

## The Designated Person

### The Appointment of a Designated Person

Every Church Council/Circuit Executive 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
- 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 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 Church Council/Circuit Executive. It should always be remembered that the Designated Person is fulfilling a role to help Church Council/Circuit Executive 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 Church Council/Circuit Executive may wish to appoint two people to the role. The Church Council/Circuit Executive may want to use others 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 IMYC Office so that relevant information can be communicated.
5. To report to Church Council/Circuit Executive on a regular basis about any child protection issues. This does not include specific details about a child protection incident (as this information may have to remain confidential).