

**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:		<b>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</b>
Circuit:		To write and co-ordinate information for advertising events on social media and newsletters
Name of Worker:		To manage and maintain the church’s social media that exists such as Facebook, Twitter, Instagram etc
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		To ensure that the data included is not in contradiction of any church policy for instance Data Protection (GDPR Policy), Safeguarding etc.
Publicity Coordinator		To ensure, as best as possible, that all data supplied is correct and current and any relevant permissions have been obtained to use the data.
Location of Meeting:		To ensure no breach of copyright occurs when information is included.
Day and Time:		To share pastoral concerns with the Minister* and/or leader/s
Frequency:		To notify safeguarding issues to the Safeguarding Officer or Minister*.
Age range of Children and Young People under 18/description of vulnerabilities		<i>Part 2.</i> This role will be accountable to the Minister and the

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

Church Council.

This role is not required to have a DBS check.

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

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

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.