

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>Help set up the tables, chairs and crockery</p> <p>Ensure a warm, clean, safe and welcoming environment.</p> <p>Serve hot and cold drinks and food.</p> <p>Make people feel at home.</p> <p>Ensure food and drink prepared is done so safely, under strict food hygiene guidelines. Adhere to Food Allergy and Intolerances legislation.</p> <p>Ensure all dirty crockery and cutlery is washed, dried and put away, and all rubbish disposed of.</p> <p>Share pastoral concerns with the Minister* and/or pastoral leader/s</p> <p>Notify safeguarding issues to the Safeguarding Officer or Minister*.</p> <p>* Where there is engagement with children and/or vulnerable adults the appropriate level of DBS check must be in place</p>
Circuit:		
Name of Worker:		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Refreshment Provider		
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 Warmly invited to attend Safeguarding Foundation 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	
	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.

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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I have understood the nature of the work I 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.