A6.3 The Model Church Volunteer Agreement – including Role Outline

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with house of Bishop's/Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (i.e. the supervisor).

To be completed on behalf of the PCC

(or other appointing body)

Church……

Name of worker…….

Name of group/club……...

(e.g. junior Church/luncheon club for disabled people)

Where/when they meet…….....

……

Age range of children/range of vulnerabilities

……

……...

Person to whom responsible/supervising……..

(e.g. Youth group leader/church community worker/warden/incumbent)

Work to be undertaken (5-10 points describing the duties and responsibilities in this role)

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……....

Group to whom responsible/the appointing body (e.g. PCC)

What training is needed? Contact the relevant training officer, training secretary or Diocesan Safeguarding Advisor for details of training opportunities.
(Details may be inserted here)

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When is training to take place? (usually within a year of appointment)

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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 of six months and then annually)

Signed……

(on behalf of the PCC or other appointing body)

To be completed by the worker with children/young people/adults

I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the Church for safeguarding children and young people. 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……

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.