



## **Church Safeguarding Coordinator Declaration Form**

This form should be used to indicate that a Safeguarding Coordinator is no longer acting in that capacity and/or to initiate the process to recognise a new Safeguarding Coordinator, either main or deputy, in the local Church. Please complete and forward to: [DBS.PVG.Verifiers@urc.org.uk](mailto:DBS.PVG.Verifiers@urc.org.uk), keeping a copy for your own records.

Church name \_\_\_\_\_ Number \_\_\_\_\_

### **Safeguarding Coordinator no longer active (if applicable)**

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No.: \_\_\_\_\_

### **New safeguarding coordinator to be recognised**

It is good practice that the safeguarding coordinator uses a designated safeguarding URC email address because of the sensitive and confidential nature of the information the role deals with. It is strongly advised that this email only be used by the safeguarding coordinator and their deputy. Duties should commence once safer recruitment polices have been followed and a Disclosure and Barring check or a Protection of Vulnerable Groups check has been cleared. It has been formally agreed by the church's meeting and recorded in minutes that the following person is authorised to take up the role/position.

Role/Position: Church Safeguarding coordinator  or Deputy safeguarding coordinator

Which groups are supported by this person: Children  Adults  Children and Adults

Date of authorisation: \_\_\_\_\_

Full Name (*Safeguarding Coordinator*): \_\_\_\_\_

Safeguarding email: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

The formal agreement by the church means that a) the Safeguarding Coordinator's information is provided for the purpose of discharging their role and will be shared with United Reformed Church staff at Church House and synod offices. I confirm that information provided on this form is complete and true and that I understand the guidance given above regarding the secure recording of sensitive and confidential information is the responsibility of the church.

Signature/Name: \_\_\_\_\_ on behalf of the Church Meeting  
(*Church Secretary, Minister, or other Elder*)