

# **Unit 8**

## **Standard forms**

# Introduction

**These forms, as with all pages of this *Handbook*, can be photocopied freely.**

## **Form SG1 Children's Worker Application Form**

Every person applying to work with children or young people in the Church should complete a *Children's Worker Application Form*. They must also provide 2 referees, preferably from individuals who have experience of the applicants capacity to work with children. The referee should not be the Minister, although if they are moving to a church from another congregation, where they worked with children or young people, the previous Minister may be an appropriate referee.

## **Form SG2 and SG2/info Caring for Children Declaration and supporting information sheet.**

The applicant is required to complete a Church of Scotland *Caring for Children Declaration*. S/he should be given an envelope with this form. The applicant is not required to share the content of this form with the Co-ordinator. The applicant should return the *Declaration* in a sealed envelope to the Co-ordinator. The Co-ordinator then forwards their *CRBS Disclosure Application Cover Sheet* along with the applicant's *Disclosure Scotland Application form* (and fee if paid worker) and sealed envelope containing the *Declaration* to the Safeguarding Office. The Safeguarding Office will then progress the vetting procedure. See **Unit 3**.

## **SG3/info Notes on completing a Disclosure Scotland Application form and supporting cover sheet. (Disclosure Application and cover sheet available on request from the Safeguarding Office)**

Guidance notes to assist in the completion of Disclosure Scotland Application forms are available to download from the Safeguarding Office website at [www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources.htm](http://www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources.htm). They are also included with all stationery requests for Disclosure forms from the Safeguarding Office.

## **Form SG4 and SG4/info Sample reference request and sample letter to accompany reference request**

This is an example of a reference request form and letter which can be used to request references for a children's worker.

**Form SG5****Children's Worker Notification Form**

This form should be completed and sent to the Safeguarding Unit. Its aim is to notify the Safeguarding Unit of a children's worker appointment. See **Unit 3**

**Form SG6****Congregational Register**

Every Kirk Session is required to maintain an accurate record of personnel working with children and young people. This record will be checked at annual and Presbytery inspections. There should be no confidential information held on this form. See **Unit 3**.

**Form SG7****Job Description**

Every children's worker in the Church should have a *Job Description*. The purpose of this form is to ensure that the individual has, on appointment, a clear idea of what his/her work will involve and consequently the congregation can be clear about what it expects the person to do.

**Note:** You may wish to develop your own form based on this one. Please remember that this should give a clear summary of the aims of the children's group that the person will be working with and a realistic description of individual's duties and responsibilities. A review meeting with previous or existing workers is a good way to ensure this. It is also important that the form identifies the person responsible for supervising the worker. See **Unit 3**.

**Form SG8****Camping and residential holidays: Health information and consent form**

This form is designed to collect details of the needs of the individual children in advance of a residential activity.

**Form SG9****Activities and Day Visits Consent Form**

This is designed for use during any outings or special activities. It is useful to distribute these forms to parents when informing them of the trip, and to specify a date by which they must be returned. In this way those arranging the trip can plan for adequate leaders, transport etc. See **Unit 4**.

**Form SG10  
General Information and Consent Form**

This should be completed by every parent or carer whose child attends a children's group. This ensures that the group leader is aware of any medical considerations, and has an emergency contact number if necessary. These forms should be given to parents when the group starts a new session, and many groups have found it helpful to issue it with an information leaflet about the church organisation. See **Unit 4**

**Form SG11 and SG11/info  
Presbytery Inspection Schedule and notes on Schedule**

The Schedule aims to assist Presbyteries in their duty to inspect congregations with respect to child protection. Presbyteries will require Kirk Sessions to respond to all of the questions in the Schedule during a Presbytery visit. It will be helpful for Co-ordinators and Kirk Sessions to consider these points in advance of their inspection. See **Unit 2**

**Form SG12  
Registration Form for Co-ordinator**

This should be completed *in full* and sent to the Safeguarding Office as soon as a new Co-ordinator is appointed. The Safeguarding Office's central records will be up-dated and the Co-ordinator will be sent information relevant to the role. See **Unit 2**. Please also remember to send a copy to your Presbytery Contact and keep them informed of any changes to this form.

**Form SG13 and SG13/info  
Let agreement**

This is a sample letting agreement drawn up by the Law Department of the Church of Scotland. It is designed to be adapted by each Kirk Session, to suit their purposes. Every non-church group using Church premises should sign a letting agreement, whether or not they pay for the use of the premises. When the group is working with children the letting agreement must include the information regarding child protection, i.e. the section headed 'CHILDREN AND YOUNG PEOPLE'. This clearly defines the Church's responsibilities towards the organisations and vice versa.

**Form SG14  
Interview checklist and record**

Can be used when interviewing a volunteer for a children's worker post.

**SG15/info**

Contains some sample interview questions which can be used when interviewing a volunteer for a children's worker post.

**Form SG16  
Stationery Request Form**

To be used to request publications from the Safeguarding Unit.

Form SG1

**CONFIDENTIAL**

To be completed by all children's workers

The Church of Scotland

**Application Form for Children's Workers  
Within the Church of Scotland**

The Kirk Session is responsible for the appointment of all children's workers. Every worker should fill in a copy of this form, which should be retained by the Child Protection Co-ordinator. This form is confidential, and should be seen on a 'need-to-know' basis only.

Full Name:	Position sought:
Home Address:	Congregation for whom the work will be undertaken:
Telephone:      Day: Evening:	Date of Birth:
How long have you lived at the above address?	Maiden or former name where applicable:
If less than twelve months, please give the following information:  Previous address:  How long did you live there?  Name of the church you normally attend:  Name of that Church's Minister:	Please give details of previous experience of looking after or working with children and/or young people:

<p>Please give details of any relevant qualification or appropriate training which equips you for this work</p>	<p><b>References</b></p> <p>Please give the name, address, telephone number, relationship to you and position of <b>TWO</b> people who know you well (but not related to you)</p> <p>Referee (1)</p> <p>Name:</p> <p>Address:</p> <p>Telephone number:</p> <p>Relationship:</p> <p>Referee (2)</p> <p>Name:</p> <p>Address:</p> <p>Telephone number:</p> <p>Relationship:</p>
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**Declaration**

I declare that the information I have given on this form is correct.

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

Before your application for this position can be approved you will require to complete the Disclosure Scotland Application and Church of Scotland Declaration forms. The Child Protection Co-ordinator will inform and assist you with these forms. These safeguards require that a criminal records check be undertaken before a children's workers is approved and appointed to a post involving contact with children.

**For Kirk Session use**

What training is now required?

Note: Your Presbytery Contact will have details of available training opportunities

## Form SG2

**CARING FOR CHILDREN DECLARATION**

The Church of Scotland requires you to tick all sections which apply to you and to sign the following Declaration if you are able to do so.

If you are unable to tick all the boxes, then you are required to submit details on the **BACK OF THIS FORM**.

You are not required to share the information on this form with your approved counter-signatory, however, you may do so if you wish.

The disclosure of all criminal convictions is essential, including those considered "spent" under the **Rehabilitation of Offenders Act 1974**.

Having previous convictions, cautions or charges does not necessarily prevent you from approval as a volunteer children's worker, however, the failure to disclose information may lead to refusal of your application.

The Safeguarding Office will treat the information on this Declaration with the utmost confidentiality. In the event of further advice regarding an application being necessary, or an appeal being made against a decision, the contents of this form will be disclosed to the Advisory or Appeals Panel only. The information shared will be made anonymous.

I declare that:

- I have never been convicted of any criminal offence
- I have never been cautioned or charged in relation to any criminal offence
- I have no criminal charges pending
- I have never been disqualified from, or refused, any post involving the care of children
- I have never had a child (aged under 18) removed from my care
- I have never been refused, restricted, disciplined or de-registered as a child-minder or person responsible for providing childcare
- I have never had my rights as a parent removed or restricted
- I confirm that I am (a) a British citizen or b) I have been granted leave to remain in the United Kingdom and that the voluntary work I have agreed to undertake is unpaid and is permitted in terms of my immigration status.

**I undertake to notify the Safeguarding Office in writing immediately of any criminal charge, caution or conviction being brought against me after appointment**

**I agree to abide by the Church of Scotland's Child Protection Policy and Guidelines**

**The information given on this form is true and accurate**

Signature of Applicant.....Date.....

Print Name of Applicant.....D.O.B.....

Telephone Number .....

Please provide details overleaf of any reason why you are unable to sign the declaration below

All information will be dealt with in the strictest of confidence.

Detail Charges and Cautions (including Non-Convictions)

Detail Reasons and Circumstances Leading to Charge or Caution

If Action Taken, Detail Outcome/Court Disposal

If No Action Taken by Procurator Fiscal – Give Reasons

Detail Effects of Offending on Your Life and Lessons Learned

If Any Restrictions Have Ever Been Placed on You Regarding Your Ability to Care for Children – Give Details

Signature of Applicant.....Date.....

Print Name of Applicant.....D.O.B.....

Telephone Number.....

**Any person disqualified from working with children (Protection of Children (Scotland) Act 2003) will commit a criminal offence if he/she applies for, offers, accepts or does any work in a child care position. The Church of Scotland will also commit a criminal offence if any person is knowingly employed in a child care position.**

**Jan 2009**

August 2005

SG2/info

### THE CASE FOR USING A DECLARATION

1. The current **Children' Worker Application Form** requires a declaration to be made concerning criminal convictions. It is proposed that this be removed from the application form and superseded by the new declaration. The Safeguarding Office requires this information to compare the applicant's declaration with the result of the Disclosure Scotland check.
2. Solely asking about criminal convictions is not enough when assessing suitability to work with children and young people. The proposed declaration has been based on the Disqualification for Caring for Children Regulations 1991. These Regulations were used by local authorities to register childminders and other providers of day care to children and young people and are a good barometer of circumstances that may be cause for concern.
3. While the Church has no means of checking the non-criminal aspects of the declaration, it is essential that we ask questions that explore the applicants' potential involvement in circumstances that may be a cause for concern. This would include having had children removed from their care; their parental rights removed; having their registration as a day carer refused or cancelled.
4. Being unable to sign the declaration would not automatically result in the volunteer's application being turned down. The information in the declaration would only be considered once the result of the Disclosure Scotland check is known.
5. The declaration, if honestly answered, would indicate circumstances that in all probability would lead to further enquiries being made and the probable involvement of the Advisory Panel. Ultimately, the applicant has a right of appeal against any decision made.
6. The vast majority of applicants will be able to sign the declaration without any difficulty. In these circumstances the use of the declaration will not be a barrier to applying.
7. The use of such a declaration gives a clear message that the Church takes its responsibilities for protecting children very seriously and that its recruitment process actively makes enquires and seeks specific historical and current information of persons wishing to work with children and young people under the umbrella of the Church.
8. It may act as deterrent to persons who would seek to target the Church's activities to access children in order to cause them harm.

**SG3/info**

**Notes on completing a Disclosure Scotland Application form and supporting cover sheet.**

**(Disclosure Application and cover sheet available on request from the Safeguarding Office)**

Guidance notes to assist in the completion of Disclosure Scotland Application forms are available to download from the Safeguarding Office website at [www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources.htm](http://www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources.htm). They are also included with all stationery requests for Disclosure forms from the Safeguarding Office.

Form SG4

**CONFIDENTIAL**

**The Church of Scotland**  
**Sample Reference Request**  
 (To be used for ALL new children's workers)

The applicant named below has expressed an interest in becoming a children's worker and has given your name as a referee.

Name of applicant: .....

Address of applicant: .....

.....

The post involves substantial access to children. As an organisation committed to the welfare and protection of children we are anxious to know if you have any reason at all to be concerned about this applicant being involved in activities which involve regular contact with children or young people.

YES                       NO                       *(Please tick)*

If you have answered YES we will contact you separately and in confidence.

If you have answered NO and you are happy to complete this reference, please know that all the information contained on the form will also remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a children's worker's position. We would appreciate an honest appraisal of the applicant.

1. How long have you known the applicant?
2. In what capacity (i.e. friend, work colleague)
3. Please rate this person on the following personal qualities:

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Commitment					
Energy					
Trustworthiness					
Reliability					

If you would like to say anything else about the applicant please do so in the space provided below:

Name of referee: .....

Address of referee: .....

.....

Telephone number of referee: .....

Signature of referee: .....

Date: .....

**Thank you for completing this form.**

SG4/info

## Sample letter to accompany the reference form

Dear \_\_\_\_\_

Sally Thomas has applied to become a children's worker at St Michael's Church, Anytown. She has given your name as a referee.

St Michael's Sunday School meets for one and a half hours each Sunday morning. It is attended by children and young people aged 8 to 16 years and there are currently two other children's workers. The children are encouraged to get involved in a number of activities including bible study, discussion groups, arts and crafts and plenty of games and physical activities.

We would like to know if you believe that Sally has the skills and personal qualities which would make her suitable for this work. To help us determine this we should be pleased if you would complete the enclosed form and return it to me at the above address.

Thank you for your help in this matter.

Yours sincerely

Form SG5

**Appointment/transfer of Children’s Worker Notification Form**

(1) Name of children’s worker .....

(2) Recruited by the Congregation of .....

(3) Date appointment approved by Kirk Session (if within the last 5 years\*) .....

(4) Congregation wishing to use the services of the Children’s Worker .....

(5) Date Disclosure information checked with the Safeguarding Office .....

**This is to certify that the above children’s worker has been recruited and appointed by  
..... Congregation using:**

- A children’s worker application form;
- Two references
- A caring for Children Declaration
- Disclosure check at Enhanced level

Name of CPC or nominated person for church named in (2) above  
.....

This is to certify that the church wishing to use the services of the children’s worker mentioned in (1) is happy with the information given above.

Name of CPC or nominated person for church named in (4) above  
.....

**Each congregation retain the right to recruit volunteers themselves if they so wish, even if they have been previously recruited by another congregation.**

Form SG6

# Congregational Register of Personnel Working with Children & Young People

CONGREGATION:	PRESBYTERY:
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NAME	ADDRESS	POSITION HELD	Please complete by inserting DATE						
			Forms returned	References received	Disclosure check completed	Appointment by Kirk Session	Read FactFile	Child Protection Training	Leaving

Form SG7

## Church of Scotland

### Job Description and Declaration

#### For children's workers

This form should be completed for all children's workers. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the Minister and the Co-ordinator appointed by the Kirk Session.

<b>Part A : to be completed on behalf of the Kirk Session</b>	
Name of congregation	
Name of worker	Name of group (e.g. Sunday School)
Where and when the group meets	
Main aim of group	
Age range	Person to whom worker is responsible
<b>Description of the work to be undertaken</b>	

<b>Part B : to be completed by the worker with children/young people</b>
<p><b>Declaration:</b></p> <p>I have understood the nature of the work I am to do with children/young people. I have read the <i>Code of Good Practice</i> 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 an allegation of abuse is made or is suspected.</p>
<p>Date: _____ Signature _____</p>

Form SG8

## The Church of Scotland

### Camps & Residential Holidays

#### Health Information and Consent Form

To be completed by someone with parental responsibility (e.g. this does not include a foster carer).  
Some information parts can be completed by a children's worker.

Name of congregation and group	
Name of child/young person	Date of birth
Address of child/young person	Telephone number for contacting you during the camp or holiday, in case of emergency: Day Evening
Telephone No.	
Name of alternative emergency contact, if you are unavailable	Telephone number in case of emergency: Day Evening
Name of GP	National Health No.
GP's Tel No.	Date of last tetanus
Details of any illness or disability about which leaders should be aware	
Details of any medication required during the camp or holiday (all medication should be labelled correctly and clearly, with name and dose required daily)	
Details of any allergies or special dietary needs	
During the camp the child or young person may be involved in outdoor activities, under the supervision of trained personnel. Please detail any activities you do NOT wish your child to take part in	
<p><b>PARENTAL CONSENT</b></p> <p>In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment, including an anaesthetic</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No (please tick)</p> <p>Signature _____ (parent or adult with parental responsibility)</p>	

Form SG9

## The Church of Scotland

### Activities & Day Visits Consent Form

Part A to be completed by a children's worker, and Part B by someone with parental responsibility (e.g. this does not include a foster carer).

This consent form should be taken with the worker on the activity or visit.

Part A	
Name of congregation and group	
Date of activity	Departure place & time
Type of activity	Return place and time
Venue/destination	Cost
Transport arrangements	
Items to be brought (e.g. coat, swimming kit, packed lunch, money, etc.)	

Part B	
Name and address of child or young person	
Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, dietary needs) or disability that may be affected by this activity	
Your telephone number(s) for emergency contact	Day Evening
Name of alternative parental contact if you are unavailable, with telephone number(s)	Day Evening
<b>PARENTAL CONSENT</b>	
I have read the above information and I give permission for my child to take part in this activity. In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment, including an anaesthetic	
<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
I enclose a cheque or cash to the sum of £ _____	
Signature _____ responsibility)	(parent or adult with parental

Form SG10

## The Church of Scotland

### General Information and Consent Form

In order to ensure your child's safety, we would be grateful if you would complete and return this form. Please let us know if there are any significant changes. A copy will be retained confidentially by the group leader.

Congregation	Church group
Name of child or young person	Address of child or young person
Date of birth	
Name of person with parental responsibility	Name of additional contact with parental responsibility (in case of emergency)
Telephone No.    Day Evening	Telephone No.    Day Evening
Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability which may affect normal activity:	
<p><b>PARENTAL CONSENT</b></p> <ul style="list-style-type: none"> <li>● I give permission for my child, as named above, to take part in the normal activities of this group.</li> <li>● I understand that separate permission will be sought for certain activities and outings lasting longer than the normal meeting times of the group.</li> <li>● I understand that while involved in the activities of this group, he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.</li> </ul> <p>In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment, including an anaesthetic</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No (please tick)</p> <p>Signature _____ (parent or adult with parental responsibility)</p>	

Form SG11

# The Church of Scotland

Presbytery of \_\_\_\_\_

Congregation \_\_\_\_\_

## SCHEDULE FOR USE IN PRESBYTERY VISITS TO CONGREGATIONS

(Authorised by the General Assembly, May 1998)

### THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

	YES	NO
1 Is the Church's Policy Statement on the Protection of Children and Young People displayed prominently on church premises and/or in other ways been made accessible to the congregation?	<input type="checkbox"/>	<input type="checkbox"/>
2 Is there currently in place a Co-ordinator in Child Protection appointed by the Kirk Session?	<input type="checkbox"/>	<input type="checkbox"/>
3 Has the name of the present Co-ordinator been passed to the Church of Scotland's Safeguarding Office for inclusion in the national register of co-ordinators?	<input type="checkbox"/>	<input type="checkbox"/>
4 Has the present Co-ordinator undergone training by a trainer accredited by the Safeguarding Office?	<input type="checkbox"/>	<input type="checkbox"/>
5 Has the Kirk Session appointed two or more others to work with the Co-ordinator in operating a Child Protection Panel?	<input type="checkbox"/>	<input type="checkbox"/>
6 Are all appointments of children's workers reported to and minuted by the Kirk Session?	<input type="checkbox"/>	<input type="checkbox"/>
7 Is a register of all children's workers maintained by the Kirk Session and has this been inspected and found to be up to date and in order?	<input type="checkbox"/>	<input type="checkbox"/>
8 Are all completed application forms, job descriptions and other schedules retained on file and have these been viewed and found to be in order?	<input type="checkbox"/>	<input type="checkbox"/>
9 Have all children's workers been issued with the Church's <i>Summary Card</i> on Protection of Children and have the contents of the card been drawn to their attention?	<input type="checkbox"/>	<input type="checkbox"/>
10 Have all children's workers been encouraged to undergo training in Child Protection procedures?	<input type="checkbox"/>	<input type="checkbox"/>
11 Have all children's workers been made aware of the procedures to be followed in the event of an allegation or declaration of child abuse?	<input type="checkbox"/>	<input type="checkbox"/>
12 Are the members of the visitation team satisfied that the Kirk Session is pursuing and implementing the Church's child protection policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>

Date \_\_\_\_\_ Signature of Convenor of team \_\_\_\_\_

SG11/info

## The Church of Scotland Presbytery visits to Congregations

### THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

#### Notes on the use of the Schedule

- Question 1 Kirk Sessions are obliged to make all associated with the congregation aware of the policy statement approved by the General Assembly of 1998.
- Question 2 Kirk Sessions are required to appoint a co-ordinator under the terms of the Report on Child Protection to the General Assembly of 1998.
- Question 3 Registration of names of co-ordinators with the Church's Safeguarding Office is mandatory (Report of Joint Boards, 1998).
- Question 4 Co-ordinators must undergo training conducted by persons accredited by the Church's Safeguarding Office.
- Question 5 While not mandatory the establishment of a Child Protection Panel is strongly advised.
- Question 6 It is of great importance that the Kirk Session should be fully aware of the identities of all children's workers and leaders of groups and organisations under its jurisdiction.
- Question 7 Kirk Sessions are required to establish and maintain a Register of children's workers (Report of Joint Boards 1998).
- Question 8 All such files are confidential, that is to say, are available to designated members of the Kirk Session and to offices of the Presbytery on a 'need to know' basis.
- Question 9 The text of the Summary' Cards was approved by the General Assembly of 1997 and copies of the card are available from the Safeguarding Office.
- Question 10 Training of all children's workers by accredited personnel should be regarded by congregations as essential.
- Question 11 The procedures authorised by the Church as by other voluntary organisations insist that under no circumstances should an event, disclosure or allegation of child abuse be investigated by the minister or by members of the Kirk Session or by any other leader of the organisations. All such concerns should be referred in the first instance either to the police or social work department in line with the instruction issued to co-ordinators during training.
- Question 12 As in other areas of Presbytery visits to a congregation the emphasis should be placed on encouragement, enlightenment and enablement.

**Note:** Full particulars of the *Code of Good Practice* and the *Summary Card* guidelines for the protection of children and young people in the Church, together with information on training opportunities and other assistance are available from:

The Safeguarding Office,  
The Church of Scotland,  
121 George Street, Edinburgh,  
EH2 4YN.  
Tel 0131 240 2256  
Email [safeguarding@cofscotland.org.uk](mailto:safeguarding@cofscotland.org.uk)  
Website [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk)

Form SG12

**The Protection of Children and Young People*****REGISTRATION OF A CO-ORDINATOR***

Congregation
Presbytery
Name of Co-ordinator
Contact address
Contact telephone
Email address
Date of appointment by Kirk Session
Has the Co-ordinator attended a full day Co-ordinator's training course authorised by the Safeguarding Office? Date...../ NO
If the answer to the above is NO, is the Co-ordinator planning to attend such a course in the next few months? YES / NO

Please complete and return to:

The Safeguarding Office,  
The Church of Scotland,  
121 George Street, Edinburgh,  
EH2 4YN.  
Tel 0131 240 2256  
Email [safeguarding@cofscotland.org.uk](mailto:safeguarding@cofscotland.org.uk)  
Website [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk)

Thank you.

**PLEASE ALSO REMEMBER TO SEND A COPY TO YOUR PRESBYTERY CONTACT AND TO NOTIFY BOTH THE SAFEGUARDING OFFICE AND YOUR CONTACT OF ANY CHANGES TO THIS FORM.**

Form SG13

**The Church of Scotland**  
Terms and Conditions of let of Church / Church Halls etc.  
(And see accompanying notes which follow)

**PARTIES** The Congregational Board/Kirk Session/Deacons' Court etc. of

\_\_\_\_\_

Church of Scotland Congregation (in this Agreement referred to wherever the expression "the Landlords" is used)

and

\_\_\_\_\_

(in this Agreement referred to wherever the expression "the Tenants" is used);

**PREMISES** (Description of Church, Church Hall premises etc. by address, part of the building concerned if there is a division etc.) (With use of kitchen and toilet facilities etc.)

The Tenants shall be allowed the use of

\_\_\_\_\_

(description of cupboards etc.) for storage of equipment;

**PERIOD OF LET** From (time of day) \_\_\_\_\_ am/pm. to \_\_\_\_\_ am/pm.  
on (particular days of week) \_\_\_\_\_ as from  
(date let is to start) \_\_\_\_\_ 20 \_\_\_\_

The let may be terminated at any time by either party giving \_\_\_\_\_ weeks notice in writing to the other party;

**RENT ETC.** The rent shall be the sum of \_\_\_\_\_ (in words) (£ \_\_\_\_\_ ) (in figures) weekly/monthly/yearly, to be paid in advance by the Tenants to the Congregational Treasurer of the Landlords weekly/monthly/yearly. Due notice shall be given by the Landlords in writing of any change in rent.

If additional rates are at any time levied on the Landlords because of the Tenants' use of the premises, the Tenants will be bound to refund the Landlords with the amount concerned;

**CONDITION OF PREMISES** The premises are accepted by the Tenants as being in good condition and repair.

The Tenants agree to leave the premises in a clean and tidy condition at the end of each use of them.

The Tenants shall make good any damage caused to the premises through their use of them;

**USE** The premises shall be used by the Tenants for the sole purposes of \_\_\_\_\_

**ALTERATIONS** The Tenants shall not make any alterations to the premises;

**INSURANCE** The Tenants shall be responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring into the premises in connection with their use of them and, if required, shall exhibit the relevant policies and premium receipts to the Landlords. Without prejudice thereto and to the other provisions of this Agreement:

- 1) The Tenants shall be responsible for providing adequate public liability insurance cover in respect of their use of the premises; and
- 2) The Landlords shall be entitled, at their option, to require endorsement of the relevant insurance policies in their name or, alternatively, to insure separately against any possible claims

and liabilities arising from the Tenants' use of the premises and to recover the relevant premiums or increases in premium, as the case may be, from the Tenants;

**\* CHILDREN AND YOUNG PEOPLE**

The Tenants confirm that they are familiar with the contents of the Church of Scotland Child Protection Handbook and have an understanding of it and undertake to follow the provisions contained therein in work with children and young people under the age of 18 years. The Tenants further confirm that they have adopted a recruitment procedure for working with children and young people which, where appropriate, includes the carrying out of Enhanced Disclosures (Scottish Criminal Record checks). It is agreed that if the Tenants are found to be in breach of this provision, the Landlords shall have the right to terminate this agreement with immediate effect.

**INDEMNITY**

The Landlords shall not be responsible for any loss, damage or claim by any party of any kind, including claims in respect of any deficiency in respect of the premises themselves arising out of this let; and the Tenants shall indemnify the Landlords (including the Trustees vested in the premises) against all such loss, damage or claims.

We, the parties, agree to the foregoing terms and conditions of let:

On behalf of the Landlords:

\_\_\_\_\_ (Chairman, etc.)  
 \_\_\_\_\_ (Clerk)

On behalf of the Tenants:

\_\_\_\_\_ (Chairman, etc.)  
 \_\_\_\_\_ (Secretary)

\* This clause should be inserted in cases where accommodation is being let for a purpose which will involve work with children or young people.

SG13/info

## Notes on the style of terms and conditions

- 1 These terms are solely for use where the Church is dealing with outside. i.e., Non-Church of Scotland organisations (including other religious denominations). Where any body of the Congregation itself is involved, the allocation of the use of Congregational properties proceeds according to the usual ecclesiastical practice.
- 2 The style is intended only for use in cases where outside organisations are being allowed **partial or shared use** of Church premises, e.g., for an evening, or so many evenings, per week, with the Congregation being entitled to sole use at all other times.
- 3 The style is **not** appropriate for use in cases where the letting arrangements are intended to last for more than a year. In such cases, if the property is vested in the General Trustees, the matter should be reported to the Secretary of the General Trustees as it will fall to the General Trustees, in consultation with the Financial Board, to make any arrangement with the tenants.

In similar cases, i.e., lettings intended to last for more than a year, where the property is locally vested, the Financial Board is strongly advised to seek legal advice. The Law Department of the Church will be pleased to act in such cases.

- 4 The use of the premises should not be one which is prohibited in terms of any conditions contained in the title deeds. Again, it may be advisable to seek legal advice so that this can be checked.
- 5 Another factor which should be borne in mind is the possibility that – depending on the proposed use – temporary Planning or other Local Authority permission may be needed.
- 6 Churches and Church Halls, of course, benefit from full exemption from non-domestic rates (except water and sewerage rates). At one time, there was a risk that such exemption might be removed/restricted if a rent was charged for the let of parts of the property. This led to the practice of asking outside organisations to make a donation towards Church funds. It should, however, be noted that an amendment was made to the law in 1989 and, as a result, Financial Boards are entitled to charge full market rents for such lets without their charitable exemption from non-domestic rates being affected.
- 7 In terms of the Race Relations Act a refusal to provide (or less favourable provision of) goods, facilities and services on racial grounds constitutes direct discrimination. Similar action on the grounds that someone is, for example, a Muslim, can amount to “indirect discrimination” where this affects some racial groups more than others and cannot be justified. Recently, there has been a case in England on the issue which concerned a Church Hall. Legally, the topic is a complicated one and in appropriate cases, legal advice should be sought.
- 8 Adequate insurance arrangements should be made by the tenants who should be asked to exhibit Certificates of Insurance for approval by the Financial Board of the Congregation. There may be cases where small local groups may find it difficult or expensive to obtain their own insurance. At the end of the day, it will be for the Financial Board to decide whether, in any particular case, to grant a let to an

“uninsured” group. Before doing so, however, they should very carefully assess the risks involved and they may also wish to consult the Church of Scotland Insurance Company Limited for further advice.

Where loss occurs due to the fault of the group e.g., by setting the building on fire, the cost will, in all probability, be met by the Church’s insurers via the Congregation’s property insurance. It is to be anticipated, however, that the insurers will seek to recover the sums paid out from the group. Obviously, this could prove embarrassing in a small community. Additionally, however, there may well be occasions when the Congregation might suffer a loss and no claim could be submitted on the Congregation’s insurance.

As an example, theft cover is subject to entry or exit being forcible and/or violent. If an outside organisation omitted to secure the premises when leaving and items of Congregational property were stolen, no claim could be made and the losses would have to be recovered from the organisation.

- 9 Reference has already been made to the clause concerning lets for work with children or young people. For the avoidance of doubt, however, so far as outside groups are concerned, no actual day-to-day supervision of the tenants’ activities is necessary. Indeed, any “involvement” of Church personnel which might give outsiders the impression that the tenants were operating in some way under the umbrella of the Congregation might have its own dangers vis-à-vis questions of legal liability.
- 10 It goes without saying that the style may require to be adapted depending on local circumstances and, indeed, the use which is to be made of the accommodation by outside bodies. It is only designed to give general guidance. The Law Department will be pleased to advise on individual cases.

**(JSW620)**

**Form SG14**

**The Church of Scotland  
Voluntary Work with Children and Young People**

**Interview Checklist & Record**

Congregation \_\_\_\_\_

Position Sort \_\_\_\_\_

<b>Applicant</b>	
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Surname \_\_\_\_\_

Title \_\_\_\_\_

Forenames \_\_\_\_\_

<b>Present at interview</b>	<b>Date</b>	
-----------------------------	-------------	--

Status

Status

Status

Status

- |   |        |
|---|--------|
| 1. Has the applicant completed an application form?   | Yes/No |
| 2. Has the applicant been made aware of the Church of Scotland's Code of Good Practice for the Protection of Children and Young People?   | Yes/No |
| 3. Has the recruitment procedure (including the Disclosure process) been explained to the applicant?  | Yes/No |
| 4. Has the applicant been advised that the confirmation of appointment is subject to the outcome of the Disclosure process and that work with children/young people cannot start until the appointment is ratified by Kirk Session? | Yes/No |
| 5. Have two suitable personal or job related references been obtained?  | Yes/No |
| 6. Have a completed Disclosure form and Caring for Children Declaration been obtained?  | Yes/No |
| 7. Is the applicant in sympathy with the aims and purposes of the Church?   | Yes/No |
| 8. How long has the applicant been known to the congregation?   |        |
| 9. How much time is being offered?  |        |

PTO

*Interview notes*

**1. *Relating to experience, qualifications, training***

**2. *Relating to children's learning and development***

**3. *Relating to attitudes***

**4. *Relating to working with parents***

**5. *Relating to working in a team***

**6. *Relating to ongoing personal development & training***

**7. *Other***

**Signatures of interviewers:**

**SG15****Sample Interview questions**

Construct questions to avoid simple yes or no answers, i.e. ask open questions. Ensure they relate directly to the needs of the job. The interview should provide an opportunity for an open and measured discussion on the subject of offences.

**Ideas for questions to ask**

You will probably need to choose only one question from each category. The question you choose will depend on the requirements of the job.

**1. Relating to experience, qualifications, training**

- What have been your roles and responsibilities in working with children?
- Why would you like to volunteer in this role?
- What skills/qualities would you bring to the role?

**2. Relating to children's learning and development**

- How would you plan to provide an appropriate programme?
- How do you think the group can meet the needs of the children?
- What type of activities do you think the group should offer the children?

**3. Relating to attitudes**

- How would you settle new children into the group?
- What are your views on establishing and maintaining rules and codes of conduct in the group?
- What would you do if you found a child being bullied and treated unfairly by other children?
- How would you deal with a disruptive child?
- What are your views on disciplining children?

**4. Relating to working with parents**

- How do you see the role of the parent in the group?
- How do you think parents can help you in working with children?
- How would you encourage parents to become involved in the group?

**5. Relating to working in a team**

- What do you see as your role in the team?
- What skills and qualities can you bring to the team?
- How do you feel about working as part of a team?
- Tell us about your previous experience of working in a team.

**6. Relating to ongoing personal development**

- What are your feelings about undertaking training?
- Is there any area in which you would like further training/development?
- What difficulties have you had in attending training in the past?
- What training do you need to undertake this role?

**Form SG16**

**Safeguarding Office  
Church of Scotland  
Stationery Order Form**

Name:

Congregation:

Presbytery:

Please tick the appropriate boxes and forward the form to the address listed below:

<b>Tick</b>	<b>Item</b>	<b>No</b>
	Disclosure Application Packs	
	Protection of Children and Young People Pocket Cards	

Alternatively you can email the Safeguarding office your requests on [safeguarding@cofscotland.org.uk](mailto:safeguarding@cofscotland.org.uk).

# **Unit 9**

# **Resources**

## Publications

- *The Protection of Children and Young People in the Church: A Code of Good Practice for Kirk Sessions and Congregations in the Church of Scotland* (Parish Education Publications, 1997)
- *Worth Doing Well: Guidance and Good Practice for Churches and Other Organisations* (The Methodist Church, 2002).
- *Time for Action: Sexual Abuse, the Churches and a New Dawn for Survivors* (CTBI, 2002).
- *Honouring Children: The Human Rights of the Child in Christian Perspective* (St Andrew's Press, 2004 ).
- *Uncomfortable Reality: Abuse, the Bible and the Church* (Churches Child Protection Advisory Service)
- *The Courage to Tell: Christian survivors of sexual abuse tell their stories of pain and hope* (CTBI, 1999).
- *Scotland's Children: The Children (Scotland) Act 1995 Regulations and Guidance: Volume 1 Support and Protection for Children and their Families* (The Stationery Office, 1997)

### Publications on the *Protection of Children (Scotland) Act 2003*

- *Guidance to the Voluntary Sector on who needs to be checked against the Disqualified from Working with Children Lists* (Scottish Executive, 2005)
- *Guidance for Organisations* (Scottish Executive, 2004)
- *Information Note: Disqualified from Working with Children List* (Scottish Executive 2004)
- *Determination Process* (Scottish Executive 2005)
- *A Guide and Training Pack for the Voluntary Sector* (Central Registered Body in Scotland, 2004)