

**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:		Work to be undertaken (5-10 points describing the duties and responsibilities in this role)
Circuit:		
<i>Under supervision of the Property Stewards, maintenance volunteers may undertake the following tasks:</i>		
Name of Worker:		putting out the bins, reading the meters, maintenance of the photocopier, Arranging the servicing the fire extinguishers, Cutting the grass, Hoovering and dusting where requested.
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		Church maintenance volunteers will advise the Property Committee of any work required i.e. blocked gutters, down comers and missing tiles.
Maintenance Volunteer		
Location of Meeting:		<i>Volunteers should also:</i>  Take safety precautions to protect themselves whilst undertaking the task i.e. PPE and adhere to Risk assessments
Day and Time:		Work in pairs in order to support each other in the task, especially working at heights.
Frequency:		Share pastoral concerns with the Minister* and / or leaders.
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

To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2.*

This role will be accountable to The Methodist Church Council

This role does not require a DBS check

What training is needed or planned this year
Induction Warmly invited to attend Safeguarding Foundation Module

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

***A Confidential declaration form must be completed***

***A Key Holder form must be completed if keys are issued***

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

***\* Lone working policies must be adhered to when working alone***

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:
--	-------

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.