

::12.17 DESIGNATED PERSON FACTSHEET

The Appointment of a Designated Person

Every Kirk Session must appoint at least one Designated Person for Child Protection. The appointment of a Designated Person is a very important one and should be considered carefully.

Who should be appointed as the Designated Person?

- :: Someone whose occupations, or lengthy voluntary experience, have brought them into contact with children.
- :: **NOT** the Minister or Clerk of Session
- :: **NOT** someone who is employed by the congregation as a Youth/Children's Worker
- :: **NOT** someone heavily involved in youth/children's work within the congregation

The Designated Person should complete the Designated Person's application form before they are formally appointed.

Support for the Designated Person

Once appointed, the Designated Person(s) should be supported in their role by Kirk Session. It should always be remembered that the Designated Person is fulfilling a role to help Kirk Session who remain responsible for child protection within the congregation.

Depending on the size of the congregation and the number of leaders and children that they work with, the Kirk Session may wish to appoint two people to the role. The Kirk Session may want to use office staff to undertake the administrative work for the Designated Person and/or they may wish to appoint a small committee to consider the implementation of the Taking Care programme within the congregation.

The Role of the Designated Person

There are five main roles of the Designated Person:-

1. To be consulted with if a child protection situation arises.
2. To organise Taking Care Training for leaders within the congregation.
3. To oversee the appointment process for new leaders including co-ordinating the distribution of applications forms and making sure that leaders are vetted where appropriate and reference request forms are sent.
4. To remain a point of contact with the Taking Care Office so that relevant information regarding conferences and Newsletters etc can be communicated.
5. To report to Kirk Session on a regular basis about any child protection issues, this does not necessarily include specific details about a child protection incident (as this information may have to remain confidential).