

## Registration/Retiral Form for Safeguarding Coordinator

This form should be completed in full and sent to the Safeguarding Service as soon as a Safeguarding Coordinator is appointed by Kirk Session. Please also use when a Safeguarding Coordinator retires. Please tick appropriate box below.

Registration (Note the Session Clerk is required to sign this form.)

Retiral (Please complete congregation, presbytery name and retiral date and sign on page 1 and complete other voluntary roles on page 2.)

Congregation: .....

Presbytery: .....

Safeguarding Coordinator: .....

Contact Address: .....

.....

Telephone No. (Day): ..... (Evening): .....

Email: .....

Date of appointment by Kirk Session: .....

Safeguarding Coordinator signature: .....

Retiral Date: .....

Has the Safeguarding Coordinator attended a full day Safeguarding Coordinator's training course authorised by the Safeguarding Service?

Yes  No  Date Attended: .....

If the answer to the above is No, is the Safeguarding Coordinator planning to attend such a course in the next few months? (Please note attendance is mandatory for this post).

Yes  No

Are you currently a member of the PVG scheme?

Yes  No

Session Clerk's signature: ..... Date: .....

**Other Voluntary Roles**

Are you undertaking any other voluntary roles within your congregation?

Yes  No

If the answer to the above is yes, please list the position(s) below.

If you are retiring from your role of Safeguarding Coordinator please also tick whether you are still active or retiring from these roles as well.

..... Active  Retired

..... Active  Retired

..... Active  Retired

**DATA PROTECTION ACT CONSENT**

The purpose of the Data Protection Act 1998 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. The Church of Scotland Safeguarding Service is registered with the Information Commissioner and strives to comply fully with data protection law. The Information Commissioner’s website provides in-depth information regarding the requirements of the Data Protection Act: <http://www.ico.gov.uk/>

The Safeguarding Service is committed to protecting your privacy and safeguarding your personal data. We shall use the information you have provided us with for Safeguarding purposes and related matters and will only keep the data for as long as you hold the position of Safeguarding Coordinator for your congregation.

If you agree to the information being used in this way then please sign the form below. If you have any queries, please alert the Church of Scotland Safeguarding Service as soon as possible.

Yes  No

Safeguarding Coordinator signature: ..... Date: .....

Please complete and return to:

Please return this form to: Safeguarding Service, The Church of Scotland, 121 George Street, Edinburgh, EH2 4YN or email [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)

Please remember to send a copy to your Presbytery Contact and to notify both the Safeguarding Service and your Presbytery Contact of any changes to this form.