



St Barnabas Church Swanmore

Pastoral Visitor Designated Lead

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

- The Pastoral Visitor Designated Lead, in conjunction with the other members of the Ministry Team, is responsible for overseeing the pastoral care of individuals, families and groups of all ages within the church of St Barnabas.
- This also includes individuals, families and groups who:
 - Are not members of St Barnabas church but who have made contact with the church.
 - Have previously attended the church but are now unable to do so.
 - Have been referred by people or organisations that are aware that the Church responds to people in need of care and support.
 - Have moved away from the parish but still regard themselves as being members of St Barnabas church.
- Leading the Pastoral Care Team, working closely with the priest in charge
- Selecting and recruiting Pastoral Assistants (PA's) in line with St Barnabas's Safer Recruitment Procedure
- Assessing the need of individuals who are referred to them as needing pastoral care.
- Allocating work to Pastoral Visitors.
- Offering on-going supervision, support and guidance to Pastoral Visitors
- Organising Pastoral Visitors team meetings
- Ensuring that Pastoral Visitors attend appropriate training courses run by Portsmouth Diocese or other organisations.
- Provide a report for the APCM

Accountability

When carrying out the above responsibilities you will be accountable to the Vicar and/or 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
- Able to demonstrate an ability to work with children, young people and vulnerable adults.
- Have been selected and recruited in line with St Barnabas's Safer Recruitment Procedure.
- Work under the direction of the Vicar or Church Wardens during vacancy and through them to the PCC.
- Be responsible for their personal learning and development by completing on-line and face to face courses run by the Diocese or other organisations.
- Be the single point of contact (SPOC) for all Pastoral Visitors to report any safeguarding concerns.
- Be aware of their responsibility to safeguard children, young people & vulnerable adults and to report any concerns to the parish safeguarding officer (PSO).

DBS Check

This role requires an Enhanced DBS check with adult barred list information. This check will be renewed every three years, unless avoided by subscribing to the on-line DBS update service.

Safeguarding Training

This role requires completion of the following safeguarding courses. The highest module level, Local Leadership & PtOs and Domestic Awareness should be refreshed every three years.

- Basic Awareness.
- Foundations.
- Local Leadership & PtOs.
- Domestic Abuse Awareness.

Version History

Version	Date	Detail	Author(s)	Approved	Date	Annual Review
1.0	030522	Role Description Created	Caroline Vost PSO	Hazel Whitehead PV Designated Lead	060522	6 th May 2023
2.0	090523	Role Description Review	Caroline Vost PSO Hazel Whitehead PV Designated Lead	Hazel Whitehead PV Designated Lead	100523	10 th May 2024