

GENERIC EXAMPLE FOR USE AT ST. PETER'S CHURCH, PEDMORE

Role Outline:

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 Parish Safeguarding Officer (Elaine Hurry) or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.



Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role
Responsible to
Key Responsibilities of the Role (tasks to be undertaken)	
CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)	
As a volunteer:	
<ul style="list-style-type: none"> ➤ Work under the leadership and supervision of ➤ Read the parish's safeguarding policy and know how to respond to, report and record any concerns you may have. ➤ Read and implement any other PCC policies or guidelines relevant to your volunteer role. ➤ Undertake safeguarding training every three years 	
Any arrangements for induction, training & support	
<p style="color: red;">For example:</p> <p>Safeguarding training every three years</p> <p>Attend a session of training with.....</p> <p>Attend one-to-one meeting with.....</p>	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	

GENERIC EXAMPLE FOR USE AT ST. PETER'S CHURCH, PEDMORE

CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY

For example:

- On weekly rota
- All receipts to be kept and handed to PCC treasurer

Role to be reviewed (<i>insert date</i>)	
The role is eligible for a criminal record (DBS) check which is renewable every five years (<i>insert yes / no</i>)	
Level of criminal record (DBS) check which is required for this role	