All role descriptions should begin with the following statement.

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer.

Possible grid that may be useful when discussing the role. This can then be given to the volunteer.

|  |  |
| --- | --- |
| **Role** |  |
| **Responsible to** |  |
| **Key Responsibilities of the role undertaken** |
|  |
| **Any arrangements for induction, training and support** |
|  |
| **Any practical arrangements specific to the role** |
|  |
| **Role to be reviewed** |
| **The role is eligible for a DBS check which is renewable every 5 years.** |  |

Possible Role Descriptors for volunteer roles in activities **run by the church** – but these will need to be adapted to your local situation.

**Assisting with work with Children ie Junior Church / Sunday School**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Be a practising Christian, a member of the church.
* Pray for children and co-workers
* Seek to get to know the children in the group– their names, likes, dislikes and family circumstances – both within group sessions, and before and after weekly services
* Create space for children to talk, both formally and informally
* Communicate effectively with children
* Work collaboratively with other leaders
* Prepare and conduct sessions and activities relevant to the age and ability of the children in the group
* Be aware of any health and safety issues that may affect the group
* Undertake training relevant to the role
* Undertake Safeguarding training every three years
* Read and implement any other PCC policies and guidelines relevant to your work with children
* Keep a register, contact details for the children and any consent forms required

**Caretaker**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Unlocking/and locking for services and events
* Control of heating
* Available on phone
* Willing to be called at unsociable hours
* Cleaning and tidying – and simple maintenance
* Practical person
* Welcoming
* Fielding enquiries for bookings of church hall.
* Health and Safety trained
* Ability to delegate to other volunteers.
* Responsible for Church, Church Hall, church yard.
* Liaise with the person or persons responsible for security and maintenance.
* Read Safeguarding Policy and know how to respond.

**Choir Chaperone**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Check for bullying, children unwell, safeguarding concerns
* Overall responsibility of care of children
* Maintain contact details for the children and consent forms
* Be aware of children with health conditions or allergies and ensure inform other leaders as appropriate
* Develop positive relationships with parents

**Creche Leader / helper**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Setting up the Crèche area and clearing away
* Checking area is safe and secure/aware of health and safety matters
* Regular checking of toys
* Set up rota and communicate to workers
* Keeping a register, contact details and consent forms up to date
* Practising Christian and regular member of church
* Seek to know children by name and make them feel secure
* Seek to know parents or carers by name and help them feel secure in leaving children and what is expected of them

**Messy Church Helper**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Be timely
* Set up craft materials
* Set up food and drink
* Be aware of any health and safety concerns and take appropriate action
* Attend monthly team meetings
* Be responsible for one activity/group
* Help clear away at the end of the session
* Read the Parish Safeguarding Policy and guidelines

**Youth Club Mini Bus Driver**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Driving the minibus
* Responsibility for condition and safety of the vehicle
* Responsibility for ensuring maintenance and checks
* Responsibility for passenger safety (risk assessment etc)

**Parent and Toddler Group Helper**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Set up/clear up
* Tea/coffee making
* Registration
* To help parents play well with their children and promote that.
* Helping parents feel welcome, and to get to know each other

**Driver for at Adults at Risk**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* To receive request from Pastoral Visitor Co-ordinator for transport of an at risk adult
* To contact individual and arrange timings
* To collect and transport to appointment and to return as arranged
* To record journey details in log book provided

**Verger**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Key-holder – opening up/closing.
* Ensuring things are in correct place.
* Welcoming people.
* Setting up for Services.
* Technical back up for Sunday’s, weddings, funerals, baptisms, etc

**Pastoral Visitor**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Visiting as directed by Incumbent or Team Leader
* To listen
* Offer conversation
* Pray and support
* Assessment of particular needs
* Recognition of boundaries
* Visit in homes, hospital, workplace as directed
* Ensure appropriate confidentiality
* Take Communion to housebound as directed
* Build relationships with those visited
* Make and maintain telephone contact with identified people
* Be aware of adult at risk safeguarding issues

**Hospitality**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Make hot and cold drinks
* Serve biscuits/cakes
* Set out necessary equipment
* Clear up/wash up
* Welcoming smile especially visitors
* Manage donations/payment
* Monitor stock level
* Biscuits to suit allergies, e.g. for everyone

**Food Bank Helper**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Arrive promptly at pre-arranged sessions
* Check list to see role allocated for day e.g. packing, greeting
* Be courteous at all times
* Knowledge of dealing with vulnerable people essential
* Read policies
* Attend training sessions
* Give feedback at end of session

**Flower Arranging Team Leader**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Be responsible for flower display when appropriate
* Collect donations for flowers
* Keep receipts and claim money
* Request plant donation – communicate with congregation
* Liaise with incumbent re flowers required for seasons and festivals
* Liaise with church warden re where flowers are to be placed
* Keep equipment tidy, clean and stored in the designated storage area
* Water flowers regularly and remove dead flowers
* Liaise with incumbent /parish administrator re weddings and funerals – may on occasion need to meet couples and families for an assessment of their requirements.

**Lunch Club Helper**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Setting up and clearing away
* Collecting money
* Chatting to members
* Serving food
* Excludes personal care
* Welcoming and registration
* Fire Marshall according to procedure
* Assisting with activities as directed
* Offering personal, social and spiritual support as appropriate [on site during time of club]
* Be aware of health and safety issues
* Concerns re running of the Club or members taken to Co-ordinator in first instance then Incumbant

**Home Communion Visitor**

The expectation with any role is that as a minimum you read and make yourself familiar with the **Parish Safeguarding policy** and know how to respond to, report and record any concerns you may have about a child

* Take Communion to people in the community who are unable to attend church due to health, age or disability.
* Follow the appropriate format for administration of Communion.
* To be aware of difficulties for some people with swallowing the bread
* Visiting as directed by Incumbent
* Ensure appropriate confidentiality
* Build relationships with those to whom you take communion
* Be aware of adult at risk safeguarding issues
* Offer conversation
* Pray and support
* Know who to report any concerns to.

June 2018