

## Role Description: Volunteers

Volunteers (i.e. not Supervised Volunteers or Volunteer Leaders) fulfil many roles around Church life. This role description is for those where the volunteering aspect may occasionally have moments when conversations or assistance is needed as a passing consequence of being a publicly available member of the Church. That means the reasons for Safeguarding and simple procedures are important to know. In co-operation with the Parish Safeguarding Representative, Churchwardens and Clergy, all volunteers should have an awareness of safeguarding in the church. As these roles do not include any Safer Recruitment content (DBS checks, Confidential Self Declaration or Volunteer Application, volunteer “Here to Help” badges will not be worn.

### Duties/Responsibilities

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

### Responsible to:

Their Leader at the time, the Vicar, Churchwardens, and the Parish Safeguarding Representative

### Training and Checks Required Prior to Appointment

- As a minimum, all volunteers are required to undertake the Diocesan Safeguarding Training at level: C0 as soon as possible.
- No DBS check is required.

### 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

### SAFEGUARDING ‘DOS & DON’TS’ - PROTECTING OTHERS AND PROTECTING YOURSELF

Do	Don't
<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>