

**SG08**

**Volunteer Transfer Form v3.0**

The SG08 form can be used when a volunteer or paid worker wants to transfer from one congregation to another or wants to volunteer/work in an additional congregation and all the following statements apply:

1. The applicant has been fully recruited by a Church of Scotland congregation

2. The applicant is currently undertaking regulated work for the Church of Scotland

3. The Kirk Session of the new/additional congregation has waived their right to recruit the worker using the full recruitment process

If the applicant was not fully recruited by a Church of Scotland congregation, the SG08 form cannot be used. In such instances the full recruitment process should be carried out, including an application for a PVG scheme update.

If the applicant is not currently undertaking regulated work for the Church of Scotland, the SG08 form cannot be used. In such instances the full recruitment process should be carried out, including an application for a PVG scheme update.

Each congregation retains the right to recruit volunteers themselves if they so wish, even if they have been previously recruited by another congregation. In such instances, the full recruitment process should be carried out, and confirmation of PVG scheme membership obtained from the Safeguarding Service.

**Section 1 – to be completed by the volunteer/worker**

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| **1.1 Name** |  |
| **1.2 Maiden or former name** *(if applicable – if your name has changed since since your PVG scheme membership was last updated with the Church of Scotland, a photo or scan of an ID document showing your new name should be sent along with this form to the Safeguarding Service)* |  |
| **1.3 Address** *(please note, if you have changed address since your PVG scheme membership was last updated with the Church of Scotland, a photo or scan of an ID document showing your new address should be sent along with this form to the Safeguarding Service)* |  |
| **1.4 DOB** |  |
| **1.5 Phone/mobile number** |  |
| **1.6 Email address** |  |
| **1.7 Have you lived overseas for 12 months or more (whether continuous or in total) since your PVG scheme membership with the Church of Scotland was last updated?**  *(If your answer is “yes”, you are required to obtain a police clearance certificate from the relevant country/ies and submit it to the Safeguarding Service)* | Yes/No |

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| **1.8 Which Church of Scotland congregation(s) do you currently carry out regulated work with?** |  |
| **1.9 Title(s) of currently-held post(s)** |  |
| **1.10 Does this regulated work involve working with children, protected adults, or both categories?** | Children/Adults/Both |

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| **1.11a On what date did you last attend an Introductory or Advanced Church of Scotland safeguarding training course?** |  |
| **1.11b Was this an Introductory or Advanced course?** |  |
| **1.11c What was the name of the trainer running the course?** |  |

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| **1.12 Is this application to transfer from one congregation to another, or to work in an additional congregation?** | Transfer/Additional |
| **1.13 Is this transfer/addition permanent or for a fixed period?** | Permanent/Fixed period |
| **1.13b If this transfer/addition is for a fixed period of time, please state the end date** |  |

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| **1.14 Applicant signature (a typed signature is acceptable)** |  |
| **1.15 Date** |  |

**Section 2 – to be completed by the Safeguarding Coordinator in the NEW congregation where the volunteer/worker wishes to work**

*Please telephone/e-mail the Safeguarding Service Office to confirm worker’s PVG status prior to completing this form*

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| **2.1 Title of new post(s)** |  |
| **2.2 Will the new role(s) involve working with children, protected adults, or both categories?** | Children/Adults/Both |
| **2.3 Is/Are the new role(s) paid or voluntary?** | Paid/Voluntary |

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| **2.4 Name of new congregation** |  |
| **2.5 Name of Safeguarding Coordinator at new congregation** |  |
| **2.6 Verifier code of Safeguarding Coordinator at new congregation** |  |
| **2.7 Email address of Safeguarding Coordinator at new congregation** |  |
| **2.8 Date on which Safeguarding Coordinator checked worker’s PVG/disclosure information with the Safeguarding Service** |  |

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| **This is to certify that the congregation wishing to use the services of the worker named on this form is happy with the information given in Section 1 of this form.**  **We understand that the volunteer/worker must not be put into post until clearance has been received from the Safeguarding Service.** | |  |
| **2.9 Signature of Safeguarding Coordinator** *(a typed signature is acceptable)* |  | |
| **2.10 Date** |  | |

**Section 3 – to be completed by the Safeguarding Coordinator in the congregation where the volunteer/paid worker was originally recruited**

*Please note, this may not be the congregation they are currently with*

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| **3.1 Name of congregation who originally recruited the worker** |  |
| **3.2 Regulated work role(s) the worker was recruited for by the original congregation** |  |
| **3.3 Name of current Safeguarding Coordinator in original congregation** |  |
| **3.4 Verifier code of current Safeguarding Coordinator in original congregation** |  |
| **3.5 Email address of current Safeguarding Coordinator in original congregation** |  |

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| **3.6 When the worker was originally recruited, were the following steps of the recruitment process completed?** | |  |
| **Application form** | Yes/No | |
| **Two references** | Yes/No | |
| **Self-Declaration form** | Yes/No | |
| **PVG clearance email received from the Safeguarding Service** | Yes/No | |
| **3.7 Date the appointment of the above worker was approved by Kirk Session** |  | |

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| **This is to confirm that the above worker has been fully recruited and appointed by the congregation named in Section 2 of this form** | |  |
| **3.8 Signature of Safeguarding Coordinator** *(a typed signature is acceptable)* |  | |
| **3.9 Date** |  | |
| **This form should be submitted to the Safeguarding Service by post or by email. If submitted by email, both Safeguarding Coordinators named on the form and the applicant should all be copied (cc’d) into the email.**  **Once the form has been processed the Safeguarding Coordinator at the new/additional congregation will be sent a clearance email, at which point the worker can be put into post.** | |  |

*The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes****.*** *The full Privacy Notice of the Church of Scotland Safeguarding Service is available from the Church of Scotland website. Please visit the website for details. Should you have any questions concerning the use of this information please contact the Safeguarding Service. If you wish to exercise any of your data protection rights, please contact the National Office’s Data Protection Officer (DPO) at* [*Privacy@churchofscotland.org.uk*](mailto:Privacy@churchofscotland.org.uk)