



The Church of Scotland

# Safeguarding Service NEWSLETTER

Protecting children and 'adults at risk'

## Introduction and Overview



Welcome to the Church of Scotland Safeguarding Service summer newsletter.

It has been some time since the last newsletter but over the winter we have issued three Protection of Vulnerable Groups (Scotland) Act 2007 newsletters. The fourth issue has been sent to all congregations. The introduction of this Act has been one of several significant changes in the Safeguarding Service over the past 12 months. Details about these developments can be found on page two of this newsletter.



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## Enquiries



The Safeguarding Service has received a high volume of telephone calls and emails so far this year in relation to the move from the Disclosure Scheme to the new PVG Scheme. However, please continue to contact us if you require advice on any matter.

Thank you for your cooperation and understanding during this time of transition.



## Other developments in the Safeguarding Service over the past nine months



The Church of Scotland Safeguarding Service has been providing a service for CrossReach since July 2010.

The Safeguarding Service web pages, on the Church of Scotland website, have been updated and redesigned. This is the best place to find the most up-to-date information about all safeguarding matters.

The Safeguarding Committee has a new Convener (Ranald Mair) and Vice Convener (Reverend Karen Watson).

A new process for checking the suitability of applicants to do voluntary and paid work in the Church was introduced on the 28th February 2011. The Protection of Vulnerable Groups Scheme replaced Disclosure Scotland checks. Over the next four years all voluntary and paid staff working with children and protected adults, will need to join the Scheme. See our website for full details at: [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk).

The Church's work with convicted sex offenders, to ensure their safe inclusion in worship, continues. Details about the Church's policy and how we go about this ongoing work can be found in the *For of Such is the Kingdom of Heaven* report of the Forgiveness and Proportionality Group, 2009.

Safeguarding training programmes have been revised to more explicitly cover protecting 'adults at risk' of harm.

A leaflet about what the Safeguarding Service provides, and for whom, was posted out to congregations this summer.

The Handbook for Child Protection, 2005 is being replaced by four Safeguarding Handbooks. The first of these, a 60-page booklet about what you need to know and do to protect children and 'adults at risk', is now available. This will also be available to download from our website. Three



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more handbooks will follow soon.

A Church of Scotland Safeguarding Conference, for all in the Church with an interest in safeguarding matters (not just safeguarding trainers) is planned for the 30th September to 1st October 2011. This will be held at Tulliallan Police College.

The new Church of Scotland Safeguarding Committee Policy Statement, 2010, has been sent to all congregations.

As our new Safeguarding Service leaflet makes clear, we depend on the expertise and commitment of volunteers and paid staff in the Church and CrossReach to ensure a safe Church for all. Thank you for your excellent work. The Safeguarding Service is here to give you support and advice, so please do not hesitate to contact us.

**Richard Crosse,**  
*Head of Safeguarding*

## Referrals

We are fortunate to have Euan Morrison working with us now as a member of the Safeguarding Service team and Euan will focus most of his time managing those who pose a risk in congregations. Euan and I will support Safeguarding Panels in congregations with Covenants of Responsibilities and we now



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manage a number of these up and down the country.

The Safeguarding Committee has established a Working Group to oversee and develop this area of work and we intend to create a package of support for Safeguarding Panels as soon as possible. Members of Safeguarding Panels should feel free to contact us at any stage to discuss any concerns they might have about keeping their congregations safe.

Referrals have been coming from congregations, CrossReach services, individuals and the criminal justice authorities (police and social work). The majority of referrals continue to come from congregations where we have longer standing established lines of communication.

**Jennifer Milligan,**  
*Assistant Head of Safeguarding*

## New Members of the Safeguarding Service



Moira Laidlaw is our new Admin Team Coordinator. Moira previously worked

for British Gas for 25 years. She initially joined the Church of Scotland Ministries Council in a temporary role in November 2009, followed by a temporary role in the Safeguarding Service in February 2010 and was delighted to be offered a permanent post in August 2010.

Gerry O'Hare was another new member of the Administration team. Gerry joined the Church of Scotland Safeguarding Service in September 2010. However, Gerry has now moved on to a new job with another organisation and we wish him every success.

Euan Morrison joined the Church of Scotland in January of this year as the Safeguarding Officer bringing his experience of public protection and multi-agency working. The main part of Euan's role consists of working with congregations who have an individual who is a convicted sex offender who wishes to worship in their church. This is facilitated through developing a Covenant of Responsibilities which allows the person to attend church, but within an agreed and formal structure which all parties sign up to. This often involves close working with the police and social work. Euan also deals with referrals where harm is suspected within the Church environment or that of CrossReach or the Boys'/Girls' Brigade and assists with practical advice to progress the matter in a professional, pragmatic and lawful manner.

## Let Agreement

The Let Agreement which is used by non church groups renting church halls has now been updated to reflect the introduction of the PVG Scheme. The new version is available to download from the Safeguarding Service website.



## Training Issues

The whole of our Safeguarding training portfolio has recently been revised.

The changes were predicated on two factors. Firstly that the main safeguarding training course for volunteers was developed in 2005 and was overdue a revision, which would have a knock-on effect on all other courses that used the volunteer course as their foundation and secondly the implementation of the Protection of Vulnerable Groups (Scotland) Act 2007, which would necessitate the update of all courses in line with the new legislation.

### Safeguarding introductory course

The old volunteer's course has been totally rewritten and rebranded. It is now called the Introduction to Safeguarding – What You Need to Know and Do to Protect Children and 'Adults at Risk', or to give it its abbreviated title the 'Safeguarding Introductory Course'.

### PVG training

In late 2010, the then pending PVG Implementation highlighted the need to develop training to inform Safeguarding Coordinators, Session Clerks and Ministers about the legislative changes and how these would affect work within congregations.

An initial rollout of courses was organised by the Safeguarding Service to familiarise the team of voluntary Safeguarding Trainers across the country, following which responsibility for this training was passed to Presbyteries and most have now cascaded it to their congregations. Presbyteries that do not currently enjoy the services of a voluntary Safeguarding Trainer have been supported by the Training and Development Advisor providing courses.

Therefore, if you have still not heard about a course near you get in touch with your Presbytery Safeguarding Contact.

### Other training courses

Work has also been proceeding to revise all the other Safeguarding courses. Safeguarding Coordinator Training can now be delivered on either a full day, or two evenings, and as the first half of it is identical with the Safeguarding Introductory Course that half (morning or 1st evening) can be run as a joint course with Coordinators and Volunteer Workers together, which seems to have many plus points and no real downsides identified to me (so far).



## Safeguarding Coordinator Training can now be delivered on either a full day, or two evenings...

Four pilots have been run; again familiarising many of our Safeguarding Trainers with the new materials, and responsibility for organising Safeguarding Coordinator Courses has now reverted to the Presbytery Teams, though in liaison with the Safeguarding Service to ensure the widespread availability of courses across the Country.

### Session safeguarding training course

Work has continued to revise the Session Safeguarding Training course to support Kirk Sessions in the recruitment, management and support of the workers, voluntary or paid, that they employ to work with children or 'adults at risk' in their congregations. It is the responsibility of Presbyteries to gauge demand for and organise this course, but once again support from the Training and Development Advisor will be readily available.

**Andy Strachan**, Training and Development Advisor



# Forms, Forms, Forms

## Process for requesting an 'Application to Join PVG Scheme' form

When a congregation appoints a new volunteer or paid member of staff, the Safeguarding Coordinator should use the checklist contained in PVG Scheme Newsletter 3 (January 2011) to determine if the applicant is going to be undertaking 'regulated work' with children and/or protected adults and, therefore, eligible to join the Scheme.

If you require application form(s) please telephone the Safeguarding Service and a member of staff will then ask the following questions:

- Is this application for a new appointment?
- Does the applicant have a Disclosure check through the Church of Scotland already?
- Is the work being carried out in the name of the Church of Scotland?
- What is the applicant's job title?
- What will their normal duties be?

We will then be able to issue the forms. Please note that we can only issue forms for applicants who are currently being recruited. If the applicant makes a mistake on the form this can be corrected using correcting fluid or by neatly crossing out the mistake and writing in the correct answer beside it.

## Application forms over three months old

If you are submitting a PVG Scheme application form where the signature and date in Section C1/C2 is over three months old, then a new date should be entered and initialled by the applicant. Please note, however, that this is only permitted if the address details have not changed within that period.

## Booking form (participant for training)

There have been a few occasions recently where forms/notes have

arrived in the Safeguarding Service which have been generated locally and the only detail printed is the name of one of the Safeguarding Service Administration team as being the contact. It transpired that these forms/notes were to book places at training. We would like to remind everyone that the safeguarding booking form is available on the website and should be used to book a place for training.

## Booking form (trainer booking dates/venue etc)

We would also like to remind Safeguarding Trainers that there is a form which should be completed by the Trainers to advise the Safeguarding Service when training has been arranged. Once we receive this information we will update the relevant calendar on the website.

## Training materials order forms

There are forms for requesting materials for training events and we would be grateful if you would arrange to complete them and send them to the Safeguarding Service giving at least two weeks' notice (the more notice the better for the Safeguarding Service). If requesting materials by email, the form should be sent to the Safeguarding email inbox for processing rather than an individual member of staff's email address. This will ensure that it is directed to the appropriate person. The Safeguarding email address is: [safeguarding@cofscotland.org.uk](mailto:safeguarding@cofscotland.org.uk)

## Registration of attendees

1. Forms for registration of attendees are available on the Trainers' area of the website and we ask Trainers to ensure that participants print their name and church etc on the correct form for the type of training they are holding. Not only are the details on these forms used by the Safeguarding Service to update the

attendees training on their database record, they are also used to print the relevant certificates so clarity is extremely important. We have received a number of registration forms recently where the details are illegible as they appear to have been hastily written. It has made the job of tracking the person down difficult, making updating or the issuing of the appropriate certificate very time-consuming. Thank you for your cooperation.

## Expenses claims

When submitting expenses claims and receipts to the office please quote your Christian name. Please also ensure that all relevant receipts are attached, as failure to do so could result in a delay in payment of expenses.

## Process for registering a Safeguarding Coordinator:

1. The Person is first appointed by Kirk Session.
2. A Registration of Coordinator Form (SG12) is then completed by the Session Clerk and sent to the Safeguarding Service. The SG12 form can be found in 'section eight' of the Child Protection Handbook. The form can also be downloaded from the 'Safeguarding Information' section of the Safeguarding website at [www.churchofscotland.org.uk/resources/subjects/safeguarding-information](http://www.churchofscotland.org.uk/resources/subjects/safeguarding-information)
3. As part of the role the Safeguarding Coordinator is required to undertake training. When the completed SG12 form is received by the Safeguarding Service the information is entered onto our database. Once it has been confirmed that the new Coordinator has attended training, they will then be issued with their Verifier Code from the Safeguarding Service.