

Example Role Outline: Messy Church 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 Co-ordinator.

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.

Role	Messy Church Helper
Responsible to	Messy Church Leader
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> ➤ Be timely ➤ Set up craft materials ➤ Set up food and drink ➤ Be aware of any health and safety concerns and take appropriate action ➤ Attend monthly team meetings ➤ Be responsible for one activity/group ➤ Help clear away at the end of the session ➤ Read the Parish Child Protection Policy and guide lines 	
Any arrangements for induction, training & support	
Attend safeguarding training every three years Attend a session of training with Messy Church Leader Annual one-to-one meeting with Messy Church Leader for review	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
Receipts for resources to be submitted to Treasurer via Messy Church Leader for reimbursement On a rota by negotiation (on average twice a month)	
Role to be reviewed <i>(insert date)</i>	
The role is eligible for a criminal record check which is renewable every five years	No