



Safeguarding Coordinator Guidelines 'Application to Join PVG Scheme' Form

Under the PVG Scheme there are two different forms for applicants to complete. **The applicant should complete one of these forms only.** If they are applying to join the PVG Scheme for the first time then they should complete the '**Application to Join PVG Scheme**' form using the appropriate guidance notes provided. If they are already a member of the Scheme then they should complete the '**Existing PVG Scheme Member**' application form using the appropriate guidance notes provided.

As the coordinator you should complete the following sections of the forms only:

Part D: Payment

D1 – If the application is for a volunteer cross 'Yes' in D1 and leave the rest of part D blank. If the application is for a paid position, then please Cross 'No' and complete D3 with the method of payment. The cost of a Scheme Record is £59 and the cost of a Scheme Record Update is £18. Cheques should be made payable to Disclosure Scotland.

D1 – If the application is for a 'Minister of Word and Sacrament' or 'Ministries Candidate' then, please cross 'No', but leave D3 blank as Ministries Council will pay for these applications. If the application is for locally appointed Ministries position, eg Locum Minister, then payment should be enclosed.

Part E: Countersignatory Details and Declaration

E1: Mark an 'X' against 'Yes' if the person is already in post and doing regulated work, **or** mark an 'X' against 'No' if the person is being asked to do regulated work for the first time or is continuing to do so, but in a new position.

E2: Mark an 'X' in the appropriate box.

E3/E4: Enter 'Church of Scotland'.

E5/E6: Please refer to the attached guidance on which position to choose.

Do not write anything else in Sections E7-15, F, G or H. These will be completed by VSIDS staff. Please do not sign the form at F1/2. If you do the form will be void and a new one will have to be completed.

You should now complete the coversheet and return this, with the application, to the Safeguarding Service.

Ministries Positions: When overseeing an application for a 'Minister of Word and Sacrament' or a 'Ministries Candidate', the applicant will give you a letter with instructions on how to process the application.

A prepaid envelope will be provided for you to return the application, along with the Ministries bespoke coversheet and confidential envelope containing the Ministers' Self Declaration form.

The Safeguarding Service handles a huge amount of mail. Due to this some of it does occasionally go missing in the post. If you send mail to the Safeguarding Service and it does not have the correct postage on it, we will not receive it. Please ensure you have the correct postage on all envelopes and that you **include a return address on the reverse**.

If you are submitting forms on behalf of another congregation please enclose a letter with the applications providing the name of the congregation who are recruiting the worker.

Should you be concerned or have questions about any of the information given, or require clarification, please do not hesitate to contact the Safeguarding Service on 0131 240 2256 or email safeguarding@churchofscotland.org.uk. Further information is also available at http://www.churchofscotland.org.uk/about_us/safeguarding_service.

Guidance on completing section E5 on the *Application to Join the PVG Scheme form*

For the above form it is no longer necessary to enter the actual job title, at E5, but choose from the list of **standard job titles** in the table below. This change is required because all organisations have had to submit job descriptions to go with the prescribed list of job positions that are acceptable to Disclosure Scotland.

The following table is a list of positions for section E5 of the application form which are acceptable to Disclosure Scotland and will speed up the application process. The table illustrates the types of real-world job titles that correspond with this simplified list of positions applied for.

In a Church with 50,000 volunteers there are a vast number of job titles with many describing roughly the same responsibilities and roles. This table will help you to select the **standard job titles**, agreed by Disclosure Scotland, that can be entered at E5 on the above form.

The table below shows a selection of real job titles that correspond with standard job titles. This is not an exhaustive list – there are lots more out there! If in doubt please contact Kerry-Ann Shearer on 0131 240 2256.

Regulated work with...	Standard job titles agreed by Disclosure Scotland to enter at E5	Some corresponding examples of real job titles that may correspond with the prescribed positions
Children	Congregational Children’s Worker	Assistant at mother and toddlers group. Child care assistant. Children and pastoral worker. Children and young person’s worker. Children’s activity worker. Children’s: care worker, club leader, club worker, holiday club helper, or summer mission coordinator. Children’s worker. Children’s Worker Impact World Tour. Congregational children’s worker. Crèche and Sunday School worker. Crèche helper or worker. Crèche helper youth worker. Musician working with children. Nursery practitioner. Summer club leader. Summer Sunday school worker. Sunday club worker. Sunday school: assistant, helper, leader, teacher, worker, or volunteer.
Children	Congregational Youth Worker	Congregational youth worker. Youth: activities, worker, leader, helper, fellowship helper, work leader, or worker/summer holiday club.

Regulated work with...	Standard job titles agreed by Disclosure Scotland to enter at E5	Some corresponding examples of real job titles that may correspond with the prescribed positions
Children	Boys' Brigade Officer/congregational children's worker. Boys' Brigade Helper/congregational children's worker.	Boys' Brigade: assistant, captain, football coach, helper, leader, officer, warrant officer, worker or helper for Boys Brigade
Children	Girls' Brigade Officer/congregational children's worker. Girls' Brigade Helper/congregational children's worker.	Girls' Brigade: auxiliary helper, leader, officer, worker, or helper for Girls Brigade.
Children	Musician working with children	Organist youth worker. Church Organist (but only if their job remit specifies that they work with children.) Junior choir leader.
Children	Host Family (Parent)	Parent in host family
Children	Host Family (Member) (Enhanced Disclosure required for this check only.)	Member of host family e.g. adult living in the same household as host parent.
Protected Adults	Pastoral Care Worker/Visitor	Helper in dementia club. Hospital and nursing home visitor. Listener (for counselling service). Pastoral Care: assistant, worker, worker/holiday club helper, worker/visitor/visiting team, or outreach worker.
Children and protected adults	Minister of Word and Sacrament	Minister
Children and protected adults	Ministries Candidate	Candidate
Children and protected adults	Ministries Reader	Reader
Children and protected adults	Safeguarding Coordinator	Child Protection Coordinator
There are many posts where the job description involves working with children and protected adults .	Any combination of a prescribed position working with children plus enter 'Pastoral Care Worker/Visitor' to cover the work with protected adults	Children and pastoral care worker. Children and pastoral visiting worker. Befriending coordinator. Community outreach volunteer or coordinator. Church Organist (but only if their job remit specifies that they work with children and protected adults). Crèche worker and pastoral care worker. Development worker. Emerging ministries worker. Parish development worker. Passenger assistant on minibuss. Pastoral care worker/holiday club helper. Pastoral care worker/Sunday school. Sunday school worker and pastoral care driver. Youth worker and pastoral care worker.