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| **This role outline is an example and can be adapted to each local situation.**  **NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements as they may also then need to change.** | | | | | | |
| **Role** | **Responsible to** | **Duties** | **DBS** | **Workforce** | **Training** | **Forms Required** |
| Children/ Young people’s Activity Leader | Church Council | * Take overall responsibility for running the group * Support and manage volunteers * Liaise with relevant church office holders relating to all organisational issues such as training, building use, health and safety and room use for special events (e.g., seasonal activities and Christingle) * Organise and set up suitable activities safely to meet the needs of children and young people. * Manage sessions, including setting up equipment, running appropriate activities, ensuing all equipment is put away safely and the rooms are left clean and tidy * Check safety of rooms and equipment before any activity * Keep records for those attending and staff ratios. * Undertake activity risk assessments. * Plan regularly with other staff and for good practice. * Nurturing faith * Manage financial donations and annual audit in partnership with church finance officer. * Share pastoral concerns with the Minister and/or leader/s. * Notify the Safeguarding Officer or Minister of any safeguarding issues. | Enhanced DBS with barred list check. | Child | Foundation & Leadership Module | **Form As -** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/)  **Confidential Declaration –**  [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/)  **If a key Holder - Key Holder Form D** [www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/](http://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/) |