

# St Peter's Church, Woolton

## Volunteer Handbook

### Foreword

Thank you for offering your time, energy, skills and capacity to serve the church and community through your role as a volunteer at St Peter's. We believe that everyone benefits from being actively involved in ministry and hope and pray that as you serve you will grow in love for God, one another and the world, and that you will gain skills, community and confidence too.

The following handbook is to help guide you and support you in your role at St Peter's by outlining expectations and responsibilities and directing you towards policies and procedures that you may need during your time in role. At the end of this handbook is a volunteer agreement which you will be asked to sign to confirm that you are willing to serve within the boundaries the agreement outlines and return this to the parish safeguarding assistant.

"I have appointed you that you may bear fruit, fruit that will last" John 15:16

### Mission Statement

"Growing in love for God, each other and the world"

St Peter's is a church rooted and established in the love of God and committed through our lives as disciples of Christ to share that love wherever we may go so people may come to know how high and deep and wide and vast is Christ's love for them and see the world transformed for Christ's justice and peace. Your role within the church community is about furthering that mission, whether through leading a group, helping people feel welcome in the church, reaching out to the wider community or serving in another way. Your role as a volunteer here is to help make Christ known as you grow in his love each day.

### Key Points of Contact

Rector: Rev'd Lizzy Holland, 07377449873, revlizzyholland@gmail.com

Church Wardens:

Parish Safeguarding Officer:

Parish Office:

PCC Secretary:

## Code of Conduct and Expectations

To be people who proclaim the love of Christ and contribute to the fulfilment of our mission statement, it is important that all our volunteers uphold our code of conduct and engage in their role with commitment.

St Peter's church requires all volunteers to:

- Behave in a respectful, polite and appropriate manner and ensure their behaviour complies with the church's equality policy
- Respond well to reasonable requests made by their responsible person as named on their role description
- Uphold and further the positive public image of St Peter's Church, both in person and online
- Be reliable and honour any commitments made within their role
- Comply with St Peter's safeguarding policy and be proactive in building a safe and healthy culture in the church community. This will include completing any necessary safeguarding training or DBS checks.
- Challenge any inappropriate behaviour seen by other volunteers or church workers
- Be prepared to meet at suitable intervals with their responsible person for supervision, role reviews and encouragement
- recognise their limits and not undertake any role that is beyond their competence (e.g. therapeutic counselling, giving legal advice etc). In such instances the person should be referred to another agency with appropriate expertise.
- avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- not undertake any work while they are under the influence of drink or non-prescribed drugs.

Specific guidelines when volunteering with children:

- set each session up for children to flourish, being mindful of how to manage behaviour and needs appropriately
- make sure another adult is around if you need to help toilet or wash a child with a disability.
- Do not volunteer alone with a child or young person. If the other adult is your spouse or partner, please find another adult to assist as well.
- ask parents' permission if you need to see a child on their own, make sure another adult is present nearby and that the child knows this.

- Don't give lifts to children on their own, unless parental consent has been given. If this is unavoidable, ask the child to sit in the back. Volunteers should ensure they have the necessary insurance cover before giving lifts to children.
- Don't allow unknown adults access to children. Visitors should be accompanied by a known person.

### Safeguarding

St Peter's Church takes safeguarding seriously and seeks to ensure that we are a safe place for all to encounter God and build community. All volunteers are expected to read the Safeguarding Handbook and to comply with the church's safeguarding policy. This includes reporting any disclosures or allegations promptly and appropriately, being willing to complete safeguarding training and DBS checks as necessary and working under the authority of your responsible person and the PCC.

### Social Media

As a volunteer at St Peter's Church you are a representative of the church online as well as in your role. We ask all volunteers to be thoughtful and respectful in their behaviour online, including on social media, and not bring the church into disrepute through their words or actions online. This means upholding the church's social media policy.

If you are using social media to promote your group, please check with your responsible person about the best ways to do this and please be mindful about using people's personal data (including photographs, addresses, phone numbers) on any social media post. Before including personal data, please ensure you have the consent of the individual involved.

### Complaints

Should you experience difficulty with somebody or something during your time volunteering at St Peter's and you wish to make a complaint, please see our complaints policy which can be found on the church's website or by contacting the PCC secretary.

### Supervision

As part of our commitment to safer recruitment, each volunteer will have a responsible person as named in the role description. This person will provide supervision and an annual role review with you. Should you have any concerns during your time in role please refer these to your responsible person. If that individual is not appropriate to speak to, please contact the Rector or a Church Warden.

### Health and Safety

St Peter's seeks to be a safe place for all to encounter God and build community and so we aim to have buildings and activities that are safe as part of this commitment. If you are involved in a group or activity that involved children, young people or vulnerable adults, you should have a risk assessment for your group which has been approved by the PCC. The responsibility for ensuring this risk assessment is accurate and up to date lies with the group or activity leader. All volunteers should be aware of potential risks or hazards in their group or activity and make reasonable effort to minimise these risks. Should there be cause for concern regarding health and safety in your group or activity, please raise this with a member of the PCC.

### Lone Working

As a volunteer at St Peter's Church, we do not encourage you to work alone either in the church or other spaces, however we understand that there are times where this may be needed. When you are lone working, please consider the following measures to ensure you are safe:

- Make sure you have told somebody where you are and a time you expect to be home before you go to your lone working situation. When you have finished, contact the person you have told to let them know you are home.
- If visiting somebody in their home, make sure you have arranged the visit rather than turning up unannounced, and do not visit somebody's home for the first time alone and do not visit alone if they are vulnerable or you are aware of any additional risk factors.
- If you are alone in the church building, hall or hub, please lock the building to avoid unexpected visitors coming in. If you are setting up for a group, agree a time with the group when they can expect the building to be open.
- Make sure you have a charged mobile phone with you when volunteering alone.

## **Volunteer Agreement**

Name:

Date:

I have read the volunteer handbook and safeguarding handbook and agree to operate within the guidelines given during my time as a volunteer at St Peter's church.

Signed: