

Example Role Outline: Food Bank 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	Food Bank Helper – Distribution	
Responsible to	Food Bank Co-ordinator	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Arrive promptly at pre-arranged sessions ➤ Check list to see role allocated for day e.g. packing, greeting ➤ Be courteous at all times ➤ Knowledge of dealing with vulnerable people essential ➤ Read policies ➤ Attend training sessions ➤ Give feedback at end of session 		
Any arrangements for induction, training & support		
<p>These will be outlined by Co-ordinator but all relevant training and induction will be given before a volunteer can begin work.</p> <p>You will be required to attend review meetings which will be held 3 times a year. <i>(See Trussell Trust for helpful Guidelines, training, etc.)</i></p>		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
<p>If agreed by Co-ordinator a receipt for expenses must be obtained and submitted to them on a claim form given at time of agreement.</p> <p>3 hours twice a week on set days and within set times e.g. Tuesday and Thursday 1 pm. – 4 pm</p>		
Role to be reviewed <i>(insert date)</i>		
The role is eligible for a criminal record check which is renewable every five years		No