

**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:		Work to be undertaken (5-10 points describing the duties and responsibilities in this role)  <i>The following tasks will be undertaken as part of the role outlined above.</i>
Circuit:		
Name of Worker:		To contact occasionally to generally engage with someone for social conversation and help reduce someone’s feeling of isolation; to act as a listening ear only for any matters of a personal or spiritual nature the person visited may wish to raise.  To pass information to some perhaps not able to attend church or activities;  To arrange delivery the newsletter and to keep someone informed of life in the church;  To ensure someone’s general health and wellbeing is monitored and report to the minister any concerns;  To offer prayer if required  To share pastoral concerns with the Minister* and/or leader/s  To notify safeguarding issues to the Safeguarding Officer or Minister*.  Part 2.  This role is accountable to the Minister*
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Pastoral Contact Level 1		
Location of Meeting:		
Day and Time:		
Frequency:		
Age range of Children and Young People under 18/description of vulnerabilities		

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

**This role does not require a DBS check. It is essential that if the role with someone develops into more involved work, then a DBS check is considered**

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

What training is needed or planned this year
Induction Safeguarding Foundation Training Module

When is the training to take place (usually within a year)
Induction upon appointment Safeguarding Foundation Training - within 6 months of starting post
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.