**Example Role Outline**

These role outlines are **examples only** and need to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

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| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| *Children/ Young people’s Activity Helper* | *Church Council* | * *Two or more leaders or assistants must always supervise the children.* * *To help prepare the material and activities for the sessions* * *To help set up the room(s) and ensure the environment and any equipment is safe.* * *To be responsible for the safety and wellbeing of the children during the session.* * *To help by supporting the children doing the provided activities.* * *Nurturing faith* * *To be responsible for reporting any concerns they have about the wellbeing of the children to the minister or safeguarding rep.* * *To share pastoral concerns with the Minister and/or leader/s* * *Notify the Safeguarding Officer or Minister of any safeguarding issues.* | *Enhanced DBS with barred list check.* | *Child* | *Foundation Module* | ***Volunteer Application Form***  [*www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/*](http://www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/)  ***If a key Holder - Key Holder Form D***  [*https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/*](https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/) |