

Volunteer Agreement

I will help the _____ Circuit fulfil its vision to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission;

To perform my volunteering role to the best of my ability;

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;

To maintain the confidential information of the Church and of all who become involved with it;

To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made;

Recruitment

Before taking up a role — all volunteers should

- Be recruited in line with the Safer Recruitment policy
- Have a role description
- Know who they are accountable to
- Have completed a Confidential Disclosure
- Have completed the form As
- To have a DBS check, if eligible
- Have completed the Creating Safer Space Foundation Module within 6 months of taking up the post.
- Effective supervision should be in place for all volunteers

Further Information and Contacts

Church Safeguarding Officer

Circuit Safeguarding Officer

Regional Safeguarding Officer

Carolyn Godfrey
07534 346374
newcastle.darlington@dso.methodist.org.uk



Working with Adults

The aim of safeguarding within the Church is to create safe, caring communities which provide a loving environment where there is a culture of informed vigilance as to the dangers of abuse.

Critical to good safeguarding is safer recruitment and safer working practices. The Church has developed procedures for both these areas, informed by legislation and government guidance. As such, we aim to:

- carefully select and train all those with responsibility within the Church in line with safer recruitment principles
- ensure that any church activities are organised in such a way to avoid the risk of harm to everyone participating
- promote safe spaces that are inclusive and welcoming



Best Practice

You should:

- treat all adults with respect and dignity
- ensure that your own language, tone of voice, and body language are respectful
- record any incidents of concern and give the information to your group leader, sign and date the record (a link to forms can be found in Section 8)
- always share concerns about an adult and the behaviour of another worker with your group leader and/or safeguarding officer.

You should not:

- invade an adult's privacy whilst washing and toileting
- use any form of physical punishment or restraint (apart from appropriate use of car seat belts)
- be sexually suggestive about or to an adult, scapegoat, ridicule or reject an adult or group
- permit abusive peer activities (eg initiation ceremonies, ridiculing or bullying)
- show favouritism to any one adult or group
- allow an adult to involve you in excessive attention seeking that is overtly physical or sexual in nature
- allow unknown adults access to adults deemed at risk of harm (visitors should always be accompanied by a known person)
- allow strangers to give lifts to adults in your group.

In addition to the above the group leader should:

- ensure health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- keep the register and consent forms up to date (where appropriate)
- have an awareness, at all times, of what is taking place and who is present
- create spaces for talking – either formally or informally
- liaise with safeguarding officer over good practice for safeguarding always inform the safeguarding officer of any specific safeguarding concerns that arise (the safeguarding officer will liaise with the district safeguarding officer)
- ensure relevant privacy notices have been supplied where data is being processed

Visiting adults at home

Most visits to adults in their own home will be straightforward as they will be well known to the church. However, when visiting someone new for the first time, visitors should let someone else know whom they are visiting (and when).

- Visiting in twos may be advisable, especially if the adult lacks capacity. It is also advisable to take a mobile phone.
- Do not call unannounced. Call by appointment, telephoning the person just before visiting if appropriate.
- Be clear about what support can be offered to the adult if they ask for help with particular problems and refer back to the church if uncertain.

- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact.
- Never offer 'over the counter' remedies to people on visits or administer prescribed medicines even if asked to do so .
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the treasurer .
- Pastoral visitors are encouraged to note the date when they visit people, to report back about their visit to the pastoral secretary and say what is concerning or going well. The pastoral secretary will report safeguarding concerns to the minister and safeguarding officer as appropriate, agree what action should take place and who should record the incident.

Consider your hat...

If you are acting in a role for the Methodist Church, then policies and procedures should be adhered to. This becomes confusing when you wear several hats and you are have other relationships with people you come into contact in that role.

- are you visiting as pastoral visitor or a friend?
- are you acting as a parent in a group or a leader?
- Are you giving someone a lift because of your Church role?
- Which hat are your wearing?