

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:	
Circuit:	

Name of Worker:

Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)

Alpha Kitchen Helper

Location of Meeting:

Day and Time:

Frequency:

Age range of Children and Young People under 18/description of vulnerabilities

Prepare food in safe and clean environment.

Maintain good hand hygiene throughout food handling.

Follow food hygiene procedures and risk assessment for storing, preparing, cooking, and serving food.

Provide ingredients list of foods by keeping food packaging with food information available for the duration of the session.

Help to clear up at the end of the session.

Required for the role:
Food Hygiene training

****If Kitchen Helper is present during Alpha activities and/or meetings requires DBS***

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 Safeguarding Foundation Module

When is the training to take place (usually within a year)
Induction upon appointment Safeguarding training within 6 months of 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

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 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.