

## SAFEGUARDING FORM A Part 2

### 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

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| Church:  |  | <p>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</p> <p>provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.</p> <p>ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.</p> <p>record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure.</p> <p>promote appropriate routes for reporting of concerns</p> <p>identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training.</p> <p>attend training and meetings relating to the role</p> <p>work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include</p> |
| Circuit:   |  |  |
| Name of Worker:  |  |  |
| Circuit Safeguarding Officer   |  |  |
| Name of Group/Club:<br>(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 |  |  |

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| Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister): |
| Circuit meeting   |
| The appointing body to whom the group is responsible (e.g. Church Council)                                  |
| Circuit meeting   |

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| What training is needed or planned this year |
| Induction<br>Safeguarding Foundation Module  |

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| When is the training to take place (usually within a year)               |
| Induction upon appointment<br>Safeguarding training prior to appointment |
| Who is responsible for arranging the training? (ensuring it takes place) |
| Circuit Meeting  |

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| Date/month when this role description is to be reviewed (i.e. toward the middle and end of a probationary period and then annually) |
| 3 months  |

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| Signed:<br>[on behalf of the Church Council/other appointing body] | Date: |
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| I have understood the nature of the work I am to do.<br>I have read the guidelines produced by the Church for safeguarding children and young people/vulnerable adults.<br>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.

gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.

check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.

inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.

advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

**There is no requirement to have two church safeguarding officers one individual may agree to undertake safeguarding of both adults and children**

This role requires a DBS check.

*\*Minister means Presbyterian, Deacon, Probationer or whoever has pastoral care of the church.*