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Safeguarding Office

**Role: Parish M.C. / Co-ordinators of Altar Servers**

*(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 the Altar Servers in the parish, assisting at Mass and other Liturgies, and recruiting and training new servers.

**Purpose: Age range:** Up to 18 years

**(a)**To work with servers and others to ensure the availability of servers to assist at the Liturgy as required.

**(b)**To maintain appropriate boundaries.

**(c)** To liaise with the priest and other appropriate ministers presiding at the Liturgy.

**(d)** To ensure the physical safety and wellbeing of the children and young people serving.

**(e)** To encourage new servers and provide a safe and secure training environment.

**(f)** To ensure proper facilities are available for the servers.

**(g)** To arrange, in consultation with others, social events for servers.

**(h)** To ensure that the ministry of the servers 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 to children and adults, and to enjoy working with children.

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

**(c)** A willingness to give time to the training of servers in a patient yet cheerful atmosphere.

**(d)** All volunteers responsible for the group must be over 18 years of age. (Where the Senior Server is below 18 years, they are to be encouraged to carry out this role, but with a responsible adult present).

**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