



Job Description

This form should be completed for all those working with children or adults at risk. If the role changes substantially a new form should be completed. Copies should be retained by the worker and the Congregational Safeguarding Coordinator appointed by Kirk Session.

Part A: to be completed on behalf of Kirk Session

Job Title:

Name of congregation:

Name of worker:

Name of Group:

Where and when the group meets:

Age range:

Person to whom worker is responsible:

Main aim and description of the work to be undertaken:

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If this post is considered regulated work with Children and/or Protected Adults under the Protection of Vulnerable Groups (Scotland) Act 2007 employees will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to taking up post.

Is this regulated work with children? Yes No

Is this regulated work with adults? Yes No

Part B to be completed by worker/volunteer once appointed

Declaration:

I understand the nature of the work I am undertaking and I have received and read the Safeguarding Children and Adults at Risk Pocket Guide. I understand it is my duty to protect anyone who is vulnerable to ensure, as far as I am able, a safe church for all.

SignatureDate.....