



Prepared by: Sunday Clubs Committee

Date: March 2015

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Sunday Clubs Volunteer Policy and Guidelines



St Mary's, 61 College Road, Bromley, Kent, BR1 3QG



www.stmarys-bromley.org.uk

www.facebook.com/stmarysbromley

Foreword and Welcome

The PCC at St. Mary's takes seriously the charge given by Jesus to welcome children and young people (Luke 9.48) to protect them (Matthew 18:6-10) and to allow them free access to him (Mark 10:13-16). All children and youth volunteers have a unique opportunity to put these commands of Jesus into practice.

Children and young people are valued, yet vulnerable members of the Christian community who need our special care. So thank you for becoming a volunteer with St. Mary's.

Alan Keeler
Vicar

Anthia Page and Frances Boyden
Sunday Clubs Co-ordinators

The Sunday Clubs Committee

The Sunday Clubs Committee (SCC) of St Mary's has the following aim and objectives:

Aim:

To accompany children and young people on their journey with God

Objectives:

1. To develop children's and young people's Christian spirituality through the provision of Sunday Clubs.
2. To arrange for children to be prepared to receive Holy Communion.
3. To engage children and young people in the decision-making process at St. Mary's.
4. To recruit, train and support volunteers.

This group exists to maintain the work of the Sunday Clubs, youth council, worship band and holiday clubs (for example the Easter Club). We report to the Families Ministry Committee.

The personnel on this committee are:

1. Sunday Clubs Co-ordinator(s)
2. Resource Co-ordinator
3. Volunteer Co-ordinator
4. Administrator(s)

Please see the appendix for their role descriptions and who is currently fulfilling these responsibilities.

See the appendix for the aim and objectives of the groups that the SCC supports.

In order for the children and youth work to grow and develop the Sunday Clubs Committee needs the support of many different types of volunteers; those directly involved with children and young people and those helping out behind the scenes.

SAFE RECRUITMENT

The Sunday Clubs Co-ordinator(s), led by the Volunteer Co-ordinator, will identify potential volunteers by having an informal talk and ask them if they are interested in volunteering. Individuals will normally be approached to become volunteers after at least six months' involvement in the life of the parish. To help a person decide if they would like to volunteer they will be given a role description (see appendix) and the Diocese of Rochester registration form, and asked to provide the name and addresses of two referees. They will also be given a Diocese of Rochester confidential declaration form, this form asks the potential volunteer to declare if there is anything that will show up on their DBS (Disclosure and Barring Service) form when it is returned which will prevent them from volunteering with children and young people. Under the Rehabilitation of Offenders Act 1974 St Mary's is classed as an exempt organisation and is therefore allowed to ask this of people applying for a volunteering position. Once a person has decided to volunteer and the registration form shows nothing which prevents them from volunteering, they will be asked to complete an online Disclosure and Barring Service (DBS) form. These checks need to be carried out before a volunteer can begin, after which the Volunteer Agreement (see P17 of the Appendix) will be completed.

Recruitment of ex-offenders:

1. If the prospective volunteer does have a conviction and it is related to either violence or sexual assault or crime against a child then St Mary's is unable to offer a volunteering position (under the Protection of Children Act 1999 and Criminal Justice and Court Services Act 2000, it is an offence to knowingly employ (paid or unpaid) anyone with a conviction for crimes against children including murder, manslaughter, rape, GBH and a number of sexual offences, to work in a 'regulated position') and will direct the person to the Incumbent who may be able to provide an alternative placement.

2. If the conviction was not related to the above and has been spent, the Sunday Clubs Committee will then use their discretion as to whether to offer a volunteering position.
3. On deciding whether to offer a volunteering position, the Sunday Clubs Committee will take into account the following:
 - whether the conviction is relevant to the volunteering opportunity
 - the seriousness of the offence
 - the length of time since the offence occurred
 - the circumstances surrounding the offence and the explanation offered by the applicant
 - whether the behaviour that constituted the offence is still a cause for concern
 - whether the context behind that behaviour is still a cause for concern
 - whether the applicant has a pattern of offending behaviour
 - whether the applicant's circumstances have changed
 - the applicant's attitude to the offence. Is it one of remorse? Does he/she take responsibility for it and recognise the harm he/she caused?
4. The final decision as to whether to offer a volunteering position to someone who has a spent conviction will be made by the PCC.
5. If the PCC are unable to offer a volunteering position within the children and youth work of the church they will be directed to the Incumbent who may be able to provide an alternative placement.

Recruitment of one-off volunteers:

For one-off events, all volunteers who do not already hold a DBS disclosure through St. Mary's Church will be required to do so.

Driving responsibilities

Any volunteer who will be involved in transportation on behalf of the PCC should notify the Volunteer Co-ordinator immediately if either:

- (a) They have an endorsement(s) of 6 points or more on their licence; or
- (b) They have an unspent conviction for any serious road traffic offence.

Volunteers with endorsement(s) of 6 points or more may, at the discretion of the PCC, be allowed to undertake transportation on behalf of the PCC. Under Diocesan guidelines,

volunteers with unspent conviction(s) for any serious road traffic offence may not undertake transportation on behalf of the PCC.

ROLE OF THE VOLUNTEER

Each volunteer will be given a role description (see appendix) specific to their volunteering position. This will be given to them by the Volunteer Co-ordinator. However all volunteers are expected to:

- Understand and accept the commitment required to perform the role and act as a conscientious member of the team.
- Complete agreed tasks to the best of their ability to help them reach the aim of the Sunday Clubs Committee.
- Respect other volunteers, children, young people and their parents.
- Endeavour to be a positive role model for the children and young people and lead by example.
- Be responsible and do their utmost to ensure the safety and well-being of the children and young people.
- Arrive in time to prepare for the session.
- Attend appropriate training sessions as and when possible.
- Let the Sunday Clubs Co-ordinator know as early as possible if they are unable to attend their session or if they are going to be late.
- Respect confidentiality.
- Accept support and feedback.
- Take concerns or problems relating to volunteer duties to the Volunteer Co-ordinator.
- Read and understand policies, procedures and guidelines and use them to carry out their duties.
- Supply up-to-date contact details.

All volunteers are required to sign a form saying they have read and will comply with this policy and also with the Child Protection Policy.

CONFIDENTIALITY

See page 9 in the Child Protection Policy.

PROBLEM SOLVING

The Sunday Clubs Committee will try to solve any problems at the earliest stage possible. Volunteers are able to raise any issues they have by using the Complaint Procedure (see appendix).

INDUCTION AND TRAINING

Each volunteer will attend an induction session. This will include child protection, volunteer policy, health and safety and duties specific to their volunteering role. All volunteers will act as a volunteer on a trial basis for a three month period. This is to make sure both the volunteer and the Sunday Clubs Committee are happy with their role. Volunteers will have a role description (see appendix) which shows expectations and support available. This is not a contract. All Sunday Club volunteers will be invited to occasional training sessions on a variety of issues.

SUPPORT

The Volunteer Co-ordinator is the main point of contact for volunteers. Sunday Club Leaders and Helpers will be invited to a termly meeting where they can share any issues and receive support from the Sunday Clubs Committee. Volunteers are invited to a yearly social to say thank you for all their hard work. All new volunteers will be invited to attend a review after their initial three month period of volunteering and thereafter volunteers will be invited to meet with members of the Sunday Clubs Committee annually to talk through how things are going. At least every two years, the Volunteer Co-ordinator will distribute this policy to all active volunteers to ensure they remain up-to-date with their responsibilities and resources available to them.

EXPENSES

Volunteers may submit expenses with a receipt to the Treasurer of the PCC. Any expenditure over £20 must be agreed beforehand by one of the Sunday Clubs Co-ordinators.

DIVERSITY

Volunteers are expected to have an understanding and commitment to equal opportunities and diversity.

SAFEGUARDING (CHILD PROTECTION)

See separate Child Protection Policy.

HEALTH AND SAFETY

The PCC recognises that volunteers equally have a duty of care placed on them by the Health and Safety at Work Act 1974 to exercise personal responsibility and to do everything that is reasonably practicable to prevent injury to themselves and others by their actions or omissions. All volunteers will be asked to declare if they have any medical condition that could be a risk to children and young people. The Sunday Clubs Committee, at a volunteer's induction, are

responsible for instructing the volunteers precisely and clearly to their duties with regard to the safety of themselves and others in the group. The volunteers have a duty of care to themselves and to others in the group and therefore must:-

- observe all health and safety instructions at all times;
- familiarise themselves with all safety procedures applying to any work they may agree to undertake;
- report any incidents/accidents to the Sunday Clubs Co-ordinator(s) as soon as possible whether or not injuries are caused.
- risk assess any event before it takes place and make sure it is 'signed off' by the appointed person on the Child Protection team.

What to do in an emergency:

The volunteers should familiarise themselves with the whereabouts of First Aid boxes (for groups meeting in church house it's on a shelf in the photocopier room; for groups meeting in church it's in the vestry; and the Accident Record Book (kept in the photocopy room, and the vestry respectively). Twinkles have their own First Aid kit and Accident Record Book in the South Transept. Minor accidents should be dealt with by the Sunday Club volunteers and parents informed as soon as possible. A record of the accident must be recorded in the accident book. In the event of a major accident the Emergency services should be called upon on the direction of the Sunday Club Leader and the parents contacted.

The fire evacuation procedure should be followed in the respective venues.

Lone working

St Mary's seeks to minimise the risk of lone working to sensible and acceptable levels. It is the responsibility of the individual volunteer to make a reasonable assessment of any risks associated with their lone working.

The following activities should not be undertaken when lone working:

1. Working at height (e.g. on ladders or roofs);
2. Using gas or electrical appliances unless you are familiar with their operation; and
3. Meeting with unknown individuals in unfamiliar or isolated locations.

The following additional precautions may be taken when lone working, particularly at night:

1. Ensure that you have a mobile phone that is switched on, charged and has credit;
2. Ensure that someone knows where you are and when you expect to leave. Let them know when you leave;
3. Ensure you are sufficiently fit and well to be carrying out your tasks alone;

4. Ensure you are familiar with emergency procedures, e.g. fire procedures and location of first aid kits;
5. If the task involves driving, ensure your vehicle is in good working condition and observe the usual driving good practice; and
6. If the task involves travelling by public transport, ensure you have the relevant tickets or appropriate fares.

INSURANCE

The volunteers are covered by the Public Liability Policy taken out by the PCC whilst conducting their duties in the event of accident to themselves or children and young people.

APPENDICES

1. Role descriptions

- Sunday Club Leader
- Sunday Club Helper
- Twinkle Helper
- Chair of Sunday Clubs Committee
- Sunday Clubs Co-ordinator
- Sunday Clubs Committee Resource Co-ordinator
- Sunday Clubs Committee Volunteer Co-ordinator
- Sunday Clubs Committee Administrator
- Worship band leader

2. Complaint procedure

3. Volunteer form

4. Aim and objectives of groups

5. Current Sunday Clubs Committee membership

ROLE DESCRIPTION

SUNDAY CLUB LEADER

1. Be adequately prepared for the Sunday Club session.
2. Liaise with your helper prior to the session*
3. Be reliable in attending these sessions unless circumstances prevent this. If unable to attend the volunteer should let the Sunday Clubs Co-ordinator(s) know and if possible arrange an exchange with the other club leader*
4. Be responsible for the preparation of the room before children and young people arrive.
5. Prepare and lead the Sunday Clubs' worship time*
6. Maintain the club boxes in Church House with new resources*
7. Maintain the club boxes in church with new resources*
8. Display your club's work on the notice boards at the back of church on a regular basis.
9. Prepare for your designated presentation at Communion.
10. Take the register and give out registration forms to the parents/carers of new children.
11. Be responsible for the clearing up of the room after church.
12. Sit with the children/young people in the club pew in church and encourage the children/young people to stay in the club pew, unless they are sitting with their parents.
13. Assist the children/young people to follow the service when back in church.
14. Attend the termly Sunday Clubs Leaders' meetings.
15. Meet a member of the Sunday Clubs Committee annually to talk through how your volunteering role is going.
16. When possible attend training and away days.
17. Inform the Sunday Clubs Co-ordinator(s) if any children and young people have not been present for more than a month*
18. Prepare an annual club report for the APCM and the occasional article for the parish magazine.
19. Review the risk assessments for your club on an bi-annual basis.
20. It is hoped that you will pray regularly for your club.

*This does not apply to Twinkle Leaders

In addition Twinkle Leaders:

1. Provide pastoral care to families.
2. Regularly inform parents about forthcoming events and services.
3. Facilitate the provision and delivery of 'meal-gifts' when required.
4. Run the monthly Bible Study sessions.
5. Oversee the provision of hot and cold drinks after the Service in the South Transept.

ROLE DESCRIPTION

SUNDAY CLUB HELPER

1. Be reliable in attending the sessions unless circumstances prevent this. If unable to attend the volunteer should let the Sunday Clubs Co-ordinator(s) know and if possible arrange an exchange with another club helper.
2. Assist the leader during the club session.
3. Sit with the children/young people in their club pew after they return to church and encourage the children to stay in the club pew, unless they are sitting with their parents.
4. Assist the children/young people to follow the service when back in church.
5. Help clear up after the session.
6. If possible attend the yearly social event and meeting.
7. If possible attend the termly Sunday Clubs Leaders' meetings.
8. Meet a member of the Sunday Clubs Committee annually to talk through how your volunteering role is going.
9. When possible attend training and away days.
10. It is hoped you will pray regularly for your club.

ROLE DESCRIPTION

TWINKLE HELPER

1. Welcome parents and children into the South Transept
2. Hand out hymn books
3. Be aware of the needs of parents (eg opening of the gate)
4. Socialise with the parents during coffee after the service
5. Pass round the collection bag when required
6. Help clear up after the service.
7. If possible attend the yearly social event and meeting for all volunteers working with children, young people and their families. This is our way of saying thank-you to you!
8. Meet a member of the Sunday Clubs Committee annually to talk through how your volunteering role is going.
9. When possible attend any relevant training.
10. It is hoped you will pray regularly for the ministry of Twinkles.

ROLE DESCRIPTION

CHAIR OF SUNDAY CLUBS COMMITTEE

1. Organise and chair Sunday Clubs Committee meetings.
2. Prepare the agenda for the meetings and send to the Sunday Clubs Committee Administrator (Minute Secretary) for distribution.
3. Submit a verbal report on the committee and Sunday Club work to Family Ministry Committee meetings.
4. Raise matters arising from Youth Council meetings at Family Ministry Committee meetings.
5. Ensure the Sunday Clubs Volunteer Policy and Guidelines is reviewed in line with the review date.
6. It is hoped you will pray regularly for the work of the Sunday Clubs Committee and the children's and youth work at St Mary's.

ROLE DESCRIPTION

SUNDAY CLUBS CO-ORDINATOR(S)

1. Be the authorised person/people in charge of St Mary's Sunday Clubs.
2. Act as the main point of contact and support for volunteers.
3. Organise and chair the termly Sunday Clubs Leaders' meetings.
4. Prepare the agenda for the meetings and send to the Sunday Clubs Committee Administrator (Minute Secretary) for distribution.
5. Organise the termly youth council meetings.
6. Take the minutes of the Youth Council meetings and raise matters arising at Sunday Clubs Committee meetings.
7. Organise cover for the Sunday Clubs if either a Leader or a Helper cannot make their session.
8. Organise, in partnership with the Sunday Club Leaders, the Worship Time before Church for children and young people.
9. Follow up children and young people who have not attended for over a month.
10. Along with the Sunday Clubs Committee evaluate and plan for current and future children's and youth activities within the Sunday Clubs.
11. Plan and implement holiday clubs with the support of a working party.
12. Liaise with the Sunday Clubs Committee Resource Co-ordinator about training and away days.
13. Attend your annual review with the Incumbent.
14. When possible attend training and away days.
15. It is hoped you will help to identify potential volunteers.
16. It is hoped you will pray regularly for the work of the Sunday Clubs Committee and the children's and youth work at St Mary's.

ROLE DESCRIPTION SUNDAY CLUBS COMMITTEE RESOURCE CO-ORDINATOR

1. Order and collect the SU material from The Christian Bookshop twice yearly.
2. Liaise with the Sunday Clubs Co-ordinator(s) about which sessions are to be used and on what dates and clearly mark these on the books.
3. Distribute the books to Sunday Club Leaders.
4. Remove old booklets from the club boxes and replace with the children's booklets for that term.
5. Keep the Sunday Clubs' notice boards in church up to date and relevant, including photos of the club leaders.
6. Assist the Twinkle Leaders in getting the Twinkles area ready before church, including switching the heating on in the story room during the winter.
7. Make sure the club pews in church have their relevant club box and pew end in place before the start of church.
8. Put orders of service in club pews before church.
9. Liaise with the Sunday Clubs Co-ordinator(s) about the Nativity rehearsal and Christmas party i.e. booking the hall, timings, food, games etc
10. Liaise with the Sunday Clubs Co-ordinator(s) about training and away days.
11. When requested maintain the club boxes in Church House with new resources.
12. When requested maintain the club boxes in church with new resources.
13. Meet a Sunday Clubs Co-ordinator annually to talk through how your volunteering role is going.
14. When possible attend training and away days.
15. It is hoped you will help to identify potential volunteers.
16. It is hoped you will pray regularly for the work of the Sunday Clubs Committee and the children's and youth work at St Mary's.

ROLE DESCRIPTION SUNDAY CLUBS COMMITTEE VOLUNTEER CO-ORDINATOR

1. To facilitate a SCC member to meet with potential volunteers to talk through the role description.
2. Organise the induction session.
3. Organise the three month and annual reviews.
4. Meet a Sunday Clubs Co-ordinator annually to talk through how your volunteering role is going.
5. When possible attend training and away days.
6. It is hoped you will help to identify potential volunteers.
7. It is hoped you will pray regularly for the work of the Sunday Clubs Committee and the children's and youth work at St Mary's.

ROLE DESCRIPTION

SUNDAY CLUBS COMMITTEE ADMINISTRATOR(S)

1. Organise and distribute the termly rota to Sunday Clubs Leaders and Helpers and put a copy on the board at the back of church.
2. Update the Sunday Clubs' list of children and young people before the start of the new academic year.
3. Before the start of the new term update the club registers for each club with the dates of meeting.
4. Organise the worship time rota for projector and CD.
5. Send invitations to children and young people when required.
6. Distribute a list of the family services and Sunday Club dates to parents at the beginning of each term.
7. Distribute the agenda for the Sunday Clubs Leaders' meetings, take the minutes of the meetings and distribute the minutes to Leaders and Helpers.
8. Distribute the agenda for the Sunday Clubs Committee meetings, take action points of the meetings and distribute the action points to Sunday Clubs Committee members.
9. Make sure Leaders have sufficient copies of the registration form to give to new children and collate these on receipt.
10. Prior to an event make sure the Leader has consent forms to distribute.
11. Ensure that risk assessments are carried out prior to all events and review room and activity risk assessments on a regular basis.
12. Meet a Sunday Clubs Co-ordinator annually to talk through how your volunteering role is going.
13. When possible attend training and away days.
14. It is hoped you will help identify potential volunteers.
15. It is hoped you will pray regularly for the work of the Sunday Clubs Committee and the children and youth work at St Mary's.

ROLE DESCRIPTION

WORSHIP BAND LEADER

1. Help to identify potential young musicians.
2. Organise and conduct rehearsals.
3. Provide music and arrange transposition as needed.
4. Lead/conduct the band at rota'd worship time and other services or events.

St Mary's Church ~ 61 College Rd ~ Bromley ~ Kent ~ BR1 3QG



VOLUNTEER AGREEMENT

NAME _____

VOLUNTEER POSITION _____

You are joining a team, which together with the whole of St Mary's commits itself to the care and nurture of children and young people. The Sunday Clubs Committee, on behalf of the Family Ministry Committee, undertakes to support you and your volunteering role, by prayer, by our interest and by providing resources and training. Volunteering with children and young people is a responsibility but it also brings great rewards. We hope you enjoy your volunteering.

I confirm that I have read, understood and agree to comply with the Sunday Clubs Volunteer Policy and Guidelines and the Child Protection Policy. I give my consent for my telephone number and contact details to be shared with other volunteers. I give permission for my photo to be used to promote St Mary's which may include the website, newsletters, display boards etc. This form will be filed in the Sunday Clubs Committee's filing cabinet in the Parish Office.

Your 3 month review will take place on _____

Signed _____

Volunteer

Sunday Clubs Committee member

Date _____

COMPLAINT PROCEDURE

St. Mary's PCC values its Children and Youth volunteers highly and believes it is necessary for all volunteers to have the opportunity to raise any complaint that they may have concerning their role as volunteers. The following is to ensure a standard method of dealing with such matters.

Any volunteer with a complaint should, in the first instance, try to resolve the matter with the parties involved.

Failing this, the volunteer should notify a Sunday Clubs Committee member either orally or in writing within two weeks of the incident. It is hoped that an informal discussion will resolve the issue.

If the volunteer feels that the complaint has not been sorted out, the matter should be referred to the PCC. This will be done by the Sunday Clubs Co-ordinator(s) asking for three members of the PCC (not the Incumbent so they can remain impartial for pastoral reasons) to consider the issue (all of whom have not been involved in the incident). All parties of the incident will be invited to contribute. As soon as possible the three members will inform the volunteer of their decision which will be final.

Aims and objectives of the groups that SCC supports:

1. Sunday Clubs

Aim: To accompany children and young people on their journey with God

Objectives:

- 1.To deliver engaging and relevant teaching and learning sessions in age appropriate groups
- 2.To use the approved teaching material
- 3.To provide opportunities for prayer and worship
- 4.To develop gifts and talents of the children and young people

2. Youth Council

3. Worship band

4. Holiday Clubs

CURRENT SUNDAY CLUBS COMMITTEE MEMBERSHIP

As of March 2015 the following people are serving on the Sunday Clubs Committee in the following roles:

Joint Chairs	Anthia Page (0208 460 1960) and Frances Boyden (0208 464 4086)
Sunday Clubs Co-ordinators	Anthia Page and Frances Boyden
Administrators	Anne Yolland (0208 466 1939), Jill Spence (0208 290 1488) and Nina Arcuri (0208 464 9179)
Resource Co-ordinator	Elizabeth Sykes (0208 468 7940)
Volunteer Co-ordinator	Rachel Archer (0208 464 5848)