

Safeguarding Congregational Register — Guidance for completion, 2013 onwards

Purpose

- The Safeguarding Congregational Register (the Register) is an integral part of safe recruitment and hence child and adult protection. It is a tool for ensuring that only those who are suitable to work with children or protected adults are recruited or remain in post. This procedure is intended to enhance Presbyteries' governance of Safeguarding within Congregations, improve the maintenance of records and meet the legislative requirements of the Protecting Vulnerable Groups Scheme (PVG Scheme).
- The Register is used to record and store information about volunteers and paid staff who are doing Regulated Work with Children and/or Protected Adults. See the Safeguarding Service webpages and Safeguarding Service *Safeguarding Handbook 2*, January 2013, for more information about what is meant by regulated work. It is the Safeguarding Coordinator's responsibility to complete the Register.
- The Register is submitted to Presbytery after the Annual Attestation of Records.

What to do

- So that you have only one Register to maintain enter the details of all doing regulated work, whether they are members of the Protecting Vulnerable Groups Scheme yet, or not. You will only be able to complete the sections requiring dates for PVG Scheme membership when the person joins the PVG Scheme between 2012 and 2015.
- **Ensure your Register is up-to-date** by ensuring that it only includes those people who are actively volunteering. Remove the names of people who have retired or have left their voluntary work.
- **Existing volunteers, October 2012 to October 2013:** as detailed in the PVG Scheme newsletters existing volunteers joining the PVG Scheme is called 'retrospective checking'. Because there are so many existing volunteers needing to transfer to the PVG Scheme the Safeguarding Service has prioritised who can join next. So the first group to transfer to the PVG Scheme are volunteers who do not have a Church of Scotland Disclosure Scotland check under the old system for the group(s) that they are working with. Column three of your register will identify these people. They will include people working with children and all those working with protected adults through formal pastoral care, or similarly named visiting groups for those affected by disability.

Most existing volunteers will only have the old Enhanced Disclosure Scotland check. Some will have no criminal record check because they were in post prior to 2005. New volunteers since February 2011 will have PVG Scheme membership.

From October 2013 all other existing volunteers working with children will then join the PVG Scheme. See the flowchart on page 2.

- NOTE: the Safeguarding Service has issued a number of revisions of this form over the past 18 months to improve its effectiveness. It does not matter which of the versions you use so long as you are able to keep an accurate record of who has joined the PVG Scheme and when etc.
- Follow your usual procedure for the examination of the Safeguarding Congregational Register during the Annual Attestation of Records Kirk Sessions and the five-yearly inspection.

Flowchart for PVG Scheme Retrospective Checking: who needs to join the PVG Scheme and when, October 2012 to October 2015.

