

## Example Role Outline: Caretaker

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.

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| <b>Role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Caretaker                   |
| <b>Responsible to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Church Warden and Incumbent |
| <b>Key Responsibilities of the Role (tasks to be undertaken)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
| <ul style="list-style-type: none"> <li>➤ Unlocking/and locking for services and events</li> <li>➤ Control of heating</li> <li>➤ Available on phone</li> <li>➤ Willing to be called at unsociable hours</li> <li>➤ Cleaning and tidying – and simple maintenance</li> <li>➤ Practical person</li> <li>➤ Welcoming</li> <li>➤ Fielding enquiries for bookings of church hall.</li> <li>➤ Health and Safety trained</li> <li>➤ Ability to delegate to other volunteers.</li> <li>➤ Responsible for Church, Church Hall, church yard.</li> <li>➤ Liaise with the person or persons responsible for security and maintenance.</li> <li>➤ Read Child Protection Policy and know how to respond.</li> <li>➤ Awareness of church yard rules.</li> </ul> |                             |
| <b>Any arrangements for induction, training &amp; support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |
| Induction to be carried out by Church Warden.<br>Attend Health and Safety training every three years and safeguarding training every three years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b>Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |
| All receipts should be given to the Parish secretary / administrator.<br>Keys to be kept in the vestry.<br>Monday through Friday: 9:00am – 11:30am. Occasional Saturdays and Sundays by agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| <b>Role to be reviewed (insert date)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
| <b>The role is eligible for a criminal record check which is renewable every five years</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | No                          |