**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: Role**

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

|  |
| --- |
| Volunteer Role Outline Role information: Text**Location:** Forest Circuit**Responsible to:** Text **Eligibility:** Text**Commitment:** Text |

# Key volunteer activities

* Text

**Personal Skills**

* Text

**Boundaries**

* Text

**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. [Amend as appropriate]

**Training and support provided**

* Volunteers are supported by the Minister and Church Council
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation and advance Module renewable every four years. [Amend as appropriate]
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It 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