

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>Working with the Property Stewards, volunteers can help with a range of tasks around the church property such as putting out the bins, reading the meters, cutting the grass, polishing/ hoovering the church floor.</p> <p>Take safety precautions for protection whilst undertaking the tasks, including wearing protective clothing as necessary.</p> <p>Check and adhere to the risk assessments.</p> <p>Report any health and safety concerns before undertaking a task.</p> <p>Work in pairs to support each other in the task.</p> <p>Church Gardiner</p> <p>To maintain the garden areas of the church, either personally or with the help of others,</p>
Circuit:		
Name of Worker:		
Property Volunteer		
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 Warmly invited to attend Foundation Safeguarding module

When is the training to take place (usually within a year)
Induction upon 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

removing weeds when necessary and adding any new plants as agreed with the Property Committee or the Church Council.

The work of the Church Gardener has to take into account the use of some parts of the grounds by organisations that include young people and as such any work on these areas must be done when those organisations are not using the premises, or in conjunction with the leaders of those organisations.

Maintenance Volunteer

putting out the bins,
reading the meters,
maintenance of the photocopier,
Cutting the grass,
Hoovering and dusting where requested.

Church maintenance volunteers will advise the Property Committee of any work required i.e. blocked gutters, down comers and missing tiles.

A DBS is not required for this role

A Confidential declaration form must be completed

A Key Holder form must be completed if keys are issued

**** Lone working policies must be adhered to***

Signed:
[on behalf of the Church Council/other appointing body]

Date:

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:

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.