

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>To liaise with fairtrade representative approximately one week in advance, arrange to collect goods and set up the stall. Check that a price list is included with the goods.</p> <p>To be responsible for the safe storage of the goods and money from collection until return to the Fairtrade representative.</p> <p>To unpack goods and set up the stall, to sell the goods and to pack up the stall at the end. To ensure a float is available.</p> <p>To receive payment in cash or by cheque for goods sold and pass on the monies taken to the Fairtrade representative along with any unsold items.</p> <p>To place any orders from individuals to the fairtrade representative (e.g. Easter eggs, Christmas goods). If special orders are received, then the goods should be delivered to the person at the church premises.</p> <p>To share pastoral concerns with the Minister and /or pastoral leader(s)</p> <p>To notify safeguarding issues to the Safeguarding Officer or Minister*.</p>
Circuit:		
Name of Worker:		
Fair Trade seller		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Fairtrade seller		
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

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

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.

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:

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.