

**SG07a**

**Safeguarding Presbytery Register**

The Safeguarding Presbytery Register is a tool for preventing harm and abuse. It contains a list of all PVG Scheme/DBS**[[1]](#footnote-1)** Scheme members actively doing paid or voluntary work with children and/or protected adults and International Presbytery roles (please include details of Parish Minister, Locum, Interim Moderator, MDS and any other roles accountable to the Presbytery[[2]](#footnote-2)).

|  |  |
| --- | --- |
| **Name of Presbytery** |  |
| **Name of Presbytery Clerk** |  |
| **Name of Presbytery Safeguarding Contact** |  |
| **Presbytery Register Document Owner[[3]](#footnote-3)** |  |
| **Form completed by** |  |
| **Year ending** |  |

Note: This register is a tool for preventing harm and abuse by evidencing:

* a key part of safe recruitment (PVG Scheme/DBS and other criminal records checks)
* awareness raising (the pocket guide and the 4Rs of safeguarding)
* the uptake of safeguarding training

It will be inspected at the Presbytery Annual Inspection of Records and may be inspected by the Safeguarding Service from time to time.

If possible the form should be completed electronically for ease of reading for the inspection of records.

| **Post holder** | **Safe recruitment** | **Awareness raising & training: recognise and report** | **Data Protection & GDPR** |
| --- | --- | --- | --- |
| **Name** (Surname first and typed or in capitals) | **Date of birth** only to separate duplicate names[[4]](#footnote-4) | **Type of Regulated Work** with children **(C)**, protected adults **(PA)** or both **(B)** | **Date of clearance letter[[5]](#footnote-5)** from Safeguarding Service confirming PVG or DBS Scheme membership or that appropriate criminal record check has been carried out | **Congregation and role**[[6]](#footnote-6): Parish Minister **(PM)** Locum **(L)** Interim Moderator **(IM)** In Training **(T)** Ministries Development Staff **(MDS)**  | **Date appointed by Presbytery**[[7]](#footnote-7) | **Issued with pocket guide** (“Safeguarding Children and Adults at Risk: Key Information for Staff and Volunteers”)[[8]](#footnote-8)? **Yes/No** | **Date** **attended mandatory safeguarding training[[9]](#footnote-9)** | **Date(s) attended suitable refresher training[[10]](#footnote-10)** | **Leaving Date**[[11]](#footnote-11) | **Date SG22 sent to SG**[[12]](#footnote-12) |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | (Insert rows as needed) |  |  |  |

1. For Presbytery of England: delete reference to PVG Scheme and replace with Disclosure and Barring Scheme (DBS) and refer to regulated activity with children and/or adults. For International Presbytery refer to appropriate criminal record check. [↑](#footnote-ref-1)
2. Posts that are accountable to a Kirk Session should be listed on the local Safeguarding Congregational Register (SG07). [↑](#footnote-ref-2)
3. The presbytery register document owner is the person who takes responsibility for ensuring that this document is kept up to date and accurate. This can be the Presbytery Clerk or someone who is appointed to take this responsibility at a presbytery meeting. The appointment should be noted in the minutes. Clearance letters from the Safeguarding Service will be sent to the Presbytery Clerk and the applicant. [↑](#footnote-ref-3)
4. Date of birth is only needed to separate duplicate names. [↑](#footnote-ref-4)
5. Applicants cannot begin in post until they and the Presbytery Clerk have received a clearance letter from the Safeguarding Service. [↑](#footnote-ref-5)
6. Please specify any other role appointed by Presbytery. [↑](#footnote-ref-6)
7. This is the date that Presbytery approved the appointment. [↑](#footnote-ref-7)
8. The pocket guide is to be distributed to all new appointments. The small pocket-sized guide explains what to do if you have a concern about a child, young person or adult in the Church. It is designed to be given to anyone undertaking regulated work within the Church. [↑](#footnote-ref-8)
9. In May 2015 the General Assembly made it mandatory for all doing Regulated Work to attend the appropriate level of Safeguarding training. Contact your Presbytery Safeguarding Contact for details. [↑](#footnote-ref-9)
10. Refresher training is recommended every three years in line with good practice and is mandatory every 5 years. Please refer to the [Learning Pathways for Ministers and Learning Pathway for other Church Roles](https://churchofscotland.org.uk/about-us/safeguarding-service/training) for further information. [↑](#footnote-ref-10)
11. The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. Church of Scotland Presbyteries in the UK are registered with the Information Commissioner’s Office and strive to comply fully with data protection law. The Information Commissioner’s website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/> This presbytery is committed to protecting privacy and safeguarding personal data. We shall use the information recorded here for the purpose of ensuring good safe recruitment and safeguarding practice. The full Privacy Notice for our Presbytery is available on our website. Should you have any questions concerning the use of the information provided please contact the Presbytery Clerk. International Presbytery may also be subject to similar Data Protection rules. [↑](#footnote-ref-11)
12. The SG22 can be found [here](https://churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications). It is very important that the Safeguarding Service receives an SG22 at the point someone leaves their role. Receipt of the SG22 helps to ensure that the Church has accurate data about who it has working in the Presbytery or congregation at any given time. [↑](#footnote-ref-12)