

**SG27**

**International Presbytery Ministries Appointment - Safeguarding Form v4.0**

This form should be completed by the person responsible for the recruitment/appointment (see IP Recruitment Process Guidance) of this Ministries role within the International Presbytery.

This form should be submitted to the Safeguarding Service by the responsible person prior to the applicant taking up the post.

No applicant should begin a Ministries role until clearance has been issued.

**Section 1**

The Charge/ Placement

|  |  |
| --- | --- |
| **1.1 Name of congregation/charge** |  |
| **1.2 Country in which congregation/charge is located** |  |
| **1.2 Start date of post** |  |
| **1.3(a) End date of post (if known/applicable)** |  |
| **1.3(b) Destination on leaving –** refer to note ‘c’ |  |
| **1.4 Name of Presbytery Clerk** |  |
| **1.5 Email address of Presbytery Clerk** |  |

**Section 2**

The applicant

|  |  |
| --- | --- |
| **2.1 Name –** refer to note ‘a’ |  |
| **2.2 Current address** |  |
| **2.3 Phone or mobile number** |  |
| **2.4 Email address** |  |
| **2.5 Is this person being recruited directly from a Church of Scotland post without a break of service** | Yes/No  Details of post: |
| **2.6 Are they currently a member of the PVG scheme through the Church of Scotland?** | Yes/No |
| **2.7 Have they had a criminal record check as part of the IP recruitment processes in the last 24 months?** | Yes/No Date of issue: |

**Section 3**

Verification of identity **–** refer to note ‘b’

|  |  |
| --- | --- |
| **3. ID shown**  *(Note:* ***three*** *forms of ID are required - refer to* [*note 1*](#Note1) *Please state in each box the specific document you were shown (e.g. “passport”, “gas bill”)* | |
| **Photographic ID viewed** (refer to [note 2](#Note2))  *(e.g. Driving Licence, Passport, Young Scot card, Bus Pass)* |  |
| **Proof of address viewed** (refer to [note 3](#Note3))  *(e.g. Driving Licence if not used as photographic ID, bank statement, Scottish Power bill, council tax bill)* |  |
| **Third piece of ID viewed** (refer to [note 4](#Note4)) |  |

|  |  |  |
| --- | --- | --- |
|  | **Start notification** | **Leaving notification** |
| **4.1 Name of person completing this form** |  |  |
| **4.2 Designation** (Capacity is which you are the person responsible for completion) |  |  |
| **4.3 Signature** *(a typed signature is acceptable)* |  |  |
| **4.2 Date** |  |  |

**Note ‘a’**

**Full name is required as it appears of the individual’s passport.**

**Note ‘b’**

**It is the responsibility of the person recruiting this applicant to ascertain they have a current criminal record check that meets the criteria within the** [**Safeguarding Guidance**](https://churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-handbook/appendix-6-international-presbytery-recruitment-and-police-checks)

If a new check is required, identification verification is required. If not, there is no need to complete section3.

**Note ‘c’**

Enter the destination/ next step for the person leaving i.e. name of next charge or placement, retirement, locum with no immediate placement

**Note 1**

**ID verification should be done in person with original documents. Where this is not possible, the applicant can show their ID to the Safeguarding Coordinator over a video call. Photos/scans of documents are not acceptable for use in the ID verification process.**

**A minimum of three types of identification must be shown to the** **Coordinator.** At least one must be photographic and at least one must show the applicant’s address. The same piece of ID cannot be used as photographic and to prove the address (in other words, if you view a photographic driving licence as the photographic ID, you must view another type of ID to verify the applicant’s address).

**Note 2**

**Photographic ID that can be accepted**: Passport (e.g. UK or other country), Driving licence with photograph, Young Scot card, Bus pass, UK Government Department Pass/Card (current), Employee ID Card (current), NHS Scotland ID Card (current), Armed Forces ID Card (current), National Union Student ID (current), University ID (current)

**Where you cannot provide Photographic Evidence of Identity:**

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; Minister of Religion; line manager etc) which states *“I certify that [name of person] residing at [enter full address] has been known to me for [enter duration of time]. Sign, print name & position, insert address & email of responsible person and date.”* Please note this letter should not be completed by the same person countersigning this coversheet. The letter should accompany the application form and be forwarded to the Safeguarding Service. We suggest that the photograph and a photocopy of the letter should be kept so that a paper trail is available, these documents should be confidentially destroyed once the application has been completed.

**Note 3**

**ID that can be accepted as proof of address**: Credit or store card statement (within last 3 months); Financial statement (e.g. Mortgage, Personal loan papers, ISA) (within last 3 months); Correspondence from statutory bodies (e.g. Jobcentre Plus, Pensions Service, Disability and Carers Service, Central or local/government departments) (within last 3 months); Pension or other benefits book; Visa; Work Permit

Please note that a PVG Certificate, or any other Disclosure Scotland documentation, cannot be used as proof of address. A bank card also cannot be used as proof of identity as this does not have a photo or address present.

A Photo Driving Licence cannot be used as both photo and address ID, two separate forms of ID must be seen. Similarly, if a Driving Licence has been used as one form of ID, a letter from the DVLA cannot be used as another form of ID (as they are both issued by the same organisation).

**Note 4**

**ID that can be accepted as a third piece of ID** (providing that the applicant’s photo or name and address appears on the ID, and where it is a letter is dated within the last 3 months): Any of the photographic or proof of address ID types listed above: Current Building Society Account Book; Current Trade Union Membership Card; Current Form BF7 (Benefits Agency); Current Council Rent Book; Scottish Qualifications Authority letter; Degree Certificate, HND, HNC, Professional Qualification, NVQ/SVQ (granted by a UK University, award granting body or equivalent).