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Safeguarding Office

**Role: Children’s Liturgy Group Leader**

*(This role is subject to an enhanced DBS with a check against the child workforce with barred list. This role should not be taken up until the volunteer has completed the DBS process and has been formally appointed.)*

**Responsible to:** The Parish Priest or his Delegate

**Aim**: To work with Pre-school and Primary School children to provide an adapted Liturgy of the Word for them during Mass on Sundays and Major Feasts.

**Purpose: Age range:** Up to approx. 11 years of age

**Main Responsibilities:**

**(a)**To work with others to form and inform a children’s liturgy group with regular planning meetings.

**(b)**To maintain appropriate boundaries

**(c)** To provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.

**(d)** To arrange for the parents of the children, and the parish community to be informed of the aim and content of the liturgy group.

**(e)** To prepare the venue and to ensure the safety and wellbeing of the children and to conduct the Celebration of the Word with them.

**(f)** To liaise with the Priest presiding at the Parish Liturgy and any other appropriate ministers.

**(g)** To provide the necessary books and equipment with the support of the parish.

**(h)** To work together to ensure that the Children’s Liturgy is conducted in accordance with the nationally agreed Safeguarding Procedures.

**(i)** To monitor good practice and implement changes where necessary to enhance both the quality of the liturgy and the safety of children.

**Person Specification:**

**(a)** The ability to relate with respect and ease, and to enjoy working with children.

**(b)** Commitment to the essential teachings of the Roman Catholic Church, and the ethos of the parish.

**(c)** Experience in talking with young children and willingness to attend Children’s Liturgy Days.

**(d)** A willingness to give time to the preparation of the sessions and the co-ordination of the group.

**(e)** All volunteers responsible for the group must be over 18 years of age

**Protection of Children:**

**(a)** To familiarise themselves with National Safeguarding Policies. (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)

**(b)** To refer any concerns about a child to the Safeguarding Representative in the Parish and / or to the Safeguarding Office.

**(c)** To have completed the online Educare module(s) as directed by the Safeguarding Office.

**Training Requirements:**

**Educare Modules- Safeguarding Children**

**Safeguarding Adults**

**Domestic Abuse Children and Young People**

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(FOR OFFICE USE ONLY: DBS Product – CM3)

Review 2022