

CHURCH OF SCOTLAND

CHILDREN'S WORKER: JOB SPECIFICATION AND DECLARATION

Name of Children's Worker:

Congregation:

Title of Post: Sunday School Superintendent

Name of Group: Sunday School/Crèche/Holiday Club

Responsible to: Kirk Session

Supported by: Minister

Principal duties and responsibilities

1. To have overall responsibility for Sunday School, Crèche and Holiday Club Children's Workers.
2. To be responsible for agreeing schemes of teaching for above groups.
3. To ensure appropriate insurance cover is provided for trips and that venues being visited have valid insurance certificates & qualified staff where appropriate.
4. To recruit new workers to the above groups using agreed procedures.
5. To support new workers during probationary period and thereafter.
6. To liaise with Child Protection coordinator on Child Protection issues and best practice and to ensure policy is adopted in above groups.
7. 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: _____