

CHURCH OF SCOTLAND**CHILDREN'S WORKER: JOB SPECIFICATION AND DECLARATION**

Name of Children's Worker:

Congregation:

Title of Post: Senior Holiday Club Leader

Name of Group: Holiday Club

Responsible to: Sunday School Superintendent

Supported by: Minister

Where and when the group meets:

Main aim of group: To provide a programme of activities for children & youth between the age of 5 – 12 years.

Principal duties and responsibilities

1. To provide appropriate activities during the time of the service
2. To ensure an accurate record of attendance is taken and consent forms completed using agreed procedures.
3. To be responsible for the care, needs and safety of the children during the times set for the Holiday Club and/or ensuring Club is adequately staffed.
4. To ensure the safe return of children to guardian after conclusion of the service.
5. To liaise with Child Protection coordinator on Child Protection issues and to ensure the Child Protection Policy is implemented in your group.
6. 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: _____