

**SG25**

**Basic Disclosure Record Form v4.0**

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| **Basic disclosure application process**1. The recruitment process (application form, interview, references, job description) should begin
2. If the job description states that the post-holder requires a basic disclosure check, the applicant should apply for a Basic Disclosure. This can be done at <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure>
3. The applicant should sign an SG23 Basic Disclosure Certificate Undertaking form
4. The congregation/Safeguarding Coordinator should retain the SG23
5. When the applicant receives their basic disclosure certificate from Disclosure Scotland they should show it to the Safeguarding Coordinator. This should be done in person or over a video call. Disclosure certificates must not be photographed/scanned.
6. The applicant and Safeguarding coordinator should complete this SG25 Basic Disclosure Record form. The Safeguarding Coordinator should submit it to the Safeguarding Service at the national offices of the Church of Scotland, 121 George Street, Edinburgh EH2 4YN (email: safeguarding@churchofscotland.org.uk), ensuring the applicant is copied (cc’d) into the email.
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Please refer to the [Basic Disclosure Guidance](https://www.churchofscotland.org.uk/__data/assets/pdf_file/0003/107058/basic-disclosure-guidance-3-0.pdf) for full information about the process, in particular the requirements regarding overseas police checks for people who have lived overseas in the past decade.

In the event that there is any information on the Basic Disclosure Certificate concerning unspent convictions, the original Basic Disclosure Certificate must be sent to the Safeguarding Service at the national offices of the Church of Scotland, 121 George Street, Edinburgh EH2 4YN (email: safeguarding@churchofscotland.org.uk)

**Section 1: To be completed by the Applicant**

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| **1.1 Title** |  |
| **1.2 Full Name** |  |
| **1.3 Maiden or former name** *(if applicable)* |  |
| **1.4 Address** |  |
| **1.5 Date of Birth** |  |
| **1.6 Telephone Number** |  |
| **1.7 E-mail Address** |  |

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| **1.8 Have you lived overseas for 12 months or more (whether continuous or in total), in the 10 years before their application, while aged 18 or over?** | Yes/No*If your answer to question 1.8 is “Yes”, be advised that you are required to obtain a police check certificate from the relevant country/ies and submit it to the Safeguarding Service along with this form* |

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| **1.9 Post Title** |  |
| **1.10 Is the post Voluntary or Paid?** |  |
| **1.11 Name of Congregation** |  |

**Section 2: To be completed by the Safeguarding Coordinator**

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| **2.1 Have you viewed the original Basic Disclosure Certificate?** | Yes/No |
| **2.2 Does the Basic Disclosure Certificate note any Convictions?** | Yes/No*(if* ***Yes*** *– contact the Safeguarding Service)* |
| **2.3 Date of Issue on the certificate** *(Per our Basic Disclosure guidance, the applicant should apply for a new Basic Disclosure check at the time of recruitment)* |  |
| **2.4a Is this Basic Disclosure a re-check or are they a first-time applicant?** | *If First-Time Applicant, please answer question 2.4b**If Re-Check, please go straight to question 2.5* |
| **2.4b Date on which SG02 Application form for post was completed** |  |

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| **2.5 Safeguarding Coordinator name** |  |
| **2.6 Safeguarding Coordinator verifier code** |  |
| **2.7 Date form completed** |  |

***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*