**Appendix 4**

**Diocese of Rochester**

**Parish Volunteer Agreement – including Role Outline**

This form should be completed by all volunteers working with children, young people or vulnerable adults in accordance with House of Bishops/Diocesan Safeguarding guidance policy and procedures.

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

**To be completed on behalf of the PCC**

(*or other appointing body*)

Parish:

Name of volunteer…………............................................................................................

Name of group/club……………......................................................................................

(*e.g. Junior church/luncheon club for disabled people*)

Where/when they meet…………....................................................................................

........................................................................................................................................

Age range of children or young people/range of vulnerabilities…..................................

........................................................................................................................................

Person to whom responsible/supervising………….........................................................

(*e.g. group leader/church community worker/churchwarden/incumbent*)

Work to be undertaken (*5–10 points describing the duties and responsibilities in*

*this role*)

* Prepare in advance for the group session, planning/helping plan activities as appropriate
* Set up and tidy up after activities.
* Help children to understand what they need to do.
* Help/support children/young people to think about what are going to do and help them to succeed in what they are trying to do leaving room for their own creativity.
* Supervise activities, be aware of potential risks and act to reduce them and report any issues to the group leader or church wardens as appropriate.
* Read/support children in reading Bible stories and exploring Bibles aiming to encourage familiarity and independence.
* Help children to find things in Bibles and encourage independent actions.
* Follow safeguarding guidelines as provided by the church and read documents you are given.
* Attend training, including safeguarding training, to support your work with children and young people.
* Look after your own spiritual life.

**Diocesan safeguarding policies and training opportunities**

See the diocesan website [www.rochester.anglican.org](http://www.rochester.anglican.org) for safeguarding information and guidance on where to find the diocesan safeguarding policies, procedures, good practice and guidance.

Details of training opportunities can be found on the diocesan website [www.rochester.anglican.org](http://www.rochester.anglican.org) and/or from the safeguarding team at the diocesan office.

**Signed**............................................................................................................................

(*on behalf of the PCC or other appointing body*)

**Position**………………………………………………………………………………………..

**Date**……………………………………………………………………………………………..

**To be completed by the volunteer working with children/young people/vulnerable adults**

I have understood the nature of the work I am to do with children and/or young people and or/vulnerable adults.

I understand that I have a duty of care to protect the children and/or young people and/or vulnerable adults with whom I come into contact.

**Signed**............................................................................................................................

**Date**………………….......................................................................................................

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