

**SG21**

**Your Responsibilities When You Join the PVG Scheme v3.0**

Thank you for volunteering to work with children and protected adults in your congregation. This is a note of your responsibilities when you join the PVG Scheme. Please read and keep this document for your reference.

**If your contact details change**

“Contact details” refers to your phone number, email address or home address.

You should inform Disclosure Scotland as soon as possible, following the instructions at <https://www.mygov.scot/manage-pvg>

You should also contact the Safeguarding Service at [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)

If advising of a change of email address you should email from your new email address, copying in your former address.

If advising of a change of contact number, you should be sure to email us from the email address you used for your PVG application. If this is not possible, please be advised that the Safeguarding Service will contact you to confirm your identity before updating our records.

If advising of a change of address, please email a photo or scan of an official document (utility bill, council tax statement, driving licence) showing your name and new address.

**If you change your name**

By law, you must tell Disclosure Scotland within 3 months of changing your name.

If you do not tell Disclosure Scotland, you are committing a criminal offence.

You must also advise the Safeguarding Service. To do this please email a photo or scan of an official document (utility bill, council tax statement, driving licence) showing your new name.

**Receive a gender recognition certificate**

By law, if you are issued with a full gender recognition certificate under section 4 of the Gender Recognition Act 2004 (c.7) you must tell Disclosure Scotland within 3 months.

If you do not tell Disclosure Scotland, you are committing a criminal offence.

You do not need to advise the Safeguarding Service as we do not record the gender of our volunteers. However, if you changed your title (Mr, Mrs, Ms, Mx etc) you may wish to inform us so that we address you correctly when contacting you in the future.

**When you stop working with children or protected adults in the Church of Scotland**

You must advise Disclosure Scotland, following the instructions at <https://www.mygov.scot/manage-pvg>

You should also contact your Safeguarding Coordinator to arrange the completion of an SG22 Leaver’s Form

**Are at any time under ‘consideration for listing’ by Disclosure Scotland**

This means consideration for barring from work with children and protected adults.

You must share this information with your Safeguarding Coordinator.

Disclosure Scotland will advise you and the Safeguarding Service about this.

We will manage that information sensitively and confidentially.

**If you are barred from regulated work or are under formal consideration for listing and you change your name, address or gender, you must tell Disclosure Scotland within 1 month.**

If you don’t tell Disclosure Scotland about these changes you are committing a criminal offence.