

## Rectorial Benefice of Canton

### ROLE DESCRIPTION, DECLARATION and APPLICATION FORM FOR VOLUNTEER HELPERS WITH CHILDREN AND YOUNG PEOPLE

This form should be completed for all workers with children and young people. Copies to be retained by the worker, the clergy, and a Child Protection Co-Ordinator appointed by the PCC.

<b>Name of Worker:</b>	<b>Name of group</b> (e.g. Sunday School, Youth Club etc):
<b>Where / When they meet:</b> St Catherine's Church and Hall, St John's, St Luke's Church and Hall, Meeting on Sunday Mornings during the main Sunday worship service.	
<b>Age Range:</b> Children aged 4 and upwards	<b>Person to whom responsible</b> Clergy and Safeguarding Officer for the Benefice)

<b>Sunday School or Club Leaders and Volunteer Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Prepare and deliver activities for local children. Assist in the general running of the children's worship service.</li> <li>2. To register attendance at each session</li> <li>3. Help maintain a clean and safe environment for activities to take place</li> <li>4. Check and maintain equipment in whichever hall or church the club is taking place</li> <li>5. Alert leaders, co-ordinator or clergy to areas of concern and undertake required record keeping</li> <li>6. Attend relevant training sessions provided by the RB of Canton / Church in Wales</li> <li>7. Support the worship and liturgical traditions of the relevant church community hosting the Sunday School / Club</li> <li>8. Demonstrate support for our Christian values in actions and behaviours.</li> <li>9. To facilitate and participate in games, activities and discussions with the children and young people</li> <li>10. To notify leaders/clergy/wardens about any issues or causes for concern regarding safeguarding</li> </ol>	
Signed (on behalf of the PCC):	Date:
<p>To be completed by the worker with children / young people (please retain a copy)</p> <p><b>I have understood the nature of the work I am to do with children / young people. I have read the Code of Good (see benefice website <a href="http://www.beneficeofcanton.org.uk">www.beneficeofcanton.org.uk</a> ) practice for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.</b></p>	
Signed (volunteer):	Date:

## Position: Sunday School / Club Leader or Volunteer:

The Church in Wales accepts and stresses the principle of the Children Act 1989 that the welfare of the child is paramount in all circumstances. Every person who will have opportunities for contact with children, as part of any authorised ministry in the Church in Wales, is required to complete both pages of this form and return it to the parochial clergy.

Full First Name:	Title and Surname:
Date of Birth:	Maiden or any other Surname:
Full Address:	
If you have lived at the above address less than 5 years, previous address:	
Telephone Numbers:	Email
<p>Please outline relevant experience or qualification gained through employment or voluntary work that would be of assistance to you in your intended work with children and young people. This section should be used to demonstrate qualities or interests. (Continue on a separate page if necessary)</p>	

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

YES / NO

(N. B. The disclosure of a an offence may not be a bar to your appointment)

Nature of the offence:

Date of the offence:

Please give the names and address of two referees from whom the parish may seek information regarding your suitability for appointment.

Referee 1 Name:

Address:

Telephone Number:

Email:

Occupation:

Relationship (if applicable):

Referee 2 Name:

Address:

Telephone Number:

Email:

Occupation:

Relationship (if applicable):

**Declaration:**

**I certify that the information given on this form is true and complete to the best of my knowledge, and I hereby consent to the Criminal Records Bureau checks being examined to verify the information on this form. I am aware that details of spent convictions will be disclosed, along with other relevant information which may be known to the police.**

Signed:

Date:

Completed (or Scanned Form) to be returned to either:

The Rev'd Canon Mark Preece, Team Rector of Canton, 12 Thompson Avenue, CF5 1EY,  
[rector@beneficeofcanton.org.uk](mailto:rector@beneficeofcanton.org.uk)

or

The Rev'd Phelim O'Hare, Team Vicar of Canton, 3a Romilly Road, Canton, CF51FH,  
[vicar@beneficeofcanton.org.uk](mailto:vicar@beneficeofcanton.org.uk)