

The St J's Group Safeguarding Job Descriptions

Name of Role: Movement Volunteer

Where they meet: St Johns Church, Peasedown, and over venues in the area

When they meet: Sunday evenings on a monthly basis

Time they meet: 6pm-8.30pm

Age range: 14-25

Person to whom responsible: Rich Miles

The age range we are responsible for varies greatly but we have a duty of care to all who attend our events. Movement is aimed at the millennial generation so we will have youth and young adults between the ages of 14 to 25.

Duties are as below:

- To arrive from 12pm but by 5:30pm.
- Assist with set up of Movement.
- Check safety of rooms and equipment before activity.
- Nurture spiritual, social and emotional development of all attendees.
- To assist in the event as required, making sure every youth/ young adult is involved, happy and safe.
- To assist in clearing up or packing away.
- Report concerns to the Safeguarding leader (Tom Morgan)

Candidates are required to undertake a DBS check.

General Guidelines for Volunteers

Best practices (Codes of Behaviour) – guidance for group leaders and volunteers

Awareness

- Be responsible for the youth/young adults at all times and know what is happening during the session
- Consider safety at all times
- Be on the lookout for undesirable situations and try to avoid them before they start
- Share any concerns with the group leader or the Children's Pastor
- Respect an individual's right to personal privacy
- Don't use rude or offensive language, innuendos or inappropriate humour
- Don't jump to conclusions about others without checking facts
- Don't exaggerate or trivialise child-abuse issues (see section Safeguarding Policy on 'Abuse')

Manner Listening

- Learn youth/young adult's names and be pleased to see them, be friendly, but not over familiar
- Avoid embarrassing or belittling youth/young adults
- Treat everyone with respect.
- Don't show favouritism
- Listen to the youth/young adults and be aware of their interests, never avoid questions as everything they say is important to them
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for youth/young adults to talk about concerns they may have

Leading by example

- Be a good role model by providing an example you wish others to follow
- Tell the youth/young people about yourself - have confidence to talk about God and being a Christian
- Pray for the youth/young adults and have others praying for you too
- Be scrupulously honest and act professionally

Relationships

- Get to know youth/young adults that attend Movement events.
- Try to build a relationship with their family and involve them if there is a problem
- Don't be critical of the youth/young adults or the parents
- Encourage friendships between the youth/young adults and help them to consider each other,

Discipline

- The team should be in agreement as to the standard of behaviour allowed in the group
- Lay down the ground rules from the start and apply them fairly and consistently
- Be calm, firm, matter of fact and prayerful. Mean what you say and be consistent
- Think of ways to handle specific situations, in advance, and decide sanctions should they be necessary. Possible sanctions are:
 - Give quiet reminder
 - Stand beside youth/young adult
 - Put a quick hand on the shoulder
 - Ask youth/young adult to move within the group
 - Ask youth/young adult to move to the side of the room
 - Report to team leader
- If a child's behaviour is deemed damaging or unhelpful it may be necessary to ask them to leave the event
- Always remain calm and in control and avoid shouting. Never use physical force or hit a child

- Do not permit abusive peer activities (ridiculing or bullying)
- Distinguish between youth/young adults who are distracting (which is accidental) and those who are disrupting (which is deliberate). Your response needs to be different
- If a team leader finds the behaviour of a team member to be consistently destructive or unhelpful or challenging the vision and values of the St J's Group of churches, they should discuss their concerns with Rich Miles/Matthew Street (Vicar).

Contact with youth/young adults

- It is important that leaders/helpers are not put in a position which could be wrongly construed or that could make it easy for a youth/young person to make wrongful allegations. If attending to a youth/young person's need (such as first aid, prayer, safety) do so in the presence of others. The following should be kept in mind:
 - Touch should be related to the need of the youth/young adult and not that of the team member and must be used appropriately.
 - Permission should be sought from the youth/young person before laying hands on them in prayer.
 - Touch should not be prolonged
 - Team members should take responsibility for monitoring one another in the area of physical contact and should express any concerns to Tom Morgan (Further guidance can be found in the full safeguarding policy.)

Prayer ministry with youth/young people

- Be personally prepared and pay particular attention to dress, personal hygiene, and spiritual health.
- Be prayed for yourself, before and after.
- If at all possible, pray for children of the same sex as yourself and keep your eyes open.
- Use words carefully. Don't tell anyone they have an evil spirit. Pray positively, encouragingly and biblically.

Special Needs

- It is our aim to welcome all millennials regardless of needs and provide support as needed for them to get the most out of Movement event.

Dress Sense

- Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

Guide to handling pastoral situations: Confidentiality

- **If a youth/young person shares information that gives rise to concern, Tom Morgan (safeguarding leader) should be informed immediately. Information about a youth/young adult should only be shared with Tom Morgan. Leaders and helpers should not promise to keep secrets.**

Supervision of children in groups: Attendance

- Youth/young adults will be brought to and collected from Movement events either independently or by their parents or their regular youth leader
- youth/young adults are free to come and go from events as required but each volunteer has a responsibility to check the safety and well being of those leaving during the event.

Health and Safety

Volunteers are asked to..

- Common sense should be used when setting up rooms and resources. (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order etc)
- Leaders should be familiar with health and safety procedures.
- Leaders should be alert to any unauthorised people in a meeting or at an event, and ask them to leave.
- Special attention should be paid to safety in the car park at the beginning and end of events.