

Job Description and Agreement

For voluntary workers with children and young people



The Diocese of
Canterbury
THE CHURCH
OF ENGLAND

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with the House of Bishops' / Diocesan Safeguarding policies and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, secretary to the PCC (or other designated responsible person) and the person to whom the worker is responsible (i.e. the supervisor)

To be completed on behalf of the PCC (or other appointing body)

Parish

Name of Worker

Name of Group/Club

When/where the group meets

Age range of children/range of vulnerabilities

Person to whom responsible/supervising

(e.g. Youth Group leader, Sunday School supervisor/incumbent)

Work to be undertaken (5 -10 points describing the duties and responsibilities in this role)

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Group to whom responsible/the appointing body (e.g. PCC)

What training is needed? Contact the CRB Helpdesk at Diocesan House for details of training opportunities

(Details should be inserted here)

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When is training to take place *(usually within a year of appointment)*

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Date/month when this role description is to be reviewed e.g. *toward middle/end of probationary period of six months then annually*

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Signed

(on behalf of the PCC or other appointing body)

To be completed by the worker with children/young people/adults

I have understood the nature of the work I am to do with the children/young people/adults.
I have read the guidelines produced by the church for safeguarding children and vulnerable adults.
I understand that it is my duty to protect children, young people and vulnerable adults with whom I come in contact. I know what action to take if abuse is discovered or disclosed.

Signed

Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act

