Example Role Outline: Caretaker

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

|  |  |
| --- | --- |
| **Role** | Caretaker |
| **Responsible to** | Incumbent and Church Wardens |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)

|  |
| --- |
| *As a volunteer:* |
| Unlocking/ locking up for Services and eventsControl of heatingAvailable on phoneWilling to be called at unsociable hoursA practical personWelcomingFielding enquiries for bookings of church hallHealth and Safety trainedAble to delegate to other volunteersResponsible for Church, Church Hall, churchyardAwareness of churchyard rulesLiaise with the person or persons responsible for security and maintenanceCleaning, tidying and simple maintenanceRead the parish’s safeguarding policy and know how to respond to, report and record any concerns you  may have about an at risk personRead and implement any other relevant PCC policies or guidelines   |
|  |

 |
|

|  |
| --- |
| **Any arrangements for induction, training & support**  |
|  |

 |
| For example:

|  |
| --- |
| Induction to be carried out by the Churchwarden |
| Health and Safety training every three years |
| Safeguarding training every three years |
|  |

 |
|

|  |
| --- |
| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

 |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

|  |
| --- |
| All receipts to be given to the parish secretary/ administrator |
| Keys to be kept in the vestry  |
| Monday to Friday: 9.00 am – 11 30 am. Occasional Saturdays and Sundays by agreement |

 |
|

|  |
| --- |
| **Role to be reviewed** *(insert date)* |

 |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | No |
| **Level of criminal record (DBS) check which is required for this role** |    |