

Example Role Outline: Food Bank Leader

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 (PSO) or the Diocesan Safeguarding Team.

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.

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| **Role** | Food Bank Leader |
| **Responsible to** | PCC |
| **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: | | Arrange collections and publicity for food bank  Arrange appropriate number of weekly sessions for food bank  Maintain rota of helpers, allocating roles for each day eg packing, greeting  Be courteous at all times  Knowledge of dealing with vulnerable people essential  Give feedback at end of session  Ensure appropriate records are kept  Maintain confidentiality of all food bank clients  Read the parish’s safeguarding policy and know how to respond to, report and record any safeguarding  concerns you may have to the appropriate person  Read and implement any other PCC policies or guidelines relevant to your work  Undertake safeguarding training every three years | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | Safeguarding training every three years | | Relevant training and induction before starting work | |  | | |
| |  | | --- | | **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:   |  | | --- | | Receive all receipts for expenses from Food Bank Helpers on the appropriate claim form and arrange reimbursement | |  | |  | | |
| |  | | --- | | **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)* | Yes |
| **Level of criminal record (DBS) check which is required for this role** | Enhanced |