Example Role Outline: Elders Lunch Club Helper

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Elders Lunch Club Helper |
| **Responsible to** | Lunch Club Co-ordinator |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)

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| As a volunteer: |
| Setting up and clearing awayCollecting moneyChatting to membersServing foodExcludes personal careWelcoming and registrationFire Marshall according to procedure Assisting with activities as directed Offering personal, social and spiritual support as appropriate (on site during time of club)Be aware of health and safety issuesRead the parish’s safeguarding policy and know how to respond to, report and record any concerns you  may have about an at risk personRead and implement any other relevant PCC policies or guidelines Undertake safeguarding training every three years Take any concerns re running of the Club or members to the Co-ordinator in the first instance and then  to the incumbent  |
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| **Any arrangements for induction, training & support**  |
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| For example:

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| Induction at start with a Trial Period |
| Attend training as required |
| Meet twice a year with other helpers to plan and review |
| Team Leader to provide informal supervision/ review |

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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

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| 10 am – 2 pm weekly on Fridays |
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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | No |
| **Level of criminal record (DBS) check which is required for this role** |    |