

Chryston Parish Church
Kirk Session
Safeguarding Co-ordinator's Report
6th May 2025

1. Insurance

The new insurance clause on Abuse will require the Safeguarding Co-ordinator to ensure Chryston Parish Church is adhering 'to the letter' that which is in the Insurance Abuse Clause. The condition states that the Session must comply with legal requirements. If we are in breach of Safeguarding Service procedures, we are also in breach of insurance policy conditions as well. All Safeguarding procedures must be followed.

In short, there are significant changes which will require to be introduced. They are summarised below:

- a. All Safeguarding forms, regardless of how impractical they may appear, must be completed for those doing a regulated role.
- b. Each applicant requires an interview relevant and pertinent to their role. Under the new regulations the Safeguarding Co-ordinator must be involved in each interview.
- c. Formal safeguarding training must be completed before a volunteer can take up position. This could delay the recruitment process by a considerable period of time.
- d. Volunteers' names must be agreed by the Kirk Session before starting in their role. I have asked if Minister or Session Clerk can agree on behalf of the Session to avoid further delays.
- e. The volunteers in Hub Café who do not hold a current PVG will require to complete a Level 1 Disclosure to meet the insurance requirements.
- f. Ongoing Basic Safeguarding training (for Regulated work) and Trustees' training is mandatory. Anyone consistently failing to attend safeguarding training must be removed from their volunteer work or from the list of Trustees until the training is completed.

The above will mean the lead in time for activities will require to be extended. Recruiting volunteers will take longer than before.

Recommended Action for Session: Note above

2. Briefing Paper

The Church of Scotland has issued a Briefing Paper on the Disclosure (Scotland) Act 2020. The following extract should be noted:

'From 1 July 2025 onwards, two new offences will come into force. It will become an offence for:

- *anyone carrying out a regulated role to do so whilst not a member of the PVG scheme*
- *organisations to offer any type of regulated role to an individual unless they have PVG Scheme membership'*

Recommended Action for Session: Note above

3. Tiny Tunes

I will seek written confirmation from the Safeguarding Service about the status of Tiny Tunes volunteers.

4. Kirk Session Responsibilities (as opposed to Safeguarding Co-ordinator's responsibility)

- a. The Kirk Session is responsible for deciding which roles within the church require a Level 1 Disclosure. (Formerly called Basic Disclosure). The instruction from the General Assembly to Kirk Sessions is to:

‘conduct Basic Disclosure checks on all individuals in their congregation if in leadership roles and / or positions of trust including but not limited to café workers, organists and church officers, where their duties may involve contact with vulnerable groups as referred to in the Protection of Vulnerable Groups (Scotland) Act 2007.’

The Safeguarding Panel met and agreed to recommend that, with the exception of the Hub Café, no role should be subject to safer recruitment (see below). It is however for the Session to agree since it is solely the responsibility of the Trustees.

Recommended Action for Non-regulated work in Chryston Parish Church

Non-regulated Groups	Level 1 Disclosure?	Reason
Tiny Tunes	TBC	Only Sheila is teaching – she has PVG. Parents and carers are present (Stand-in for Sheila will require PVG)
OWelcome Party	No	While there could be contact (in the passing) with children and vulnerable adults, applying for BD does not seem proportionate for the role
After Church teas / coffees	No	While there could be contact (in the passing) with children and vulnerable adults, applying for BD does not seem proportionate for the role
Work Party	No	No contact with vulnerable groups
Small group leaders	No	Not proportionate with the role
Gardens	No	While there could be contact (in the passing) with children and vulnerable adults, applying for BD does not seem proportionate for the role
AV Team	No	Currently not required: depending on the composition of the Team, PVG / BD may be required.
Silver Surfers	No	Not proportionate with the role
Prayer Meeting Leaders	No	Not proportionate with the role
Hub Café	Yes	Instruction from General Assembly for café workers to have Level 1 Disclosure
Kirk Session	No	No direct contact with vulnerable groups. Rules on visiting people in their own homes and in care homes may change soon.
Finance Committee	No	No direct contact with individuals
Worship Committee	No	No Level 1 Disclosure required but people leading and organising young people in worship must have PVG
Mission Abroad	No	No direct contact with vulnerable groups. Not proportionate with role
Outreach and Discipleship	No	Dependant on activities and personnel involved
Fabric and Property	No	No direct contact with vulnerable groups
Food Safety and Hygiene	No	Not proportionate with role
Communication	No	Not proportionate with role

- b. The Safeguarding Co-ordinator is responsible only for the registering of all regulated workers / roles for PVG clearance. The Safeguarding Service recommends (as best practice) that non-regulated workers go through the same safer recruitment process. This best practice would allow a record to be kept of the individuals who have applied for a post. While the Safeguarding Panel is of the view that asking people to go through the safer recruitment process is not proportionate to the role, the ultimate decision lies with the Kirk Session.

Action for Session: decision required for 4a and 4b

5. Boys' Brigade

I received notification on 1st May about changes in procedures for PVG applications for Boys' Brigade leaders. The implementation of the new Safer Recruitment for the Boys' Brigade begins on 1 June 2025.

The table below shows the process and highlights (in yellow) the changes since May 2024.

Step	Action
1	The Boys' Brigade will nominate prospective leaders to the Kirk Session of the associated congregation following the initial application and interview process. (Previously carried out by Gary Macfarlane and George Tinning)
2	Applicant complete Part 1-4 of the Leadership Registration Form
3	The Company Captain completes Part 5 of the Leadership Registration Form and sends it to the Church Safeguarding Co-ordinator (CSGC)
4	The CSGC arranges for the Session Clerk to present the nomination to the Kirk Session to affirm the nomination subject to successful completion of the Safer Recruitment process, to include references (previously carried out by me) and PVG scheme membership. Part 6 of the Leadership Registration Form is completed, and the form is signed by the minister or session clerk and returned to the company captain. The Affirmation of the nomination should be recorded in the minute of the meeting. (The minister or session clerk can affirm the nominations on behalf of the Kirk Session if the next meeting is not imminent. This should be recorded retrospectively in the minutes of the next Kirk Session meeting.)
5	The applicant is supported by the Boys' Brigade HQ Support Team to complete and submit the PVG scheme membership application.
6	The Company Captain ensures references are sought from the referees.
7	The BB HQ Support Team ensures all steps of the Safer Recruitment process are successfully completed before the applicant is approved as a Boys' Brigade Leader.

Gary Macfarlane will visit the Boys' Brigade as a follow up to his previous visits.

Recommended Action by Session: Note above

6. Pastoral Care

Generic Job Descriptions are being developed based on the area of activity. Job Descriptions for Pastoral Care Transporters and Visitors are at the draft stage. Volunteers involved in transporting people will be advised to contact their insurer before starting.

(The Safeguarding Service is in the process of drafting Job Descriptions for the more popular church activities, but it is unclear when these will be available.)

7. Training

Since Safeguarding Training is mandatory, those who have yet to attend training (volunteer or Trustee) have been contacted. Six people have signed up to attend forthcoming trainings. Training needs to be refreshed every five years. If a Trustee also holds a PVG because of their work with vulnerable groups, they need only refresh the Trustee Training and not the Introductory Training.

Recommended Action by Session: Note above

8. Inspection of Records

One issue arose from the audit for Chryston's Safeguarding that some PVG members had not attended Training. (Those listed have now signed up for Training.)

Safeguarding Co-ordinators were emailed on 10/04/25 following the Inspection of Records and were asked to remind their Kirk Session of the following:

- a). the need to include SG24 Record of Trustee Training. Those who had not submitted, were asked to do immediately. This is to ensure that all Trustees are up to date with their training. Chryston had already submitted this for the Inspection of Records.
- b). the need to have a Safeguarding Panel. Chryston already has this in place which meets regularly and reports to every Kirk Session meeting.

Recommended Action by Session: Note above

9. PVG Confirmation

Jocelyn Glennie has been cleared by Disclosure Scotland to work with Children (14/03/25)

The following people have been cleared by Disclosure Scotland to work with Protected Adults:

Catherine Hunt(14/04/25)

Sheena Black (01/05/25)

Gavin Wright (01/05/25)

There are a further four people going through the PVG application process for Protected Adults.

Gary Macfarlane was also cleared with Basic Disclosure (11/03/25) for his role on the Safeguarding Panel

Recommended Action by Session: Above names to be noted in the Minutes, showing dates of Clearance by Disclosure Scotland.

10. Holiday Club

The recruitment process for the Holiday Club has begun. The following timetable will ensure that Safeguarding procedures are in place for the week of the Holiday Club:

- a). Volunteer names were asked for by 30th April: Nine people who do not have a PVG have volunteered. Initial forms have been issued, and IDs are being checked.
- b). It is proposed that Job Description covering all roles within the Holiday Club be ready for issue to volunteers to agree and sign by 15th May.
- c). It is proposed that Safeguarding Risk Assessment to be ready for 22nd July. (This is separate from the H&S Risk Assessment). This will ensure that the church is compliant with insurance requirements.

Recommended Action by Session: Agree above timetable.

11. 68 Community / Church summer activities:

- a. Martin Carr is preparing ahead and has asked about the Safeguarding implications for his summer activities which he and Scott are considering running in the Nicolson Centre in Chryston. The relevant Safeguarding information has been sent to him.

Recommended Action by Session: Note above