

CHURCH OF SCOTLAND**CHILD PROTECTION WORKER: JOB SPECIFICATION AND DECLARATION****Name of Children's Worker:****Congregation:** Strath & Sleat**Title of Post:** Property Lets Convenor**Name of Group:** All Groups**Responsible to:** Minister**Supported by:** Kirk Session**Where and when the group meets:** N/A**Main aim of group:** N/A**Principal duties and responsibilities**

1. Ensure every non-church group using Church premises signs a letting agreement, whether or not they pay for the use of the premises.
2. Know the Church of Scotland's current terms and conditions
3. Inform child protection coordinator if the Kirk Session adapts the letting agreement form.
4. Send a copy of the modified form to the child protection coordinator
5. Ensure that any modifications made to Let Agreement Forms comply with Church Policy.
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.

Part B: to be completed by the worker with children/young people

DECLARATION:

I have understood the nature of the work I am to do with children/young people. I have read the Code of Good Practice produced by the Church of Scotland for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Date: _____ Signature: _____