

**Benefice of St Paul, Chippenham with Hardenhuish and Langley Burrell
(Greenways)
September 2020**

VOLUNTEER POLICY

Introduction

Many roles within the church are fulfilled by volunteers. Indeed the church could not function without them. They include leadership roles, office roles, children's workers, worship team, stewards as well as many others. This policy provides guidelines for all volunteers.

We recognise the valuable contribution volunteers make to enable the vision and values of the church. Volunteers bring many new skills, knowledge and enthusiasm, adding refreshing perspective to the work of our churches.

We are seeking to develop good practices in volunteering in accordance with the values of our churches.

Policy Guidelines

Volunteer role profiles

All volunteers should have a role profile provided. At a minimum this will include a description of the short tasks the role includes, who is responsible for the role and how the role fits with the church vision. It may also include an indication of the time per week required to fulfil the role. The profile also includes the expected duration of commitment for the role.

Induction and training

Volunteers' induction will be informal and undertaken by the role leader.

As a group of churches we want to ensure proper support is provided for volunteers to carry out their role. To achieve this, appropriate training opportunities will be given. Volunteers are encouraged to attend these sessions where practical which will usually also provide insight as to how the church vision is being worked out in that role.

If specific training needs arise, volunteers should discuss these with their role leader and together they should seek to fulfil the requirement.

Volunteers' expenses

Expenses can be claimed by volunteers for reasonable out of pocket expenses incurred whilst fulfilling their role. These should be claimed via their role leader. For mileage costs the treasurer can provide current rates. Expenses should be submitted within a month of incurring them.

If a volunteer so wishes, he/she does not have to claim expenses and can choose to 'gift' the costs to the church. However, for those who incur regular or large expenses it is requested that they are claimed to assist with future budgeting. (All expenses should always be cleared with the role leader in the first instance, whatever value).

Insurance

The church's insurance policy provides protection for volunteers in their role. This covers accident or loss, damage or bodily injury due to negligence whilst engaged in a church activity. Public liability cover provides for any one incident or series of incidents in respect of activities associated with church business.

The public liability cover not only protects our volunteers as they serve in activities with third parties but also covers loss, damage, or bodily injury incurred by one volunteer by the negligent action of another.

In addition to the public liability cover, we also hold personal accident cover for volunteers if a volunteer is injured during a church activity. All accidents involving personal injury should be reported at once to the person responsible for Health and Safety.

Use of a motor vehicle should be covered by a policy for that vehicle. So, if using your own vehicle, your own policy should cover you for this activity.

Please Note: Church Insurance Policy does not cover any person under the age of 3, or aged 80 years or above for personal accidents.

Health and Safety

Volunteers should be familiar with the parts of the church Health and Safety policy relevant to their role.

Child Protection and Vulnerable Adults Policy

Volunteers working with children or vulnerable adults must comply with the church policy and normally be required to have a DBS check which the church will undertake and pay for.

Role Leaders

It is recognised that often the role leader will themselves be a volunteer and the relationships are designed to be two-way and respectful. If at any time a volunteer has an issue with their role leader, this should be discussed with a member of the Leadership Team.

Attachments:

- Volunteer Induction checklist
- Model Volunteer Job Role description

Volunteer Induction Checklist

Please read and complete the following:

	Date
Volunteer's terms and conditions: <ul style="list-style-type: none"> • Have you read, and are willing to follow the job description for Volunteers? • Hours of work – if you are rota'd on, it is requested that you arrive early to help set up. • Rota changes – if you are unable to take your place on the rota, please swap with someone else and let the Group Leader know you have done so. • Sickness – if you are ill please contact your Group Leader as soon as possible. 	
Safeguarding: <ul style="list-style-type: none"> • Have you completed the C0 Safeguarding Online training? • Have you attended a C1 Training Course? • Have you read the Churches Safeguarding Policy? • Do you know the reporting procedure if a Safeguarding incident occurs? 	
Health and Safety: <ul style="list-style-type: none"> • Are you aware of Emergency procedures? • Do you know the location of all the exits? • Report any accidents to your group leader. • Do you have any First Aid training? • Named First Aider at your church is: 	

Induction Checklist completed:

Name (printed):

Signature: Date:

I have read and agree to abide by Benefice of St Paul, Chippenham with Hardenhuish and Langley Burrell Safeguarding Policy.

Model Volunteer Job Role

[This is a simple model role outline template for a volunteer which can be used, amended or substituted by a local model as required].

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Role: (Volunteer job role)

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 report it.

Principles

All those who may work with children and/or adults who are vulnerable and/or experiencing or at risk of abuse or neglect must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- 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; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern **must always** be reported, in an emergency to the Police or Social Care services, if not an emergency to the Parish Safeguarding Officer.

Responsible to (named contact for support and resolution of any difficulties):

The Priest [or his / her named representative] and through them to the PCC.

Role: [Insert Role title, e.g. Incumbent/ Curate other minister, Churchwarden, Lunch club co-ordinator...]

Name: [Insert Name]

Contact details: [insert contact details, e.g. mobile/ email]

Key responsibilities and accountabilities:

- Setting up and clearing away
- Welcoming and registration
- Collecting money
- Chatting to members
- Serving food
- 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

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- Concerns re: running of the Club or members taken to Co-ordinator in first instance then to Vicar or Parish Safeguarding Officer if necessary.
- [Add any additional responsibilities that are not covered. Or remove any above that are not relevant]

NB: this role does not include the provision of personal care

As a volunteer you can expect that we will do our best to ensure that:

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with relevant training required for this role [provide an outline of mandatory training and induction arrangements specific to this role].

- Induction and training to be provided by the Lunch Club Co-ordinator as part of probationary period
- Supervision to be provided 3 monthly, participate in planning and review meetings 2x per year
- Complete C0 safeguarding basic awareness (online), C1 Safeguarding Foundation (face to face) and refresher training as required
- Attend fire awareness, dementia awareness training
- Partake in annual review

Person specification

1. Able to demonstrate an ability to work safely and effectively with adults who maybe vulnerable or at risk;
2. A willingness to develop their skills and training
 - Practical person
 - Welcoming
3. ... [add any attributes you might consider essential to the role]

Practical considerations specific to the role:

(Process for payment of agreed expenses incurred, times that church should be accessed to carry out role, what equipment should be provided)

- Church photo Identity badge to be issued
- Availability: e.g. Friday 11.30am 0 2.00pm,

DBS Eligibility

Is this role eligible for a DBS check: Yes No

If yes specify the level of check required:

Standard: Enhanced Enhanced with Barred list

The role should not involve regulated activity with adults at risk of abuse or neglect.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

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Signed:

Signed:

Print name:

Print name:

Date:

Date:

END