

Church
Logo



Tea and Chat Leader Role Outline & Volunteer Agreement

Name of Volunteer:

Group Name:
"Silver Linings" (Tea & Chat)

When & where:
**CMC
Fortnightly on Wednesdays**

Age range & range of vulnerabilities:
• **60ish to 90+**

Person to whom responsible:
Team Rector

Training needed:
**Safeguarding, food hygiene and
Basic Health & Safety training.**

Date training to take place:
By
[Last training date]

Date/month when this Role Outline is
to be reviewed:
Feb 2017

General Principles:

Workers with children &/or adults experiencing, or at risk of abuse or neglect must have a commitment:

- To treat all individuals with respect.
- To recognise and respect their abilities & potential development
- To promote their rights to make their own decisions and choices, unless it is unsafe.
- To ensure their welfare and safety
- To the promotion of social justice, social responsibility and respect for others
- To confidentiality - never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to the police or social services and the Diocesan Safeguarding Adviser.

It is the responsibility of the PCC to provide a supportive, inclusive and positive environment that ensures that volunteers enjoy their work and are treated with respect and courtesy and that appropriate training is provided.

Responsibilities & Duties/see over page.

To be completed by the Silver Linings Leader:

I have understood and agree to the nature of the work I am to do with adults with experiencing, or at risk of abuse or neglect.

I am happy to undergo training as required.

I have read the Safeguarding Policy & Safeguarding Agreed Practice Guidelines produced by the PCC. I understand that it is my duty to protect those children & adults experiencing, or at risk of abuse or neglect with whom I come into contact. I know how to minimise risk and what action to take if abuse is discovered or disclosed.

I understand that an Enhanced DBS check is a requirement of the role.

Signed:

Volunteer

Date:

Signed:

Team Rector

Date:

Responsibilities & duties:

Satisfactory DBS check required

To:

- Arrange the programme of events
- Publicise events;
- Set-up the lounge with tables & chairs etc.;
- oversee the running of the group;
- Co-ordinate with others a programme of special events, lunches and occasional outings;
- Provide tea and biscuits - and jointly provide occasional lunches;
- Collect the voluntary donations which cover small maintenance charge, refreshment costs, speaker's costs/thank you gifts plus donations to the church's mission field.
- Ensure that the CMC is left tidy.
- Liaise with the LPA Coordinator regarding any pastoral needs identified