

SAFEGUARDING FORM A Part 2

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:		<p>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</p> <p>Obtain reports on the state of the local property Undertake or facilitate repairs as necessary</p> <p>Consider the findings of quinquennial inspection and take any action where required.</p> <p>Prepare and consider the annual property schedules, and take action where required.</p> <p>Maintain a log book for retention of annual schedules of property, quinquennial inspection reports and other relevant material</p> <p>Periodically examine the log book and ensure that records are up to date</p> <p>Work together with other members of the property committee to ensure maintenance and upkeep of the church premises.</p> <p>Ensure appropriate D forms have been completed for Key holders.</p> <p>Report back to church council on all property matters</p> <p>Share pastoral concerns with the Minister* and/or pastoral leader/s</p>
Circuit:		
Name of Worker:		
Property Steward		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
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

What training is needed or planned this year
Induction Manual Handling course is recommended

When is the training to take place (usually within a year)
Induction upon appointment Warmly invited to attend Foundation Safeguarding module
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 am to do. 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:

Notify safeguarding issues to the Safeguarding Officer or Minister*.
This role is eligible for a DBS check (in relation to regulations regarding the Church Council and Trustees)
<i>A Confidential declaration form must be completed</i>
<i>A Key Holder form must be completed if keys are issued</i>
<i>* Lone working policies must be adhered to</i>
TRAINING AND REVIEW PLANNING
What training is now required? (e.g. Core Training, Spectrum, Creating Safer Space, Vulnerable Adults)
Further Training (please give details)
Contact your District Safeguarding Officer or DMLN Contact for details of training opportunities. Your minister or circuit steward will be able to provide their contact details.

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.