

Charity number 1129523

Assistant Helper with Children and Young People

Background and introduction:

Thank you for agreeing to take on this role in the Church. The Methodist Church is committed to ensuring that the Church and its activities are safely carried out and those involved are provided with appropriate support.

For this reason:

- Officers, appointees and volunteers are given oversight beginning at the recruiting phase and continuing throughout their time in role.
- People who take on roles within the Methodist Church need to provide the names of two people who can vouch for their suitability for the role.
- All individuals in church roles must be aware of and adhere to the Church safeguarding policies, including reporting any concerns. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their [APPOINTER / manager] or [SAFEGUARDER / DBS ADMINISTRATOR] (you should insert specific names and role titles.)

Volunteer in the [Name of Circuit] Location:

[Name of Church or Project] **Responsible to:**

You will be under the supervision of [Name]

and the Minister in pastoral charge of [Name of Church or Project]

The role of Assistant is designed for people who help out in roles that do not involve close contact with children or adults at risk of harm. Assistants are always to work under the supervision of a person filling a “leader” role and must not be put in charge of a group of children or adults at risk of harm. Assistants usually undertake roles such as catering assistant, activity assistant at Messy Church, young/ junior church helper, etc.

They must not undertake any toileting tasks or any other form of intimate care.

Purpose and Objectives:

To assist the leaders of the church-run activity for children or young people in providing activities designed to encourage development of faith.

Main Tasks:

- To be welcoming to all children or young people and their families.
- To assist in preparing activities, premises and/ or refreshments as directed by the leaders.
- To complete designated safeguarding training within 6 months of first taking up the role.

Mutual support and accountability

As an Assistant Helper with Children or Young People you: Are
appointed for the period from [Date] to [Date]

Will be offered support, guidance and appropriate training

The persons you are responsible to will:

- Familiarise themselves with your role
- Help determine priorities for the work

- Ensure good communications at all levels

Roles undertaken in the life of the church are for the building up of the body of Christ. If it is felt that it is no longer appropriate for you to undertake a role for any reason, either you, or the Church Council through the Minister, may arrange to end the appointment.

DBS

Some roles which involve direct contact with Children, Young People or Adults who may be at risk of harm will need to have a DBS check. These roles are clearly marked on the role description. A separate role description is undertaken for each role.

A DBS Certificate is not required for this role.

I have read and understood this role

description. Signed _____

Date _____