

## 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.

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

<b>Church:</b>	Trinity Methodist Church	<p><b>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</b></p> <p>To assist in the running of the TYP drop in</p> <p>Communicate with TYP youth workers to plan sessions and activities</p> <p>To supervise young people in the drop in and be alert to any health and safety issues.</p> <p>Ensure young people are following the agreed code of conduct</p> <p>Report any concerns to the lead youth worker</p> <p>To undertake required record keeping including reporting verbally to the lead volunteer and completing any relevant forms</p> <p>Report safeguarding issues as directed by Methodist Church policy and procedures</p> <p>To build rapport with young people and listen to their concerns.</p> <p>To facilitate and/or participate in any games, activities and discussion with the young people</p> <p>To assist with necessary set up before session and clear up afterwards</p> <p>To attend essential training sessions</p> <p><b>* At least 1 person on each shift must have first aid training to attend to first aid situations arising.</b></p>
<b>Circuit:</b>	West Durham Circuit	
<b>Name of Worker:</b>	TYP Youth Worker	
<b>Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)</b>	Trinity Youth Project (TYP)	
<b>Location of Meeting:</b>	Trinity Youth Project. Edward Street. Spennymoor DL16 7NB	
<b>Day and Time:</b>	Friday evenings 7pm – 9pm	
<b>Frequency:</b>	Variable- 1 – 4 shifts per month	
<b>Age range of Children and Young People under 18/description of vulnerabilities</b>	11yrs – 17yrs (school years 7 and up)	

Person to whom directly responsible (e.g. Youth Group Leader/Church Community Worker/Minister):	<b>TRAINING AND REVIEW PLANNING</b> 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.
Church Council	
The appointing body to whom the group is responsible (e.g. Church Council)	
Trinity Methodist Church Council	
What training is needed or planned this year	
Induction  Safeguarding Foundation Module Advanced Safeguarding Module First aid (within 6 months if required- see bold type)  Dealing with challenging behaviour	
When is the training to take place (usually within a year)	
Induction (within first 2 months of appointment)  Safeguarding Foundation Module on appointment Advanced Safeguarding Module (within first 6 months of appointment)  First aid (within 6 months if required- see bold type)  Dealing with challenging behaviour (within 6 months)	
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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<b>To be completed by the volunteer worker with young people</b> I have understood the nature of the work I am to do with young people. 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.