

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.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Children/ Young people's Activity Helper</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>Two or more leaders or assistants must always supervise the children.</i> - <i>To help prepare the material and activities for the sessions</i> - <i>To help set up the room(s) and ensure the environment and any equipment is safe.</i> - <i>To be responsible for the safety and wellbeing of the children during the session.</i> - <i>To help by supporting the children doing the provided activities.</i> - <i>Nurturing faith</i> - <i>To be responsible for reporting any concerns they have about the wellbeing of the children to the minister or safeguarding rep.</i> - <i>To share pastoral concerns with the Minister and/or leader/s</i> - <i>Notify the Safeguarding Officer or Minister of any safeguarding issues.</i> 	<i>Enhanced DBS with barred list check.</i>	<i>Child</i>	<i>Foundation Module</i>	<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p> <p><i>If a key Holder - Key Holder Form D</i> https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/</p>