
| Congregational Youth Worker | Children only |
| Musician working with children | Children only |
| Host Family (Parent) | Children only |
| Pastoral Care Worker/Visitor | Protected Adults only |
| Safeguarding Coordinator | Children & Protected Adults |