**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job Description**

Note:  
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Children’s Church Teacher**

**Group: 2 Workforce (Child/Adult): Child Workforce**

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| Volunteer Role OutlineRole information Children’s Church teachers provide a key role in the church ensuring a safe and child friendly place where children of all ages can experience the love of Christ and learn the stories and meaning of the Bible. **Location:** Local Church  **Responsible to:** Volunteer will be under the supervision of the Minister and Children’s Church Leader (Superintendent)  **Eligibility:** A confirmed member of The Methodist Church or regular adherent  **Commitment:** Volunteers should be willing to commit to every Sunday (bar holidays) or to form part of a Rota on a team of volunteers, in addition to preparation mid week. |

# Key volunteer activities

* Giving notice of your availability to the designated Children’s Church Leader
* Attending preparation meetings to plan the term’s programme;
* Completing Core Skills training and being prepared to keep abreast of latest thinking and resources
* Preparing your activity(ies)and organising materials and equipment;
* Setting up (or helping to set up) the venue;
* Develop good working relationships with families, children and young people attending
* Leading or supporting the activity(ies), encouraging active participation of all
* Nurturing children’s faith
* Clearing up afterwards
* Using reflective practice share with the Children’s Church Leader your feedback and reflections on how the session went
* To work with the team to develop and evaluate your practice.
* To maintain an awareness of safeguarding policies, attending safeguarding training and report all concerns to the Children’s Church Leader and Local Safeguarding Officer.

# Personal Skills

* Must be willing to undertake preparation
* Patience and empathy with children of all ages and abilities

# Boundaries

* Volunteers must not be in a private one-to-one with children or in a room alone with a group of children
* Volunteers must not attend to a child’s personal hygiene alone
* Volunteers are not expected to visit children’s home.

# Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

# Training and support provided:

# Volunteers are supported before, during and after the sessions by the Junior Church Supervisor

* Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation Module
* Out of Office expenses can be applied for.

# Appointment Period:

Volunteers appointment is for three years with an additional three years on reappointment. Should not continue beyond six years. However, In exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL   
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998