



Volunteer Agreement

This form should be completed by all those volunteering with children or vulnerable adults in accordance with the House of Bishops /Blackburn Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the volunteer, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (i.e. the supervisor).

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| To be completed on behalf of the PCC (or other appointing body) |
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Church

Name of volunteer

Name of group/club
(e.g. Junior Church/luncheon club for disabled people)

Where/when they meet.....

Age range of children / range of vulnerabilities of adults
.....

Person responsible/supervising
(e.g. Youth group leader/church community worker/warden/incumbent)

Work to be undertaken:
(5–10 key points describing the duties and responsibilities taken from the role description)
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.....
.....
.....

Group to whom responsible / the appointing body

.....
(e.g. PCC

What supervision will be provided?

.....
e.g fortnightly / monthly meeting of volunteers

What training is needed?

Contact the Head of Children's and Youth Ministry or look on the Diocesan web site for details of training opportunities.

(Details may be inserted here)
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.....
.....

When is the identified training going to take place? (Safeguarding within 3 months of appointment, other identified training usually within a year of appointment)

Date/month when this role is to be reviewed

.....
(i.e. toward the middle and end of a probationary period of six months and then annually)

Signed

(on behalf of the PCC or other appointing body)

To be completed by the volunteer with children / young people / vulnerable adults

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to be accountable and monitor and maintain their own standards of integrity and good practice.

I agree to:

- treat all children, young people and adults with respect and dignity, keeping my language, attitude and body language respectful
- actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible
- avoid being alone with a child (there should always be two properly recruited adults with each group of children)

- support the development of a safer culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other
- make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
- never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult
- keep physical contact specific to the needs of the activity and always seek permission from the person first
- obtain prior consent for any photographs / videos to be taken, shown or displayed
- never use rough play, sexually provocative words and games or any forms of physical punishment
- never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you
- never give lifts to children or young people on their own or on your own or allow unknown adults access to children
- never share sleeping accommodation with children or invite them to your home alone
- always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

I have understood the nature of the work I am to do with children / young people / vulnerable adults.

I have read the guidelines produced by the Church for safeguarding children and young people / vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact and I know what action to take if abuse is discovered, disclosed or suspected.

Signed Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.