St Barnabas Church Swanmore

Pastoral Visitor
Role Description for Volunteers

The Church of England takes the safety of everyone within the church very seriously and expects that everyone will work within its safeguarding policy entitled **Promoting a Safer Church.**

In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

This Role Description is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Principles

Workers with children, young people and vulnerable adults must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- 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; and
- 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 in accordance with our parish procedure.

Key Responsibilities

- Keep a written record of dates and times of visits.
- Follow good practice regarding lone working in accordance with the parish policy.
- Produce a short annual report in January for the previous year detailing numbers and general observations.
- Keep receipts for any legitimate expenses.
- Commit to a supervision meeting every three months.
- Be accountable to the designated Ministry Team person.
- Have a particular focus of ministry, each of which will have its own role description.
- Abide by church guidelines regarding confidentiality, safeguarding and appropriate behaviour and use of information.
- To work with children, young people and vulnerable adults in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of children, young people & vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers where appropriate.
- To work in accordance with the church's policy on safeguarding.

Pastoral Visitors & Valuing the Elderly (close links with visiting the Unwell)

- Covid guidance will affect what can be done and this will need to be reviewed periodically.
- Identify members of the congregation who may live alone or be in need of help, support or a visit. Offer to visit them. (Use the Ministry Team and the congregation as a source of names.)
- Organise, where appropriate, transport to church or other church engagements.
- Be willing to find resources and aids available for the elderly, when asked.
- Be aware of other organisations working in this area and network with them where appropriate and helpful. (E.g. Age Concern, PCSO, the Village Care Group – lunch and transport.)
- When regulations allow, liaise with Meon Gardens residents about potential links; consider how to reach the 40 social housing homes for older people in Spring Vale

Accountability

When carrying out the above responsibilities you will be accountable to Designated Pastoral Visitor Lead, Vicar, and Church Wardens during vacancy and through them to the PCC.

Responsibilities of the Church

As a valued volunteer, you can expect the church:

- To provide a supportive, inclusive and positive environment that helps you to enjoy this role.
- To treat you with respect and courtesy.
- To provide you with appropriate training.

If you need any specific help or support, please speak to the person mentioned above.

Person specification

- Be a regular worshipping member of St Barnabas Church Swanmore
- Have been selected and recruited in line with St Barnabas's Safer Recruitment Procedure.
- Able to demonstrate an ability to work with children, young people and vulnerable adults.
- Have successfully completed a Pastoral Visitor Course approved by Portsmouth Diocese.
- Be responsible for their personal learning and development by completing on-line and face to face courses run by the Diocese or other organisations.
- Have Church approved identity information when carrying out visits.

DBS Check

As a Pastoral Visitor working with children, young people & vulnerable adults this role requires an Enhanced DBS check. You will also require an Adult Barred List Check because you may undertake roles that are Regulated Activities on behalf of St Barnabas Church, such as providing transport to or from a health facility or non-church related activity, shopping and handling money. This check will be renewed every three years.

Safeguarding Training

This role requires completion of the following safeguarding courses which need to be refreshed every three years.

- Basic Awareness, Foundations and Raising Awareness of Domestic Abuse Training Courses.

Version History

Version	Date	Detail	Author	Approved	Date Approved	Annual Review
1.0	030522	Role Description Created	Caroline Vost PSO	Hazel Whitehead PV Designated Lead	060522	May 2023