

**Welcome to
Strath & Sleat Church of Scotland**

This Information Pack can be downloaded from our website
www.sschurch.co.uk

INDUCTION PACK

Mission Statement

*Glorify God Who is our Sovereign;
To present Jesus Christ Who is our Saviour;
To keep in step with the Holy Spirit Who is our Sanctifier,
in order to be a light so lovely in the community that all would be
drawn into His presence*

Strath & Sleat Church of Scotland Induction Pack

Who we are

The Church of Scotland in Strath and Sleat exists for the glory of God as our mission statement, above, declares. Our parish covers most of the south of Skye with churches in Kyleakin, Broadford, Elgol and Kilmore.

We are simply a group of people who have become deeply aware of God's love, acceptance and forgiveness as they have been shown to us in Jesus. Having experienced something of His amazing love for us and for the whole world we have been brought to love Him in return. And having experienced the joy and peace of knowing Him as our dearest Friend we gladly and lovingly encourage others to know Him too!

There are various ministries to youngsters that take place within the life of the parish:

New Horizon

New Horizon is a group for teenagers that meets during the morning service in Kyleakin Church. For further details contact Morag MacLeod, 01599 534185

Soundwaves Children's Club

Soundwaves is a monthly club for all primary school children in the parish of Strath and Sleat. It meets on the first Wednesday of each month in the Broadford Village Hall from 6.00pm - 7.30pm. At each club we learn more about Jesus and his love for us. We have loads of fun and play loads of silly games. For further details contact Jackie MacLennan, 01599 534332

A2J

A2J is a bi-monthly house group meeting for teenagers, usually held in the manse from 7.30pm to 9pm on Sundays. For further details contact Tony Breen, 01471 822 121

Sunday Schools

All four churches run a Sunday School for primary age children during the morning services

Crèche

Kyleakin and Broadford Church run a crèche during the morning services, Kilmore has a parent and toddler room.

Holiday Clubs

All churches in our parish run holiday clubs during school holidays. For further details contact Muriel Urquhart, 01471 844 469

C.O.O.L.

Dave Mockett is a church youth worker who covers Lochalsh and the south of Skye. Dave worships with us in our Kyleakin congregation along with his wife, Ruth, his son, Joshua, and daughter, Kesiah. He has a very valuable and appreciated ministry to the young folk of the parish. Dave works for 'C.O.O.L.', which is an interdenominational project in partnership with Scripture Union Scotland through the Associate Worker Scheme, under which has been employed a full time youth and schools' worker to work amongst the young people of this very rural area of North West Scotland.

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Meet the Ministers!

Get to know a little about our ministers so that you can have a better understanding of how to pray for them as they serve God in our midst.

Rev Dr Ben Johnstone

When did you move to Skye?
January 2003

Where did you grow up?
Near Glasgow

Tell us a little about your family?
We have one daughter, Laura, and three grandchildren.

You are a minister in a Christian church so obviously Jesus Christ is hugely important to you. Has this always been the case? If not, please tell us a little about how this came to be? A regular church upbringing came to be seen to be insufficient; and that a personal connection with the Lord was necessary. This emphasis was presented in the Church Youth Fellowship, until that step of personal commitment was taken; and the Lord Jesus Christ began to be increasingly life- affecting and real; and has remained so.

What made you decide to become a 'minister'?
The seed-thought came into my heart, overtaking the intention to go for Medicine; and firmed itself up to a conviction that this was God's definite call. Circumstances came in behind to confirm it.

Tell us a little about your previous ministry experience?
14 years in Hamilton, Lanarkshire (a town charge); 13 years in Mallaig (fishing and sea-centred); before coming to Strath and Sleat in 2003.

Are there any books you have found especially helpful to your Christian growth?
Bible commentaries by trustworthy authors; books on Church History, giving, and helping to sense, the historical "trail" of God's work in the world; John Piper's books.

What Bible verses or Bible stories have had the biggest impact on your life?
Revelation 3:20; and truths underscoring the fact of God's Sovereignty over His work, and in our lives.

How can we, as members of the parish and interested friends, pray most effectively for you?
For steadiness, stamina and faithfulness to the responsibilities of ministry; and that the flame of being personally aware of God's love, and my concern for others to come to faith, be kept keen and alive.

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Rev John Urquhart

When did you move to Skye?
August 2003.

Tell us a little about your family?

My family consists of a beautiful wife, Muriel, to whom I was attracted since the first day I met her. We were married in 1998, we now have 3 delicious children: Mairead (sensitive and arty), Eòin (gentlemanly and studious), and Sileas (funny and... ballistic!).

You are a minister in a Christian church so obviously Jesus Christ is hugely important to you. Has this always been the case? If not, please tell us a little about how this came to be?

I was almost 25 before I became a follower of Jesus. I was asked to go to a service at St. Columba's Church, Glasgow. Even though Churchgoing wasn't my habit, I agreed to go - because the service was in Gaelic, my first and favourite language. To my astonishment, that very day I met God in power and I was irrevocably converted to follow Jesus the Messiah.

If you had to sum up your personality in no more than 20 words, what would you say?

I'd probably say, "I'm an absentminded professor... except, without the intellect."

If your wife had to sum up your personality in no more than 20 words, what would she say?

My wife might say of me, "Being married to him is good for my sanctification!"

What Bible verses or Bible stories have had the biggest impact on your life?

Two years after I was converted to Christ, I was called to the Ministry, through the verse: "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field." (Luke 10: 2).

That harvest is the precious souls for whom Jesus lived and died so as to save them. This verse haunted me for weeks until I agreed to go bring in the harvest for Him. The second one is the verse which was preached at the Ministry selection school I attended:

"He has showed you, O man, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God." (Micah 6: 8).

This verse always challenges me to grow spiritually, because I still find that my very flesh rebels against doing the good things God asks for in it.

Give us a run down of some of the responsibilities you have as a parish minister?

A run-down of my duties are: Firstly, that I am to be the good-looking one of the two ministers in our Church. Seriously? Ok...

I regularly lead: at least 2 services on a Sunday, a weekly midweek Bible study and prayer meeting, school assemblies in 4 different schools, services in the 2 local homes for the elderly. I also conduct funerals for anyone in our area who asks for such, I visit the: sick, newcomers, and the spiritually concerned, as well as the two hospitals (less regularly than our Parish minister does), and the Gaelic college, as Chaplain, once a week. In addition to that, I sometimes reply to e-mails and phone-calls. But most important of them all, I am a husband to one, and father to three - all of whom need to experience the reality of my being such. There might be more duties... but I'm absentminded and have probably forgotten them.

How can we, as members of the parish and interested friends, pray most effectively for you?

Pray that I may live a life worthy of God (1 Thess 2: 12), and, "Pray that I may declare [the mystery of the Gospel] fearlessly, as I should" (Eph. 6: 20).

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Parish Church Services and weekday meeting times:

There are four churches in our parish, Broadford, Elgol, Kilmore and Kyleakin.

Broadford

Sunday Services - 10.15am

A Crèche is available during this service and Sunday School for older Children.

Tea and coffee is served after the service.

6.00pm - Gaelic service every 2nd Sunday of the month in the Church Hall.

Wednesday Evening 8pm - Bible Study and Prayer Meeting in the Church Hall.

Elgol

Sunday Services - 6.00pm

Services on the 1st and 3rd Sunday of the month. There is also a service on the 4th Sunday if there are 5 Sundays in the month.

Tea and coffee is served after the service.

Wednesday Evening - 7.30pm - Bible Study & Prayer Meeting in the Church.

Kilmore

Sunday Services - 11.00am

A Crèche is available during this service and Sunday School for older Children.

Tea and coffee is served after the service.

6.00pm - Praise Concert on the first Sunday of the month.

6.00pm - Gaelic Service, 3rd Sunday of the month.

Wednesday Evening 8pm - Bible Study & Prayer Meeting in the Church.

Kyleakin

Sunday Services - 12noon

A Crèche is available during this service as well as Youth Groups for Children & Teenagers.

6.00pm - Fellowship in the Church Hall, except on the last Sunday of the month when there is a joint parish service.

Tuesday Evening 7.30pm - Bible Study & Prayer Meeting in the Church Hall.

Contact Details

Ministers

Our ministers can be contacted using the details below:

Minister:	Associate Minister:
Rev Dr Ben Johnstone	Rev John Urquhart
Email: benonskye@onetel.com	Email: Ministear@hotmail.co.uk
Tel: 01471 820063	Tel: 01471 844469

Area Elders

The church elders of our parish can be contacted using the details below:

Broadford:

Mr Archie MacInnes
Tel: 01471 822346

Mr Jack Fraser
Email:
harrapoolmotors@aol.com
Tel: 01471 822364

Mr Ian Martin
Tel: 01471 822102

Mr Willie Finlayson
Tel: 01471 822325

Mr Peter Fulton
Tel: 01471 822371

Dr Cameron Tallach
Tel: 01471 822 076

Mr Farquhar Graham
Tel: 01471 822671

Mr Iain Fletcher
Tel: 01471 822327

Kyleakin:

Sleat:

Elgol:

Mr Calum Ian MacAskill
Tel: 01599 534476

Mrs Rhoda MacGillivray
Tel: 01471 844246

Mr Ian MacKinnon
Tel: 01471 866236

Mr Donald John MacLennan
Tel: 01599 534468

Mr Steve Fennell
Email: maryweir@onetel.com
Tel: 01471 833383

Mr Donald MacIntosh
Tel: 01471 866247

Mr John MacRae
Email: EdJmacrae@aol.com Tel:
01599 534197

Mr Ian Johnston
Tel: 01599 534153

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Finance & Administration

Those dealing with matters of finance and administration can be contacted using the details below:

Clerk to the Congregational Board:

Mrs Ann Partington
Email:
Tel: 01471 822300

Treasurer:

Mr Donald Bethune
Email: bethune@corry-cottage.co.uk
Tel: 01471 822925

Gift Aid Convener:

Miss Margaret MacRae
Email:
MFMACRAE@aol.com
Tel: 01599 534695

Health & Safety

Coordinator:

Mr Charles Clark, Tel: 01599 534153

Property Lets Convener:

Mrs Ann Partington
Tel: 01471 822300

Property Convener:

Mr Jack Fraser
Email:
harrapoolmotors@aol.com
Tel: 01471 822364

'Life & Work' Organiser

Mr DJ MacLennan (Kyleakin)
Tel: 01599 534468

'Life & Work' Organiser

Mrs Seonaid MacKinnon
(Broadford & Elgol)
Tel: 01471 866236

'Life & Work' Organiser

Mrs Ann MacAskill
(Kilmore)
Tel: 01471 844366

Children & Youth Ministry Leaders

Those working with children and teenagers in the parish can be contacted using the details below:

Senior New Horizon leader (Kyleakin)

Miss Morag MacLeod
Email:
morag@crowlin.fslife.co.uk
Tel: 01599 534185

Crèche Senior leader

Mrs Jackie Scott (Broadford),
Tel: 01471 822 991

Senior A2J leader

Mr Tony Breen, Tel: 01471 822 121

Crèche Senior leader

Mrs Agnes MacRae (Kyleakin),
Tel: 01599 534197

Senior Soundwaves leader

Mrs Jackie MacLennan, Tel: 01599 534332

Sunday School Superintendent

Mrs Muriel Urquhart
Tel: 01471 844469

Senior Sunday School leaders:

Mrs Mary Strachan
(Broadford)
Email: adstrachan@aol.com
Tel: 01471 822262

Mrs Iris Stewart (Kyleakin)
Tel: 01471 822107

Mrs Jean Gillies (Kilmore)
Email:
jeangillies@btinternet.com
Tel: 01471 844281

Mrs Seonag Anderson
(Torrin)
Tel: 01471 822672

Mrs Seonaid MacKinnon (Elgol)
Tel: 01471 866236

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Other Ministries

Contact Details - Various Ministries

Guild President:

Mr Steve Fennell
Email:
Tel: 01471 833383

Choir:

Jimmy & Fay Humphreys
Email:
hashabiah@btinternet.com
Tel: 01471 822907

Circle of Care

Coordinator

Mrs Florence Fraser
Email:
harrapoolmotors@aol.com
Tel: 01471 822 364

Newsletter

Mrs Fay Humphreys
Email:
hashabiah@btinternet.com
Tel: 01471 822907

Presbytery Prayer Coordinator

Mrs Mary Fennell
Email: maryweir@onetel.com
Tel: 01471 833383

Prayer Promoters Group

Mrs Mary Fennell
Email:
maryweir@onetel.com
Tel: 01471 833383

Website

Mr Stuart MacKinnon
Tel: 01471 866260. Email:
skyegospel@btinternet.com

Crèche Coordinator

Mrs Jackie Scott (Broadford)
Tel: 01471 822991

Crèche Coordinator

Mr John MacRae (Kyleakin)
Email: EdJmacrae@aol.com
Tel: 01599 534197

Other Contacts

Health & Safety Coordinator

Mr Charles Clark Tel:
01599 534153

Property Convenor

Mr Jack Fraser Tel: 01471
822 364

Property Lets Convenor

Mrs Anne Partington, Tel:
01471 822 300

Child Protection Coordinators

Ms Anne Sikorski
Email: axhn@dsl.pipex.com
Tel: 01471 820606

Child Protection Advisory Panel

Mrs Jean Gillies, Tel: 01471 844
281
Rev Dr Ben Johnstone, Tel:
01471 820 063

Social Work – Portree

Tel: 01478 612943

Police - Broadford

Tel: 01471 822 222

Doctor Broadford

Tel: 01471 822 460

Mrs Christian Louis
Upper Breakish
Tel: 01471 822415

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Resources

Library

Kyleakin church has a Library in the hall which offers an extensive range of Christian books and information on courses and resources. It also contains a copy of the Church's Code of Good Practice, Health & Safety Manual, Child Protection Handbook, and various other training materials.

If you would like further information on courses or resources to help you in your ministry or group contact Anne Sikorski, Tel 01471 822 606. A key for the church hall is available from the elders out with normal church hours.

Website

There are also a variety of useful resources available on our website including:

- Sermons recorded in the parish each Sunday, available to listen to or download as an MP3 file. Updated weekly.
- Facility to submit a Prayer Request to the prayer chain
- Access to the current list of Christian literature and media available for loan from the Library in Kyleakin church hall
- Parish Welcome Pack

The following resources will be useful to anyone involved in Child Protection:

- Child Protection policies, procedures and standard forms in use in our church.
- Protection of Children (Scotland) Act 2003
- Training Manual
- Induction Pack
- [FactFile](#)
- Code of Good Practice
- Disclosure Scotland application helpsheets
- Child car seat law: advice and information
- Central Registered Body in Scotland
- The Scottish Executive
- The Child Exploitation and Online Protection (CEOP) Centre
- Protecting children while on the internet

Health & Safety and Child Protection in our church

A Summary of Good Practice

YOU MUST	YOU MUST <i>NOT</i> ...	WHAT TO DO...
<ul style="list-style-type: none"> - Treat all children and young people with respect - Provide an example of good conduct you wish others to follow - Ensure that, wherever possible, there is more than one adult present during your organisation's activities with children or young people, or at least that you are within sight or hearing of others - Respect a young person's right to personal privacy - Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like - Remember that someone else might misinterpret your actions, no matter how well-intentioned - Be aware that even caring physical contact with a child or young person may be misinterpreted - Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people - Operate within the Church's Code of Good Practice and the procedures of the 	<ul style="list-style-type: none"> - Have inappropriate physical or verbal contact with children or young people - Allow yourself to be drawn into inappropriate attention-seeking behaviour - Make suggestive/derogatory remarks or gestures in front of children or young people - Jump to conclusions about others without checking facts - Exaggerate or trivialise child abuse issues - Show favouritism to any individual - Rely on your good name or that of the Church to protect you - Believe 'it could never happen to me' - Take a chance when common sense, policy and practice suggest another more prudent approach - Ignore the Child Protection Guidelines and Procedures operating within the organisation 	<p>If a child or young person discloses to you abuse by someone else:</p> <ul style="list-style-type: none"> - Allow him or her to speak without interruption, accepting what is said, but do not investigate. - Alleviate feelings of guilt and isolation, while passing no judgement. - Let them know you are glad they have shared this information with you. - Advise the child or young person that you must pass on the information <p>If you suspect a child or young person is being abused, emotionally, physically or sexually:</p> <ul style="list-style-type: none"> - Report the matter to the head of your group, the Minister, or the Child Protection Coordinator. <p>If you receive an allegation about any adult or about yourself:</p> <ul style="list-style-type: none"> - Immediately tell the head of the group, the Minister and/or the Child Protection Coordinator. - Try to ensure that no-one is placed in a position which could cause further compromise. <p>In all cases:</p> <ul style="list-style-type: none"> - Record the facts and report these to the Minister and/or Child Protection Co-ordinator for the congregation. - You must refer; you must not investigate.

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organisation and club.

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Health & Safety Policy Strath & Sleat

General Statement

It is the Policy of Strath and Sleat Church of Scotland to provide and maintain, as far as reasonably practicable, the health, safety and welfare of all workers (paid or unpaid), users and visitors of church premises.

Aims and arrangements for implementing this policy

Take all reasonable steps to secure the health, safety and welfare of all Church of Scotland workers, users and visitors.

- A first aid box is to be kept at all times in the church. It will be checked and refilled as necessary by the H&S Coordinator;
- All accidents occurring within the church/grounds are to be reported to the person in charge and recorded in the Accident Report Book;
- Fire Extinguishers will be checked and refilled as necessary under annual contract, and will be available at positions recommended by the Fire Master;
- Fire routine procedures will be clearly displayed in the church;
- An annual inspection of all churches and halls will be carried out by the Health & Safety Coordinator;
- The Church will be kept clean and tidy with adequate heating and lighting, entrances will be kept clear and rubbish not allowed to accumulate within the premises;
- All electrical appliances should be maintained in accordance with manufacturers' instructions. Care should be taken with wiring, plugs and extension cables to ensure that nothing poses a hazard. Cables trailing over walkways should be taped securely to the floor. A roll of tape is to be kept in the kitchen for this purpose;
- The kitchen should be kept clean and tidy and locked when not in use;
- Socket covers should be in place in rooms used by infants and young children;
- Children should not be allowed to run in areas where food and drink are being served;
- All leaders should be aware of the procedures to be followed if any visitors prove difficult or dangerous;

Ensure that each individual accepts his/her own responsibility to take care not to endanger themselves or others and actively assists in fulfilling the requirements of the policy

- All users of church premises have a duty to co-operate in seeing that this policy is implemented however, the final responsibility for safety matters remains with the Kirk Session. The disposition of our premises and staff are such that the delegation of responsibility to leaders to monitor the implementation of this policy is essential. They will be responsible for ensuring the implementation of the Policy, and for bringing any shortfalls to the attention of the appropriate persons (see contacts list on notice board);
- All persons using the church should be fully aware of the content of this policy and abide with procedures operating within the organisation;
- All non-church organisations using church premises will sign a Let Agreement Form;

Provide adequate information, instruction and training to staff to enable them to perform their duties competently and safely; awaken interest throughout the parish in all safety matters; encourage all users of premises to identify hazards that may exist and to report on conditions which appear dangerous or unsatisfactory.

- Members of staff, paid or unpaid, should acquaint themselves with the terms of the content of the full Health & Safety manual. A copy of this is available from the Health & Safety Coordinator for viewing at any reasonable time;
- The Health & Safety coordinator will be a member of the property team and should advise on health and safety matters prior to work commencing. He/she will keep leaders, committees and users of church premises up-to-date on current legislation and will amend this policy as necessary;
- All users should take part in the management of Health & Safety and feel free to express their concerns regarding safety matters;
- Repairs, potential hazard observed or conditions which appear unsatisfactory or dangerous should be reported to the person in charge and/or the property convenor;

Identified Hazards

Please see the main policy displayed in the church for main hazards noted in these premises which users should be aware.

Child Protection Policy Strath & Sleat

Church of Scotland Policy Statement

The Church of Scotland has a deep concern for the wholeness and well-being of each individual and it seeks to Safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations.

Aims and arrangements for implementing this policy

It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children and young people. To ensure that all reasonable steps are taken to provide a high standard of care to children and young people and that they are kept safe from harm while they are with staff or volunteers in this organisation we will:

- Adopt the Policy Statement agreed by the General Assembly on safeguarding the welfare of children and young people;
 - Plan the work of the organisations so as to minimise situations where the abuse of children and young people may occur;
 - Apply agreed procedures for protecting children and young people to all paid staff and volunteers;
 - Give all staff and volunteers clear roles, and display in each church a list of appointed workers.
 - Hold a register of every child involved with the group including relevant medical details and have a contact name and number close to hand during the meeting times of the group in case of emergencies;
 - Obtain parental consent for children to attend church groups and day visits using agreed forms;
 - Ensure all staff and volunteers are carefully selected, screened, trained and supervised;
- Selection**
- All applicants, for paid and unpaid positions, will complete an application form, attend an informal interview and provide two references. These will always be taken up prior to confirmation of appointment. Appointments will be made, conditional on the successful completion of a three month probationary period
- Screening**
- Where relevant to the post, applicants will be asked to agree to an appropriate disclosure; we will make this clear on the application form, job advert and any other information provided about the post.. Disclosures will be requested prior to the applicant taking up post.
- Training**
- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purposes, values, services and structure;
 - Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work;
 - Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed;
- Supervision**
- All staff and volunteers will have a designated supervisor who will provide feedback and support;

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well being, we will take action.

All volunteers or staff are encouraged to share concerns with the child protection coordinator and/or advisory panel member. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with the child protection coordinator, who would then make a referral to Social Work who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below;

- 1) Upon the receipt of any information from a child or suspicion, it is necessary to record what they have seen, heard or know *accurately* at the time the event occurs;
- 2) Share their concerns with the child protection coordinator and agree action to take;
- 3) Always REFER **never** INVESTIGATE any suspicion or allegations about abuse.

We will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

A complete list of procedures and appointed volunteers are available from the child protection coordinator

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Arrangements for implementing the policy

Child Protection Coordinator will:

1. Facilitate and promote the dissemination of information on risk management and the protection of children & young people from abuse.

To enable this to happen the agreed procedures will be followed:

2. Advise and facilitate training opportunities for all engaged directly or non-directly in work among children and young people.
3. Identify appropriate training and development opportunities for children & young people in the church when requested by group leaders
4. Facilitate vetting procedures as may be required in respect of volunteer workers.
5. Be available to members of the congregation who may wish to express concerns relating to persons or procedure (pertaining to CP & H&S)
6. Monitor on behalf of the Kirk Session the continuing implementation of the Code of Good Practice by all groups and organisations under the jurisdiction of the Kirk Session.
7. Receive reports of any physical, sexual or emotional abuse of children or young people and to be responsible for liaison with the police or other authorities in any further action taken.

The Property Lets Convenor will:

1. Know the Church of Scotland's current terms and conditions
2. Inform child protection coordinator if the Kirk Session adapts the letting agreement form.
3. Send a copy of the modified form to the child protection coordinator
4. Ensure that any modifications made to Let Agreement Forms comply with Church Policy.
5. Ensure every non-church group using Church premises signs a letting agreement, whether or not they pay for the use of the premises.
6. Retain completed forms, which are subject to inspection at presbytery visits.
7. Ensure Groups are aware of Health & Safety policy.
8. Inform child protection coordinator if training is required.

Health & Safety Coordinator will:

1. Keep the Health & Safety Policy up-to-date, including information on:
 - a. Who is responsible for ensuring that the physical environment is safe and secure
 - b. Where fire exits & appliances are
 - c. How to access a telephone
 - d. Who is trained in first-aid
 - e. Where the first-aid box is kept
 - f. How and when an incident is recorded
 - g. Any areas of the church out of bounds to children or places that require a higher level of supervision.
2. Ensure Health & Safety policy is implemented in all four congregations.
3. Carry out an annual Risk Assessment for all four churches & associated premises.
4. Meet with child protection coordinator to discuss identified hazards & to make arrangements for minimising risk.
5. Ensure the policy is clearly displayed in Church & Church Halls & that all members are aware of their duty to co-operate with it.
6. Liaise with Fire Master on position/checking of fire appliances
7. Inform child protection coordinator if training is required.

Senior Group Leaders will:

1. Inform child protection coordinator of any child with special needs so that specialist training and materials can be provided if possible.
2. Inform parents of a child who has been injured,
3. Provide relevant information to other group leaders from child's general Information record on a need-to-know basis.
4. Inform child protection coordinator if training is required
5. Inform child protection coordinator of workers leaving
6. Inform child protection coordinator if a child suddenly stops coming to Sunday School for no good reason.
7. Inform parents of a child who has been injured, report accidents on the Church's accident report form and sent a copy to child protection coordinator.
8. Ensure General Information for each child is taken on trips/outings.
9. Ensure day trip consent forms are completed prior to trips and passed to Child protection coordinator after the trip.
10. Keep a weekly register of children attending their group & ensure General Information forms are completed for each child and stored in a safe, secure place.
11. Mentor workers during probationary period.

Sunday School Superintendent will ensure for Sunday School/Crèche/Holiday Club, and Associate Minister for New Horizon that:

1. Adequate insurance cover is provided for activities that involve a significant degree of risk beyond what might be described as relatively low-risk or normal congregational activities.
2. Parents are fully informed of the intentions/arrangements of the group/trips through the church's consent forms
3. There is a minimum of two adults supervising children at any one time unless otherwise agreed by the Kirk Session e.g. Torrin Sunday School. In situations like procedures should be put in place, which would cover the leader and/or children if an incident or accident were to occur.
4. Leaders are informed of any special needs children may have through the church's consent forms
5. Untrained workers are not supervising children in potentially hazardous activities.
6. Inform child protection coordinator if training is required

All workers of Children & Young People shall:

1. Be responsible for implementing the policy in their group.

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2. Be appointed using the church's procedures.

Parents or guardians of children involved in Church Groups will:

1. Provide general information about their child, to be used by children's workers appointed by the Kirk Session.
2. Complete the church's consent form