

## Role Description: Supervised Volunteer

Supervised Volunteers will be assisting in settings on behalf of the church where there may be Children or Vulnerable Adults present. While their duties will be varied, resolving refreshments, offering directions, being welcoming and helpful etc, they won't generally be leading, but could easily have some pastoral working role in what they will do that means Safeguarding procedures are important to know. So that the general public in these settings can know who has had Safeguarding Training and gone through Safer Recruitment in line with Policies for their positions, they will be recognisable by wearing Church Volunteer "Here to Help" badges which must be worn when on duty.

In co-operation with the Parish Safeguarding Representative, Churchwardens and clergy, all volunteers should have an awareness of safeguarding in the church.

### Duties/Responsibilities

- As fits the general duties of the role being undertaken with guidance from a Leader in that setting

### Responsible to:

Depending on need, their Leader at the time, the Vicar, Churchwardens, and the Parish Safeguarding Representative

### Training and Checks Required Prior to Appointment

- A Confidential Self-Declaration Form will need completing prior to starting in the role and renewed annually
- An enhanced DBS check (without barring information) will need completing.
- As these roles may have more than incidental contact with children and/or vulnerable adults, new volunteers will need at least two references indicating that they have no concerns regarding the applicant's conduct around children or vulnerable adults by completing a Volunteer Safer Recruitment Form
- As a minimum, volunteers for these roles are required to undertake the Diocesan Safeguarding Training at level: C0 as soon as possible and C1 when practical, subject to available dates for Training.

### Safeguarding Responsibilities

In co-operation with the Incumbent, the PCC and the Parish Safeguarding Representative, to:

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourselves
- Tell the Parish Safeguarding Rep or clergy of any safeguarding concerns, however minor
- Attend Diocesan Safeguarding training at the appropriate level for the role
- Induct and train others

## SAFEGUARDING 'DOS & DON'TS' - PROTECTING OTHERS AND PROTECTING YOURSELF

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"> <li>• Report all concerns about the safety or well-being of an individual to:-               <ul style="list-style-type: none"> <li>○ the Parish Safeguarding Representative</li> <li>○ the Diocesan Safeguarding Team</li> <li>○ the Police (where there is an immediate risk of harm to a person)</li> </ul> </li> <li>• Carry out a personal risk assessment for lone working</li> <li>• Keep a written record of all incidents or disclosures (signed and dated)</li> </ul>	<ul style="list-style-type: none"> <li>• Offer confidentiality when you have a duty to report all concerns for safety</li> <li>• Investigate disclosures; simply get clarification of details and report the information shared</li> </ul>