

Example Role Outline: Elders Lunch Club 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	Elders Lunch Club Helper
Responsible to	Lunch Club Co-ordinator
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> ➤ Setting up and clearing away ➤ Collecting money ➤ Chatting to members ➤ Serving food ➤ Excludes personal care ➤ Welcoming and registration ➤ 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 ➤ Concerns re running of the Club or members taken to Co-ordinator in first instance then to Vicar. 	
Any arrangements for induction, training & support	
<p>Induction at start with a Trial Period Training – attend as needed Twice a year meet as a group to plan and review Abide by Vulnerable Adults Policy Attend adult safeguarding training every three years</p>	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
10 a.m. – 2 p.m. weekly on Fridays	
Role to be reviewed (<i>insert date</i>)	
The role is eligible for a criminal record check which is renewable every five years	No