



United Stockport Circuit, C/O Tiviot Dale Methodist Church, Tiviot Dale, Stockport, SK1 1TA  
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## Role Outline

Role title: **Safeguarding Officer**

[NAME OF CHURCH]

[Name of Volunteer]

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### *Part 1 – The Role*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church’s 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\*.**

The following duties will be undertaken as part of the role outlined above:

- Provision of support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- Ensuring that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- Recording of all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures.
- Promotion of appropriate routes for reporting of concerns.
- Identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training
- Attend training and meetings relating to the role.
- Work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- Advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

### *Part 2 – Accountability*

This role will be accountable to The Church Council through the Minister.

*Part 3 – DBS*

**Has the Safeguarding officer confirmed that a DBS check is required?**

Yes – Date completed

No (Please complete the self-declaration form [CSD/2](#))

*Part 4 – Training Required*

Safeguarding (If yes, please indicate the date received)

Other –

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

# Volunteer Agreement

This is a sample agreement and should be altered according to the specific person involved. The agreement describes the arrangement between the volunteer and the local Methodist Church and should be used alongside the volunteer's work outline.

This Volunteer Agreement is a description of the arrangement between us, the [Name of Church] at [Location of Church], and you [Name of Volunteer] in relation to your voluntary work.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to doing the best we can to make your volunteer experience with us a positive and rewarding one.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor to create an employment relationship between us but sets out expectations of The Methodist Church and the volunteer.

We, on behalf of [Name of Church] at [Location of Church], accept the voluntary service of [Name of Volunteer] beginning [Date]. We have agreed that you will work [X] hours over/on [X] days. Your role will be [Name Role].

In addition to this agreement, you will receive key pieces of information including the role description and our policies and procedures which will provide important guidelines for your volunteering.

## Part 1 – The Methodist Church

We commit to the following:

- A full induction and any training necessary for the volunteer role.
- Provide a personal supervisor who will meet with you regularly to discuss your volunteering and any achievements and problems.
- To be treated with respect and in line with the organisation's policies on equal opportunities, health and safety.
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
- To reimburse the following expenses you incurred in your voluntary work. All expenses must be submitted, with receipts where possible, to [Name Church treasurer and provide email or contact details] within [period]: Please only select the relevant section(s):
  - a. Travel to and from home to (the office) and during your work as necessary
  - b. Meal allowance to a maximum of £(x) with a receipt (to be eligible for lunch allowance you must work around meal times or for a minimum of (x) hours a day.)
  - c. Special clothing, where this is provided by you
  - d. Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for voluntary work.

## Part 2 – The Volunteer

I, ..... (Full name in CAPTIALS), agree to be a volunteer with the [Name of Church] and commit to the following:

1. To help the [Name of Church] at [Location of Church], fulfil its vision to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.
2. To perform my volunteering role to the best of my ability.

3. To follow the Church's procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and anybody they work with.
4. To maintain the confidential information of the Church and of all who become involved with it.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice to make alternative arrangements.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is [Insert hours/days]

Agreed to: .....Volunteer signature

.....On behalf of [Name of Church]

.....Date

- Volunteer Contact details
- Emergency contact details