**Model Volunteer Job Role**

**Name of Church:**

**Volunteer Worker: Church Cleaner**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

**Principles**

Workers with adults experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognise and respect their abilities and potential for development;
* Promote their rights to make their own decisions and choices, unless it is unsafe;
* Ensure their welfare and safety;
* The promotion of social justice, social responsibility and respect for others; and
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

**Responsible to (named contact for support and resolution of any difficulties):**

**Key responsibilities and accountabilities:**

* To work with vulnerable people (adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
* To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
* To maintain a link with family and carers.
* To work in accordance with the church’s policy on safeguarding.
* To undertake any other work that has been agreed and is seen to be appropriate.

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

**Person specification**

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and

2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every three years.

**This entails the following as a Church Cleaner;**

1) Church of England Safeguarding Training - Basic Awareness (C0)

2) Consider working in pairs. If working alone try to avoid working outside normal working hours and follow guidance for lone workers.

3) Areas of the Church that Church Cleaner is at present responsible for:-

Coffee Lounge, Worship Space, Both Entrance Areas ( Church Hall, All Saints Room, Kitchen & W/C's have not been part of the remit for those on the cleaning rota).

4) Description of Cleaning in each Area:-

Western entrance (Back door) area - Vacuum floor

Northern entrance (Front door) area - Use dustpan and brush for floor. Dust & tidy book table.

Coffee Lounge:- Straighten cushions, vacuum floor, wipe tables and coffee bar top.

Worship Space:- Vacuum floor. Go around church dusting & tidying as necessary, in particular shelves where hymn books & service books are kept, altar rail, lectern, organ, font cover, glass panels & handles on worship space doors. Use Pledge furniture polish (under kitchen sink) for wooden surfaces. Straighten chairs. Clean lean metal part of chairs and brush of seats as needed.

NB It is advisable to avoid using the vacuum cleaner on the uncarpeted part of the floor in the front entrance area to avoid granite chippings getting into the cleaner and damaging it.

5) Where Cleaning Equipment Stored:-

Vacuum Cleaner in metal storage cupboard in back door entrance area along with Dustpan & brushes.

Cleaning clothes are kept under sink in kitchen. (or if you wish use your own clean J-cloth or duster).

6) Empty the vacuum cleaner drum after use into the compost bin outside the church or empty it into a rubbish sack (outside the church), tie the bag securely and place in a rubbish bin.

7) At present you should follow the Covid-19 rules for social distancing, wearing facemasks, and hand sanitizing and any Covid-19 rules the Church of England may have for church cleaning at this time, which may include wearing extra Personal Protective Equipment.

NB:-

Safeguarding training is renewed every 3 years at the level needed for the role.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.