

St. Theresa of Lisieux Catholic Church Stansted Mountfitchet



Ministry Role Description: Pastoral Care - Parish Pastoral Visitor (volunteer)

Nota Bene:

- *The Parish Priest will invite and appoint each Parish Pastoral Visitor.*
- *The role of Parish Pastoral Visitor is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with adult barred list.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *A Volunteer Parish Pastoral Visitor may not commence their ministry until the volunteer has completed the DBS process; training as a Parish Pastoral Visitor has been attended; safeguarding training has been completed.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed.*

Aim: To assist the Parish Priest with pastoral support and care, visiting housebound parishioners as directed by the Parish Priest.

When you are invited into a person's home or a care home you must be respectful, maintain appropriate boundaries and be respectful to their needs. You may be their only contact with the Church, please make your visit as caring as possible.

Responsible to: The Parish Priest.

Main Responsibilities:

- (a)** To assist the Parish Priest in a range of pastoral support activities.
- (b)** To assist the Parish Priest in providing a caring link for parishioners who are not able to come to Mass.
- (c)** To respect the boundaries and regulations of the organisation when visiting people in their homes, hospital or a residential home, particularly by notifying someone in a supervisory position of your presence in the home and by signing the visitors' book.
- (d)** To be respectful of the homes of people in the community.
- (e)** To meet regularly with the parish priest or other appointed person to discuss your Ministry, and those whom you visit, to enable updates and sharing of any concerns.
- (f)** To work within specific role and group remits that are in place for the parish.
- (g)** To promote, follow and support all Health and Safety guidance.
- (h)** To promote and adhere to all Safeguarding guidance as laid down by the CSSA, Diocese of Brentwood and St. Theresa of Lisieux, Stansted Mountfitchet Parish Safeguarding Representative.
- (i)** To ensure that Safeguarding procedures are in place and adhered to especially the rule that visiting may only take place in pairs.
- (j)** To always wear your parish ID when ministering and be prepared to show this.
- (k)** To attend and complete regular Parish Pastoral Visitor training.
- (l)** To attend and complete regular update Safeguarding Training and Health and Safety training.
- (m)** To work within the parameters of GDPR.

Person Specification:

- (a) All Parish Pastoral Visitors must be over the age of 18 years.
- (b) To have a caring attitude and a genuine desire to keep the parishioner linked to and within the fold of the Parish.
- (c) To have the ability to relate with ease to both young and older adults.
- (d) To be able to hold confidences.
- (e) The ability to show courtesy, respect and care within the homes of other people or nursing/care homes.
- (f) To have a commitment to the essential teachings of the Roman Catholic Church, and the mission and ethos of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet.
- (g) To understand and follow all safeguarding guidance training received.
- (h) To attend and complete regular safeguarding training.
- (i) To attend and complete update training in Parish Pastoral Ministry.
- (j) You must always wear your parish ID when ministering and be prepared to show this.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
- (b) (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (c) To immediately refer any concerns about a young person or adult to the Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral. If you are concerned that a person is at immediate risk of harm, contact 999 and inform the Parish Priest, Safeguarding Representative and/or the Safeguarding Office.
- (d) Relationships can develop and particularly where there is no family, you may be trusted with confidential information about access to the home and or location of valuables. For your own protection, it is recommended that you make your parish priest aware of such instances.
- (e) If you have any concerns during a visit to a care home, you must let the manager know immediately. You must make a note of this as directed in your safeguarding training and let the Parish Safeguarding Representative know.
- (f) Meet regularly with the parish priest or other appointed person to discuss your ministry and those whom you visit to enable to share concerns.
- (g) Volunteers must visit in pairs.
- (h) You must NOT handle money and/or perform tasks.
- (i) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model Catholic good Catholic practices and Safeguarding principles both in the church and without.
- (j) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

Safeguarding Do's and Don'ts

Protecting others and protecting yourself

Do	Do not
Report all concerns about the safety or wellbeing of an individual to : <i>Initially -</i>	Offer confidentiality (you have a duty to report all concerns).

<ul style="list-style-type: none"> ✓ The Parish Safeguarding Representative <i>If unavailable -</i> ✓ The Diocesan Safeguarding Co-ordinator ✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns. ✓ The Police (where there is an immediate risk of harm to an individual). 	
Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.	Promise total confidentiality. Explain that the information the person has given you will be treated with great care and shared with specific professionals who need to know.
Listen, reassure. Do not put words into the person’s mouth.	Pass judgement or make promises about what will happen next.
Be calm and reassuring.	Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator.
Take into account the person’s age and level of understanding. Their culture and use of language.	Be alone with the person or move them to an isolated position.
Be clear about what you are going to do next and when	Work in isolation. The Diocesan Safeguarding Team are there to support you in handling concerns.
Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.	Do not contact the person about whom the allegation or concerns are being raised to tell them about the information. You could be putting a child or vulnerable adult in serious danger.
Make careful notes including dates and times of the incident/disclosure and keep them securely.	Compromise your own safety or integrity.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative at the earliest opportunity.

Mandatory Training Requirements:

CSSA: **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with barred list:** <https://training.catholicsafeguarding.org.uk/> This short training course is to be completed prior to appointment.

Parish Representative: **Safeguarding as a Parish Pastoral Visitor** (to be completed prior to Appointment)

Safeguarding as a ‘trusted adult,’ (to be completed prior to Appointment)
Concerns and Disclosures
General Safeguarding

Safeguarding: General (to be completed prior

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

Helpful websites to support your role:

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresasaststed.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

Self Audit:

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	