

## 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 consent 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 for me.

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](mailto: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.

I acknowledge that by sending my Basic Disclosure Certificate to the Safeguarding Service, any information contained within it may be risk assessed by the Church of Scotland Safeguarding 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](mailto:safeguarding@churchofscotland.org.uk)).

Sign name

Print name

Date