

D Diocese of Hallam Hallam Pastoral Centre

St Charles Street

Sheffield S9 3WU

Charity Number: 512021

Phone: 0114 2566401

Dear

**VOLUNTEER AGREEMENT None DBS roles– Working in Parishes and Associated Catholic Projects**

**that DOES NOT entail Unsupervised Contact with Vulnerable Adults and Children, DBS not required.**

This volunteer agreement is intended for those who meet any of the following criteria;

·         Have a regular or prearranged volunteering role within the church

·         Working alone/unsupervised

·         Have access to church property or confidential documents

·         Need access to resources to fulfil their role ie: training; expenses; code of conduct; health and safety policies.

·         If otherwise recommended by the parish priest.

It is not necessary to complete a volunteer agreement for offering occasional assistance in church, such as taking the collection plate or handing out the order of service etc.

The agreement sets out what we can each reasonably expect from your volunteering role within the Parishes and/or wider Diocese of Hallam. The registration form allows the parish to keep an up to date register of volunteers and facilitates communication for the purpose of organising voluntary activities.

1. **VOLUNTEER ROLE**

Volunteering within the Diocese gives the opportunity to be part of a team within the Synodal Process, supporting the Church in its valuable work, whilst providing new skills and development opportunities.

Your role as a volunteer is to provide the services at Schedule 1 of this agreement,whose volunteering does not involve supervisory contact with children and adults who may be vulnerable.

It is important to know that whatever the capacity of your volunteer role, we all have a safeguarding duty to report any concerns you have. This could be reported to your supervisor, Parish Priest or the Hallam Pastoral Centre Safeguarding Office on 01142566454.

We expect you to perform your role to the best of your ability and to follow our procedures and policies other than those which are solely for those in employment. We require a volunteer to *always* be treated in a way which is fair and with respect.

1. **SUPERVISION, SUPPORT AND TRAINING**

Your main point of contact during your volunteering will be advised to you on commencement of your role.

Please give your designated support person as much notice as possible if you are unable to volunteer when

arranged.

Please discuss any support needs or difficulties with your designated support person. If there is a difficulty which cannot be resolved then you may wish to refer to the Parish Priest or Dean responsible for your parish or you can put your concerns in writing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Where training is required or expected for your role, it will be provided with a view to developing your skills in connection with the role. Further information regarding free online training modules is outlined on the schedule. Where there is a need for a risk assessment or a method statement to be carried out then these will be undertaken in line with Health and Safety requirements.

1. **LEAVING**

We ask that you give as much notice as possible if you want to end your volunteering. On leaving the role you will be required to return any identification or property belonging to the Diocese.

1. **DIOCESAN POLICIES**

You will be expected to follow all relevant Diocesan policies and procedures which apply in relation to the role for which you have volunteered. These are set out on the **www.hallam-diocese.com**

1. **Expenses**

I understand that I am entitled to be reimbursed for out of pocket expenses incurred in connection with my volunteering for Hallam Diocese and know how to access the policy and claim form at **www.hallam-diocese.com**

1. **Use of Own Car**

Where using my own vehicle for volunteering I understand that I must ensure that my vehicle holds appropriate:

* Insurance for use in volunteering
* Servicing history in line with manufacturer’s recommendations
* MOT certificate
* Up to date driving licence
* I understand that the Diocese must hold copies of the associated paperwork for all of the above for verification purposes and agree to provide copies.

1. **Health & Safety**

I understand that I am expected to follow the Health & Safety Policy and that I can access this via **www.hallam-diocese.com**

* I know that dangerous works including working on roofs, with utilities (gas. Electricity, water) or with the application of heat, may not be carried out by volunteers.
* Any activity which is above ground level or potentially unsafe for other reasons, must not be carried out by any volunteer without a risk assessment and method statement approved by the Parish Priest or Head of Department.
* Working with utilities does not include those activities which are intended to be carried out by non-specialists such as changing a light bulb or replacing plugs or tap washers.

1. **Insurance**

I am aware that theDiocesan insurance policy provides cover for the following on the provision that I have not acted with wilful disregard for the safety of any users of the site and has acted in accordance with Health & Safety guidance as detailed above:

* Personal injury claims made against volunteers as a result of their authorised parish duties
* All volunteers engaged in authorised activities are covered under the employers’ liability policy.
* There is also limited personal accident cover for a serious bodily injury which would prevent the person going about their usual business. *(Information correct as at December 2018).*

1. **Data Protection**

* I am aware of the requirement to follow the Diocesan Data Protection Policy and Privacy Statement found at https://hallam-diocese.com/our-privacy-and-security-policy/at all times.
* In the course of volunteering I may have access to confidential information relating to the Diocese or a person connected with it. Such information is not to be disclosed to any person *not* authorised to receive it either during my volunteering or at any time after leaving the role.
* Confidential data is to be held in a locked non-portable cabinet in a secure office.
* A recorded or secure postal method is to be used for all confidential post.
* Password protection and encryption will be used for all confidential documents sent by e-mail.
* All electronic files should be stored using a password protected system.
* I will take particular care when storing information that could be used for identity fraud.
* All data is owned by the Diocese even where held on a device owned by myself or my family and I must delete this when my volunteering role ceases.
* I will provide to the diocese if required, evidence of deletion to be confirmed by the Parish Priest or an employee of the Diocese.

1. **Cash Handling**

The Parish Administration Manualfound at <https://hallam-diocese.com/> sets out formal cash handling procedures.

* I understand that Suspicion of dishonesty will lead to the volunteering work being cancelled.
* I am aware that where appropriate and the dishonesty is evidenced then the legal advice received is that a report must be made to the Police.

1. **Code of Conduct/Anti-bullying/Grievance/Whistleblowing**

* I am aware that there are policies concerning the Code of Conduct, Whistleblowing, Anti-bullying and Grievances should I experience any difficulties during my time volunteering and agree to follow the procedures set out in these policies which can be found <https://hallam-diocese.com/safeguarding/policy-practice/>

The provisions contained in this agreement may be cancelled at any time on the notice of either party.

Neither party intends for any employment relationship to be created either now or at any time in the future.

Please acknowledge that you have read and understand the terms of this agreement by signing, dating and

returning the appropriate signature form, to your parish priest or group leader.

The signature form will be retained on file in the Parish for 6 years after the volunteering has ended.

Should you wish to discuss any part of this agreement then please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_

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| **None DBS Roles Signature Form**    **VOLUNTEERS WORKING IN PARISHES AND ASSOCIATED CATHOLIC PROJECTS**  The Catholic Church of England & Wales is committed to safeguarding as an integral part of the life and ministry of the Church. The Church and its members undertake all appropriate steps to maintain a safe environment for all. This schedule applies to those in roles that involves contact with children and adults who may be vulnerable.  Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Role(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Support Person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date/until agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your contact details are required in order for us to keep an accurate record of all our volunteers and to ensure we can contact you if required. ***Your details will not be passed on to any third party or used for any other purpose. Your details will be retained on file for 6 years after the volunteering has ended.***  The particular responsibilities of your role have been given to you in a role description and discussed with you in detail. ***The role is not eligible for a DBS check*** however, in the event of any safeguarding concerns or issues being received the Diocese will undertake formal risk assessment processes to safeguard the protection of all children and adults who may be at risk.  Any further questions that arise from time to time can be discussed with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Information regarding the Diocesan Code of Conduct can be accessed online via the CSSA Website: **http://www.catholicsafeguarding.org.uk/**  Information regarding Diocesan Policies (see volunteer agreement) can be found on the Diocesan Website: **www.hallam-diocese.com**  Signed (Volunteer) …………………………………………………………….. Date …………………………………….  Signed (On behalf of the parish) ……………………………………….. Date …………………………………….  ***NB -*** *Two copies of this form should be made. One copy should be given to the individual and the other retained by the person responsible for the appointment.* |