

VOLUNTEER ROLE DESCRIPTION

Name of Parish _____

We take the safety of everyone within the church very seriously and expect that everyone, including volunteers, will work within the safeguarding policy. In particular, the church expects that anyone who becomes aware of a safeguarding risk or actual abuse, will report it immediately to the Parish/Church Safeguarding Officer and / or the incumbent.

Our Parish/Church Safeguarding Officer is _____

We are committed to safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service disclosure and identity check which will be renewed at least every five years.

Principles

Workers with children and / or adults who may be vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to the Police or Social Care services and Diocesan Safeguarding Adviser via your Church Safeguarding Officer and / or the incumbent.

This is a voluntary post, responsible to _____, the incumbent and the PCC.
(name)

Key Responsibilities and accountabilities

- To work with vulnerable people (children / young people and vulnerable adults) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern, developing good relationships
- To maintain a link with parents and carers
- To work in accordance with the church's policy on safeguarding
- To undertake any other work that has been agreed and is seen to be appropriate

What we will provide

- A supportive, inclusive and positive environment that supports you to enjoy your volunteering and that you are treated with respect and courtesy. We will organise regular meetings in order to ensure that you have everything you need in terms of resources and skills and will provide relevant training (safeguarding training essential and to be refreshed every 3 years) as set out in the Volunteer Agreement.

Person specification

- To be able to demonstrate an ability to work with people who are / may be vulnerable

- To demonstrate a willingness to develop their skills and training

Preferred Qualities / Skills *(these are suggestions only, use the relevant points and add other relevant ones)*

- Be reliable / punctual / creative / good communicator / patient
- Have good organisational skills
- Team player

Specific Tasks *(parish to add to / delete from these)*

Some suggestions for parishes

- You will be on the rota weekly / monthly / other.
- To organise the rota ensuring that everyone knows when they should be with their group (leaders).
- To maintain contact details of all leaders, helpers, children and their parents / carers along with important medical information i.e. allergies / asthma, reviewing these annually (leaders).
- To liaise with the clergy and DBS Evidence Checker to ensure that all leaders and helpers are recruited safely.
- To hold monthly / termly meetings to review the work with children and ensure the ongoing development of all staff.
- To develop and maintain parish guidelines regarding children's behaviour and adult interaction with them.
- To ensure that the children are safe by carrying out risk assessments and following the Diocesan Safeguarding Policy.
- Communicate with other team members, sharing plans and activities
- Liaise with clergy / group leader over 'special' services i.e. Nativity at Christmas, Mothering Sunday, All Age services
- To prepare age appropriate lessons prior to the session ensuring that there are sufficient, age appropriate materials available for those in your group.
- To arrive at **XX:XX am** to set up the session and be responsible for contacting an alternative leader if you are unable to attend your allotted session.
- To escort the children to and from the session area.
- To register the children at the beginning of each session.
- To tidy away after the session.
- To inform organisers of any incidents / materials / equipment required.
- To communicate with other team members, sharing plans and activities.
- Pray with and for the children.
- To report periodically (**weekly / monthly / termly**) to **XX** (*person to whom they are responsible*) and listen to feedback.