

**SG25**

**Basic Disclosure Certificate Agreement & Record Form v5.1**

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| **Basic disclosure Safer Recruitment Process**   * Job description, application form, interview, references * The applicant should complete and sign SG25 section 1, the Basic Disclosure Certificate Agreement form * The Safeguarding coordinator should complete SG25 section 2, Basic Disclosure Record form. * The Safeguarding Coordinator should submit SG25 form to the Safeguarding Service at the national offices of the Church of Scotland, 121 George Street, Edinburgh EH2 4YN (email: [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)), ensuring the applicant is copied (cc’d) into the email. |

Please refer to the Basic Disclosure Guidance on our [Safe Recruitment page](https://www.churchofscotland.org.uk/about-us/departments/safeguarding-service/safe-recruitment) for full information about the process.

**Basic Disclosure Certificate Agreement & Record**

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

**I am aware that I am applying for a role within the Church of Scotland that requires me to apply for a Basic Disclosure Certificate or equivalent, and I** **agree to undertake the following:**

I will:

* complete section 1 of the Basic Disclosure Record Form (SG25). The Safeguarding Coordinator will complete section 2 on the form.
* The Safeguarding Coordinator will send the form to the Safeguarding Service by email. The Safeguarding Service will contact me directly to advise when I should apply for the Basic Disclosure certificate and any overseas police checks.
* apply for an Overseas Criminal Record Certificate if I have lived for 12 months or more (whether continuous or in total), in the 10 years before this application, while aged 18 or over. I acknowledge that it is my responsibility to obtain any such paperwork where available, from the appropriate Government or Government Agency of any country (excluding the UK) as required once I have contacted the Safeguarding Service for guidance.
* share my Basic Disclosure Certificate this as soon as possible with the Safeguarding Service. This may be electronically or, where relevant, paper copy.
* If I receive a paper Certificate, I will send the original to the Safeguarding Service at the national offices of the Church of Scotland, 121 George Street, Edinburgh EH2 4YN (email: [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)).

I understand and agree to the following:

* When clearance has been issued by the Safeguarding Service, a record of the date of the clearance will be recorded on the Congregational Safeguarding Register to confirming that a Basic Disclosure check has been completed and to indicate when a re-check is required.
* I acknowledge that, by sharing my Overseas Criminal Record check and Basic Disclosure Certificate with the Safeguarding Service, any information contained within these may be risk assessed by the Church of Scotland’s Safeguarding Committee Recruitment Sub-Committee for the purpose of determining my suitability for the role.
* The Safeguarding Service will keep me informed about the risk assessment process and will notify me of any decisions reached in connection with that process.
* I acknowledge that in the event that I fail to apply for a Basic Disclosure Certificate when asked to do so and/or fail to share the result with the Safeguarding Service, the Church of Scotland Safeguarding Committee will take action in line with the Safeguarding Act 2018.
* I understand that this may lead to my application being terminated or me being removed from the role I perform on behalf of the Church of Scotland.
* Should I have any questions about this form or the Basic Disclosure Certificate process, I will contact my Congregational Safeguarding Coordinator in the first instance, or the Church of Scotland Safeguarding Service (email: [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)).

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| **Sign name** |  |
| **Print name** |  |
| **Date** |  |

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| **1.1 Title** |  |
| **1.2 Full Name** |  |
| **1.3 Former name(s)** *(if applicable)* |  |
| **1.4 Address** |  |
| **1.5 Date of Birth** |  |
| **1.6 Telephone Number** |  |
| **1.7 E-mail Address**  *\* this is required in order to apply for the Basic Disclosure Check* |  |
| **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”, please contact the Safeguarding Service for further guidance.* |
| **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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| **2.1a Is this Basic Disclosure a re-check or are they a first-time applicant?** | *If First-Time Applicant, please answer question 2.1b*  *If Re-Check, please go straight to question 2.2* |
| **2.1b Date on which SG02 Application form for post was completed** |  |
| **2.2 Safeguarding Coordinator name** |  |
| **2.3 Safeguarding Coordinator verifier code** |  |
| **2.4 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*](mailto:Privacy@churchofscotland.org.uk)