



The Church of Scotland

Safeguarding Service

Form SG23

Basic Disclosure Certificate Undertaking

In relation to the role I fill or may fill on behalf of the Church of Scotland that requires me to apply for a Basic Disclosure Certificate, I will undertake and I agree to the following:

Upon receipt, I will show my original Basic Disclosure Certificate to the Safeguarding Coordinator. The Safeguarding Coordinator will keep a record on the Congregational Register confirming that a Basic Disclosure check has been completed. I will complete the Basic Disclosure Record Form (SG25) with my information. The Safeguarding Coordinator will complete the last two sections on the form to advise that they have viewed the Basic Disclosure Certificate and to confirm whether it is clear or not clear. The Safeguarding Coordinator will send the form to the Safeguarding Service by email. The Safeguarding Service will add a record to the safeguarding database.

In the event that there is any information on my Basic Disclosure Certificate concerning any unspent convictions I will send my original Basic Disclosure Certificate to the Safeguarding Service at the national offices of the Church of Scotland, 121 George Street, Edinburgh EH2 4YN (email:safeguarding@churchofscotland.org.uk). I understand that I do not have to share this information with the Safeguarding Coordinator but may do so should I wish.

The Church of Scotland Safeguarding Service requires an overseas police check from those who have spent three months or more (in a single period) in a country other than the UK in the last ten years. If this applies to me, I will obtain and send to the Safeguarding Service an official statement from the country(ies) concerned.

I acknowledge that by sending my overseas police checks and Basic Disclosure Certificate to the Safeguarding Service, any information contained within these may be risk assessed by the Church of Scotland Safeguarding Committee Recruitment Sub-Committee. The Safeguarding Service will keep me informed about the risk assessment process and will notify me of any decisions reached in connection with that process.

I also acknowledge that in the event that I fail to apply for a Basic Disclosure Certificate when asked to do so or, in the event that my Basic Disclosure Certificate contains information relating to unspent convictions and I fail to submit a copy of it to the Safeguarding Service, the Church of Scotland Safeguarding Committee will take action in terms of the Safeguarding Act 2018. I understand that this may lead to my being unable to undertake or continue in a role on behalf of the Church of Scotland.

I understand that if I have any questions about this form or the Basic Disclosure Certificate process I should contact my local Safeguarding Coordinator in the first instance, failing whom the Church of Scotland Safeguarding Service (email:safeguarding@churchofscotland.org.uk).

Sign name

Print name

Date

March 2022