**Sample Support Worker Details Form**

Thank you for completing this form which helps us maintain our records and support your time with us.

**Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: | First Name: | | | Surname: | |
| Organisation Address (including postcode): | |  | |  | |
| Job Title: | |  | |  | |
| Daytime Telephone Number: | | | Mobile | | Telephone Number: |
| Email: | |  | |  | |

**Your Role**

If you require further information on the volunteer role you are supporting please contact the Volunteer Administrator.

Which volunteer are you supporting?

|  |
| --- |
| In what capacity are you supporting this volunteer within the Cathedral? Please explain any specialist roles. |

**Availability**

|  |
| --- |
| What days, times and frequency will you be supporting the volunteer? |

**Any other information**

|  |
| --- |
| Are you a qualified First Aider? Yes No  Do you have a current DBS check? Yes No  If yes, please specify. |

|  |
| --- |
| Is there any other information you think it would be useful for us to know regarding your role or the volunteer you are supporting? |

**Criminal Convictions**

Under the Rehabilitation of Offenders Act 1974, a conviction will not necessarily exclude you from volunteering with us, but will be taken into account when assessing your suitability for certain roles. We are committed to the safety and welfare of the people within our Cathedral. If you are engaged in a volunteer role within a regulated activity with children and/or vulnerable adults, you will be required to complete a Disclosure and Barring Service (DBS) check. The Cathedral takes the safeguarding and welfare of its staff, clergy, volunteers and visitors extremely seriously and will take immediate action in any circumstance where the safety and protection of children and vulnerable adults is at stake. It is expected that all staff and volunteers share this commitment.

**Please note that the Church of England C0 online safeguarding course must be completed before you start your volunteer role. This can be accessed at** [**https://safeguardingtraining.cofeportal.org/**](https://safeguardingtraining.cofeportal.org/) **and a copy of your certificate is required as part of your induction. If you would like support with online access or you have been affected by any of the content, please just let us know as help is available. C1 safeguarding must be completed within 3 months of starting your role and is offered as an in-house group session.**

|  |
| --- |
| Do you have any unspent convictions? Yes No  If yes, please specify. |

Please contact us in confidence if you wish to discuss safeguarding further.

**Emergency Contact Details**

|  |  |
| --- | --- |
| Name: | Relationship to you: |
| Mobile Telephone Number: | Daytime Telephone Number: |

**Declaration**

|  |
| --- |
| I understand that volunteering with the Cathedral is subject to the satisfactory receipt of documentation and DBS paperwork where applicable.  I confirm to the best of my knowledge that the information I have given is correct, and understand that any misleading statement or deliberate omission may result in my permission to work within the Cathedral being terminated.  I agree to be present and supporting the named volunteer at all times when the volunteer is on duty in the Cathedral.  I hereby consent to the holding of this information for recording and communication purposes. These details will be held on the Cathedral’s database in accordance with GDPR.  Name (please use BLOCK CAPITALS):  Signature:  Date: |

**Please return this form with a copy of your C0 safeguarding certificate to:**

Volunteers Department. xxxx

Please do not hesitate to contact us at any time to discuss your role and/or that of your volunteer mentees at any time.

Thank you and welcome to the Cathedral!

**PLEASE RETAIN FOR YOUR INFORMATION**

**Support Worker Details Form**

**Appendix 1 Church of England Statement of Safeguarding Principles**

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding.

The Church of England is committed to:

* The care, nurture of and respectful pastoral ministry with all children, young people and adults.
* The safeguarding and protection of all children, young people and adults.
* The establishment of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end we will:

* Carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made that any adult, child or young person may have been harmed; cooperating with the police and local authority in any investigation.
* Seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
* Seek to protect survivors of abuse from the possibility of further harm and abuse.
* Seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
* Seek to offer pastoral care and support, including supervision and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

Safeguarding Training

Canon Law requires *every* volunteer and member of staff within the Church of England to engage in the national Safeguarding Awareness Training (Core Module C0 and C1 as a minimum) upon appointment to the cathedral. This is in addition to any other initial induction training which may be required. This national training is portable to any Church of England setting and will need to be refreshed every three years.

**The C0 online national safeguarding course must be completed before you start your role. This can be accessed at** [**https://safeguardingtraining.cofeportal.org/**](https://safeguardingtraining.cofeportal.org/) **and a copy of your certificate is required as part of your induction.** If you would like support with online access or you have been affected by any of the content, please just let us know as help is available. **The C1 safeguarding module must be completed within 3 months of starting at the Cathedral and is offered as an in-house group session.**