

International Presbytery recruitment and criminal record checks

# Recruitment process

A volunteer or paid worker wishing to do regulated or non-regulated work in the International Presbytery (IP) must be subject to all safer recruitment processes as per the Safeguarding Act. Kirk Sessions are responsible for ensuring all Safeguarding processes are complied with within their congregation. This is achieved by appointing a Safeguarding Coordinator (SGC) and consideration of reports provided by the SGC as well as annual audits. The recruitment process and information about regulated work is included in Chapter 3 of the handbook.

It is the responsibility of the recruiting manager/person to identify if a ‘regulated roles’ as defined by Disclosure Scotland. The Disclosure Scotland definition is compatible with local requirements across the International Presbytery and, in many cases, provides for a wider scope of roles.

Guidance regarding responsibilities for each aspect of recruitment is available in the [IP Safe Recruitment Excel document.](https://churchofscotland.org.uk/__data/assets/excel_doc/0018/131427/IP-Safer-Recruitment.xlsx)

**Recruitment process consists of the following**:

1. Prospective workers should be provided with a job/role description. This is to ensure there is a shared understanding of expectation and limitations of the role.
2. An interview – this does not need to be overly formal. It can be a discussion of the role description and what skills and experience the person has to bring.
3. References – two references should be sought for every applicant. Referees should not be from within the church community.
4. Application cover sheet or Ministerial Appointment Form (SG27)
5. Identity check
6. Self-declaration of criminal convictions using the SG03-IP Self-Disclosure form.
7. Enhanced country-wide criminal record/police check for all countries they have lived in for 12 months or more within the last 10 years. The 12 months can be accumulative or in one period. It is the worker’s responsibility to obtain the enhanced check.
   * This includes residence in countries of the UK; however, in such circumstances, PVG or DBS applications should be made via the Safeguarding Service.
   * If the self-declaration and/or criminal record check provides information of note, the application will be referred to the Recruitment Sub-Committee for risk assessment.
8. Email notification of Safeguarding Clearance from the Safeguarding Service [this (8) and the next step (9) can be in either order
9. Appropriate Safeguarding Training undertaken [This (9) and the previous step (8) can be in either order]
10. Worker’s name recorded on the relevant Safeguarding Register
    * Local appointments (non-ministry) paid and voluntary – Congregational SG Register (SG07ip)
    * Ministries positions should be recorded on the Presbytery SG Register (SG07ipa)
11. Date of training to be recorded on the relevant Safeguarding Register (refresher every 3 – 5 years)
12. Enhanced country-wide criminal record/ police check every two years

Remember, guidance regarding responsibilities for each aspect of recruitment is available in the [IP Safe Recruitment Excel document.](https://churchofscotland.org.uk/__data/assets/excel_doc/0018/131427/IP-Safer-Recruitment.xlsx)

## Application information

## Forms must be dated no more than three months prior to submission date

## All application documents, with the exception in the application cover sheet, should be sent **by the applicant** in one email to [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk). The documents should ideally be in .docx or .pdf format if possible. Please note we are unable to open documents that are in .pages format.

## If an applicant is unable to email their documents, the Safeguarding Coordinator, Presbytery Clerk or other trusted individual can email them on the applicant’s behalf; however, the applicant **must** **by cc’d in the email.** This is to indicate that the applicant has given consent and is aware that documents containing their personal information have been shared.

## Use the form checklist to ensure all necessary documents have been completed and attached.

## Recruitment check lists

## The following information is intended to help with the practicalities of the recruitment forms and checks after a person has been interviewed and is considered to have the appropriate skills and experience to undertake the ‘regulated role’.

## Congregational Children’s Workers and those working with Vulnerable Adults (including Pastoral Care Visitors)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Who? | Task to complete | Following action | √ |
| 1 | Applicant | Applies for Police/Criminal record checks from all relevant countries. | Informs SGC when they have the necessary certification. |  |
| 2 | SGC | Check identification and complete coversheet | Email the coversheet to Safeguarding Service |  |
| 3 | SGC | Seek references | Check references are acceptable on return |  |
| 4 | Applicant | Complete SG03-IP | Email the following as attachments in the same email to the Safeguarding Servicecompleted SG03-IPcriminal record certificate |  |
|  |
| 5 | SG Service | Process the application | Inform SGC of safeguarding clearance decision.The applicant must not undertake a regulated role until clearance in approved. |  |
| 6 | SGC | Arrange start date and training if this has not yet been done | Enter details in the Congregational Safeguarding Register (SG07ip) |  |
| 7 | SGC | When person stops doing a regulated role, a leavers’ form (SG22) must be completed | Submit completed leavers’ form (SG22) to the Safeguarding Service |  |
| 8 | SGC | Enter leaving date in the Congregational Safeguarding Register (SG07ip) | Following the next attestation of records, this person should be removed from the register. |  |

## Ministries roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Who? | Task to complete | Following action | √ |
| 1 | Applicant | Applies for Police/Criminal record checks from all relevant countries. | Informs Responsible Person when they have the necessary certification. |  |
| 2 | Responsible person | Check identification and complete The International Presbytery Ministries Appointment (SG27) | Email SG27 to Safeguarding Service |  |
| 3 | Responsible person | Seek references | Check references are acceptable on return |  |
| 4 | Applicant | Complete SG03-IP | Email the following as attachments in the same email to the Safeguarding Servicecompleted SG03-IPcriminal record certificate |  |
|  |
| 5 | SG Service | Process the application | Inform Responsible Person of safeguarding clearance decision.The applicant must not undertake a regulated role until clearance in approved. |  |
| 6 | Responsible person | Arrange start date and training if this has not yet been done | Enter details in the Presbytery Safeguarding Register (SG07ipa) |  |
| 7 | Responsible person | When person stops doing a regulated role, leaving details should be added to the SG27 | Submit completed SG27 to the Safeguarding Service |  |
| 8 | Responsible person | Enter leaving date in the Presbytery Safeguarding Register (SG07ipa) | Following the next attestation of records, this person should be removed from the register. |  |

## Frequently asked questions:

## Who requires a Police/criminal record check?

## Applicant must provide a criminal record certificate, where available, from the government or an appropriate government/law enforcement agency of any country (excluding the UK) where they have lived for 12 months or more (whether continuous or in total), in the 10 years before their application, while aged 18 or over. If the applicant has lived in the UK, a PVG check will be required and can be applied for via the Safeguarding Service

## It is the responsibility of the applicant to apply for any criminal record checks required. The UK [Government provides advice about this on their website](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants).

## If the political circumstances of a relevant country mean someone is unable to obtain a police check, please contact the Safeguarding Service for advice.

## Where can I get copies of the forms?

* + All forms can be downloaded **for our website:**

<https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications>

## Please don’t save downloaded blank forms. Download a fresh one for every application. This is to make sure you use the most up-to-date version as we make changes from time to time.

## Applications made which are not on the most recent version of forms will be rejected

## How do I carry out identification checks?

## ID checks must be done for every applicant – three forms of ID are required

## ID documents must verify the applicants name, date of birth and current address (a list of acceptable documents can be found on the Information Request Coversheet form)

## Check the person and their information against the documents provided

## Original documents are mandatory – you should not verify ID based on scanned or copied documents

## Complete the coversheet providing information on which forms of ID you have checked

## SGC should not carry out the verification process for members of their own family. If there is not another SGC in the congregation, the SGC of a neighbouring congregation (where practicable) should do the verification or, if this is not possible, the Session Clerk.

## I cannot edit forms when using Apple devices, what can I do?

## We do not have any Apple specific compatible forms available. Forms can be opened and edited in ‘pages’ if applicant has the application or is able to download it. However, forms must then be saved as a pdf document before sending to the Safeguarding Service.

## If Google Docs is available or can be downloaded, forms can be opened and edited in this application.

## Please remember to save documents in pdf format as we cannot accept .pages format and the application will be rejected.

## What happens when someone stops doing a regulated role (non-ministry role)?

## When someone is no longer doing a regulated role, the SGC should complete an SG22 Leavers’ form and submit it to the Safeguarding Service.

## What happens when a ministries appointee stops doing a regulated role?

## When someone is no longer doing a regulated role, the Responsible Person should add the leaving date and destination on the person’s the SG27 Leavers form and submit it to the Safeguarding Service. The original SG27 used to notify the SG Service of their appointment should be used. If this is not available, a new SG27 can be used; however, you must complete the full form including information that would have been completed when the person started in the role.