

CHURCH OF SCOTLAND**CHILDREN'S WORKER: JOB SPECIFICATION AND DECLARATION****Name of Children's Worker:****Congregation:****Title of Post:** Senior Crèche Leader**Name of Group:** Crèche**Responsible to:** Sunday School Superintendent**Supported by:** Minister**Where and when the group meets:****Main aim of group:** To provide a crèche for babies and toddlers between the ages of 0 – 5 Years**Principal duties and responsibilities**

1. To be available to receive children from 15 minutes before the service time
2. To have overall responsibility for the care, needs and safety of the children during the times set for Crèche.
3. To provide appropriate activities during the time of the service.
4. To ensure an accurate record of attendance is taken and consent forms completed using agreed procedures.
5. To ensure the safe return of Children to guardian after conclusion of Sunday Service.
6. To be responsible for ensuring Crèche is adequately staffed.
7. To supervise and support new workers during probationary period using agreed procedures
8. To support Children's Workers within your group thereafter.
9. To liaise with Child Protection coordinator on Child Protection issues and to ensure the Child Protection Policy is implemented in your group.
10. To attend meetings and training as 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: _____

