

VOLUNTEER AGREEMENT – INCLUDING ROLE OUTLINE

Church Councils must agree the duties and conditions with each volunteer. Complete this form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

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 the Safeguarding Officer or the Minister*.

To be completed on behalf of the church council (or other appointing body) with the volunteer

Church:	
Circuit:	West Durham Circuit
Name of Worker:	
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)	
Alpha – Youth Leader	
Location of Meeting:	
Day and Time:	
Frequency:	
Age range of Children and Young People under 18/description of vulnerabilities	

- Registering Youth Alpha group on the Youth Alpha UK website and setting dates of upcoming sessions.
- Communicating with parents/guardians of young people to inform them about Youth Alpha including dates, times, session content and answer any questions they may have.
- Setting dates and times for meeting together for Youth Alpha sessions and informing Youth Alpha team members
- Informing parents/guardians/young people and team members if there are changes in dates and or times of sessions.
- Responsible for sending out consent forms to parents/guardians and receiving completed consent forms prior to young people starting the Youth Alpha course.
- Ensuring Youth Alpha team members register online for the Youth Alpha course.
- Coordinating Youth Alpha training sessions for the Youth Alpha team prior to starting the course.
- Provide a warm and welcoming location to host the Youth Alpha sessions which is suitable for watching online videos, sharing food, and discussion about the topics raised.
- Organise an away day with team members and young people
- If delegating the role of leading a session to another member of the team, ensure that the team member

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):
Church Council
The appointing body to whom the group is responsible (e.g. Church Council)
Church Council

has completed the Advanced Safeguarding

First aid training (required for at least one team member at each session)

Required for the role:

What training is needed or planned this year
Induction training prior to starting the role.
Safeguarding Training:- Creating Safer Space Foundation Module - * timescale to be agreed between minister and safeguarding officer
Safeguarding training- Creating Safer Space Advanced module - * timescale to be agreed between minister and safeguarding officer.
Liaise with Learning Network Development Team for other learning opportunities.

Satisfactory Enhanced DBS from the Disclosure and Barring Service

Christian faith

Commitment to pray for young people, families, and team members in the group.

Ability to establish positive and productive relationships with young people and families.

Ability to lead and support team members.

Ability to facilitate small groups.

When is the training to take place (usually within a year)
Induction upon appointment Safeguarding training within 6 months of appointment
Who is responsible for arranging the training? (ensuring it takes place)
Church Council

Date/month when this role description is to be reviewed (i.e. toward the middle and end of a probationary period and then annually)
6 months

Signed: [on behalf of the Church Council/other appointing body]	Date:
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To be completed by the worker I have understood the nature of the work. 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. I know what action to take if abuse is discovered or disclosed.	
Signed:	Date:

NB: All information will be held in accordance with current data protection legislation. Form A – Part 1 Registration form and Confidential Declaration must also be completed.