

St Peter's RC Church Edinburgh

Child & Vulnerable Adult Protection

Volunteering Role

Role:

Child and Vulnerable Adult Protection Parish Co-ordinator

Responsible to:

Parish Priest

Description of role:

Supporting the Parish Priest in the implementation of the Church's policies for the protection of children and vulnerable adults in the Parish.

- Be conversant with the Church's policies on child and vulnerable adult protection.
- Attend training and Co-ordinator's meetings.
- Ensure that all involved in work with vulnerable groups within the Parish are aware of and understand their responsibilities to protect children and vulnerable adults and to provide them with the safest environment whilst involved in Parish activities.
- Ensure that recruitment of those who will be working with vulnerable groups is conducted in accordance with current procedures and that all necessary documents are completed before they begin.
- Assist the Diocesan Team by ensuring that all the relevant information is obtained to enable a Disclosure Check to be processed.
- Maintain accurate, up to date records of all activities involving vulnerable groups within the Parish. Take a lead role, along with the Parish Priest, to promote training opportunities for all engaged in work with vulnerable groups.
- Be available to help volunteers and others who may wish to express concerns about vulnerable group issues
- Follow agreed procedures when information is received regarding risks or concerns involving vulnerable groups

Support Provided:

- Support and training by the Diocesan Team.
- Written materials provided by the Diocesan Team

Time Required:

- Regular meetings with the Diocesan Team for updates and training
- Meetings and correspondence with volunteers and Diocesan team to have Church requirements and Disclosure forms completed and returned
- Preparation of annual return to Diocesan team – record updating etc.

Gifts and Talents:

- Reliable, discreet and sensitive to the needs of vulnerable groups
- Good communication skills.
- Familiar with or willing to learn to deal with safeguarding issues.
- A willingness to undergo checking and approval as a volunteer in accordance with the Church's Child Protection Guidelines.

Contact:

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