



Role: Safeguarding Admin Volunteer

Line Management: Designated Person for Safeguarding

Time Commitment: 1 hour per week

### **Description of Role:**

- Maintaining a record of volunteers and staff who have completed safeguarding training
- Promoting good safeguarding practice across the church, including ensuring the safeguarding policy and procedures are reviewed regularly (alongside the DPS)
- Ensuring that all staff and volunteers working directly with children, young people and adults at risk have completed a DBS check at the appropriate level

### **Expectations of the Church:**

- To give you the relevant training and Safeguard Training
- To support you in prayer in this role
- To give as much notice of any changes that are needed
- To provide you with a safeguarding team for support

### **Requirements**

This role falls within the remit of our Safeguarding Policy, which aims to protect our Children, Young People and Adults at Risk. This means that the following will need to happen before you can start the role:

- 2 References
- Free DBS Check
- Interview (This will include basics of Safeguard Training to tide you over until level 2 is available)
- Safeguard Level 2 & Level 3 Training when available