

Diocese of Nottingham



Volunteer stewards

1. The guidance states that all volunteers should be already known to the Parish Priest and volunteering in their parish or known to a Parish Priest and volunteering in neighbouring parishes which are working together to open a church for private prayer.
2. As a general rule, stewards should not be drawn from the 70+ age group or from the clinically vulnerable category. Stewards must under no circumstances be in the 'shielding' or 'extremely clinically vulnerable' categories or living with someone who is in these categories.
3. If a steward is recruited who has not previously been a volunteer, then they must complete the relevant pages of the New Volunteer Registration form
4. The Role Description Form should be retained in the parish, with a copy of going to jane.black@dioceseofnottingham.uk who will process reference checks. These will be turned around as fast as possible.
5. All volunteer stewards should complete the declaration form which should be kept securely in the parish office.
6. As far as possible, one steward at any time should have some safeguarding training.
7. The role description should be given to all stewards before they commence their role.
8. On completion of the safe recruitment process for new or unknown volunteers the safeguarding office will inform the parish priest that a volunteer is able to commence in their role.
9. The safeguarding poster for the parish should be clearly displayed and up to date. It must be pointed out to stewards when they commence in their role.
10. All volunteer stewards must be given access to copies of the risk assessments, both for main venue one and the specific Covid-19 one.

Parish Administration

11. Parishes will need to keep a record of all volunteer stewards, including a name and contact details.
12. Steward Rotas, with a minimum of 2 stewards, need to be produced keeping the same pairings as much as possible.
13. Parishes will need to keep a record of Steward Rotas, including any changes to plans.
14. Parishes will need to keep a record of all steward declarations & check lists completed.
15. The Diocese will advise the document retention period on all paperwork, but these can be stored as electronic copies.
16. The parish should keep a record of who has attended each Mass. This should be retained for 21 days.

Role of Stewards

Thank you for coming forward to help supervise the opening of the church for public worship

All the advice and guidance given to your parish is so that we open our churches safely and minimise the risk to visitors and yourself.

Role Title:	Volunteer Steward		
Parish:			
Volunteer Reports to (job title):	Parish Priest		
Location:	Church	Travel Required:	N/A
Position Type:	Volunteer / Fixed Term		
Hours of volunteering:	To be agreed with Parish Priest		
Overview and Role Purpose:			
To assist the parish priest in the safe re-opening of the church in light of the current coronavirus pandemic (including cleaning the church in preparation for those who wish to enter for worship and overseeing that the guidance on social distancing and use of hand sanitizer is adhered to).			
Role Description:			

1. At least two stewards must be present in the church throughout the time it is open for worship, to welcome and monitor numbers and to assist with entry, exit and movement for Holy Communion
2. Stewards must ensure that:
 - hand sanitisation occurs at entry and exit points,
 - social distancing (2m) is maintained by people in the church, and
 - if a pre-determined capacity is reached, they prevent others from entering the church
3. Stewards should not eat or drink or touch their face unless they have immediately washed their hands beforehand and should maintain social distance within the church.
4. Stewards should not physically assist people unless absolutely necessary, for example in an emergency for first aid. In this case there are some basic steps which stewards should be aware of:
 - a. Be aware of the risks to yourselves and others in helping someone.
 - b. Make sure you wash your hands and use an alcohol sanitiser, before and after helping someone.
 - c. Ensure that you do not cough or sneeze over someone when you are helping them.
 - d. Wear disposable gloves or cover hands when dealing with people and dispose of them securely.
 - e. Dispose of all waste from first aid safely in tied bags in bins.
 - f. Do not touch a wound with your bare hand.
 - g. Do not touch any part of a dressing that will come in contact with a wound.
5. It would be an additional infection control measure if people could enter and leave the church via separate doors. If this is not possible, stewards should do all they can to ensure people keep an appropriate social distance while entering and leaving church (e.g. by having an entrance line and an exit line).
6. Alcohol hand sanitiser should be provided at the doors, with notices asking people to sanitise their hands as they enter and leave the church. It will be for the stewards to prompt worshippers to adhere to these directions.
7. Places where people can sit should be two metres apart from one another in all directions. Benches should be blocked off, or seats rearranged, to facilitate this social distancing. People who are part of the same household can sit together but those not from the same household should maintain social distancing while in church. It will be for stewards to direct worshippers to an appropriate space in the church.
8. Toilet facilities in churches should be made available, but managed through a 'one-in-one-out' system if necessary. Cloth towels should **not** be used.
9. Only printed materials intended to be taken away from the church by the user can be made available. Stewards can direct people to these materials but are not to touch them to pass to a worshipper.
10. Physical veneration of relics or objects such as statues, crucifixes and shrines is not permitted. Stewards will be expected to prompt worshippers of this, by directing them to the signage.
11. There should be no holy water in church stoups. Stewards are expected to check this before the opening of the church.
12. Care should be exercised when lighting candles on votive stands using existing candles as a source of ignition, not lighters, matches or tapers. For electric candle stands, stewards are expected to clean the row of buttons frequently.
13. Stewards are expected to clean any high touch points such as sanitiser dispensers, door handles, grab rails, handrails or similar at least once an hour, with disposable cloths and disinfectant.
14. Stewards are expected to count the number of people attending the church and passing the information to the parish priest. It is not advisable for any person under 16 years to enter the church building without being accompanied by an adult. Stewards should check people arriving against the list provided by the booking system. If someone arrives who has not pre-booked, they must be asked to wait outside until it is clear that there is a space and the steward must add their name and contact details to the list of those who have booked and arrived. This is to aid the national track and trace system.
15. Stewards are expected to report any concerns to the parish priest. Any safeguarding or welfare concerns about individual worshippers should be reported to the safeguarding office on **07825 648310**. Stewards are asked to have this number stored in their phone. Alternatively, stewards will be expected to direct individuals to the Diocesan Safeguarding Posters, should anybody wish to contact the office directly. If a worshipper needs immediate assistance, stewards should contact the relevant emergency service. At least one steward is expected to have access to a mobile phone in case of emergency.

PERSON SPECIFICATION

1. Be able to demonstrate sound judgment in terms of own health (if you become ill you need to be able to phone in so that arrangements for another steward to be available).
2. Be reliable (churches can only open with the assistance of two stewards present).
3. Be able to practice good hand hygiene through the use of alcohol-based sanitiser.
4. Be personable and willing to assist worshippers entering and leaving the building.
5. Be confident to direct worshippers to follow the guidance (including asking people with cold / flu like symptoms not to enter the church).
6. Be able to recognise and support an individual in distress.
7. Be able to ask for support for yourself (should you need this).
8. Be able to attend training (as directed and provided by the Diocese).

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the volunteer. It may be amended from time to time, after consultation with the volunteer. Any changes will be agreed in conjunction with the Parish Priest.

References and Reports

It is a requirement that all stewards should be already known to the Parish Priest or a neighbouring Parish Priest **and** be a current volunteer in the parish or a neighbouring parish.

If they are not, then the volunteer application form must be completed as

- Two references will be required.
- This post is subject to the Safer Recruitment Process, and all applicants are required to provide verification of their ID. All volunteers of the Diocese are expected to work to promote the safeguarding of vulnerable groups. A DBS is not required

Health and Safety: *All Volunteers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

Confidentiality: *During their period as a volunteer the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

Safeguarding: *The Diocese of Nottingham is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan volunteers are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

In fulfilling the duties of this role, the volunteer may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

The Diocese will ensure that appropriate training and information is provided to each volunteer so that the volunteer is made fully aware of the Safeguarding processes.

Probationary period: *There is no probationary period as this is for a temporary role.*

All Diocesan volunteers are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Volunteers are also expected to support the creation of a warm, pleasant and hospitable working environment.

New Volunteer Registration Form					
Compiled By:	Clare McKenzie				
Reviewed By:	Catherine Scholes				
Reference 1 or Parish Priest					
Contact email					
Reference 2					
Contact email					
I accept and agree with the details contained in the role description and that the people named above can be contacted for references.					
Volunteer name (please print) and signature:	<table border="1"> <tr> <td>Name;</td> <td>Date:</td> </tr> <tr> <td>Signature;</td> <td></td> </tr> </table>	Name;	Date:	Signature;	
Name;	Date:				
Signature;					
Contact number					
Email					
Address					
Have you undertaken any safeguarding training in any capacity? If Yes, please give an indication of what the training involved and when it took place. (This is not a requirement it just helps parish planning)	Yes/No				

Only people not already known and volunteering in the parish or neighbouring parish need to provide references. All stewards must read and sign the Volunteer Steward declaration to accept the role description so that they are aware of what they are being asked to do.

This page when completed needs to be emailed to jane.black@dioceseofnottingham.uk

Volunteer Steward Declaration

To be completed by all those volunteering, whether existing volunteers or new

I, [INSERT NAME] _____ can confirm that I have received and read the role description for Volunteer Steward (in churches) and will adhere to the guidelines outlined for keeping myself and others safe whilst performing the designated duties.

I have also read the risk assessment for the site and the risk assessments for the opening for Private Prayer and for Public Worship and have been instructed on fire safety procedures for the venue.

I confirm that I am not in the 'extremely clinically vulnerable category' as defined by Government advice or living with someone in that category. The Government definition of who is extremely clinically vulnerable can be found below

I understand the requirement to be in good health whilst performing my duties as a Volunteer Steward. I will ensure that if I (or a member of my household), feel unwell or present with any coronavirus symptoms, I will inform the Parish Priest immediately and cease to continue with my duties and follow the government guidelines : 'Stay at home: guidance for households with possible coronavirus' until the point at which it is safe to return to work as a volunteer as outlined in the guidelines.

Name (please print) _____

Date _____

Signed _____

Government Definition of Vulnerable Groups

Extremely Clinically Vulnerable/Shielding; High risk of developing complications from coronavirus (COVID-19) infection.

This group are extremely clinically vulnerable/shielding and should continue to shield – they should not meet more than one person from outside of their own household and should not be attending places of worship. A priest in this category should not celebrate public Mass

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe combined immunodeficiency (SCID), homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

Clinically Vulnerable; Moderate risk of developing complications from coronavirus (COVID-19) infection

This group are advised to stay at home as much as possible and, if they do go out, to minimise contact with others outside of their household. They, as a general rule, should not act as volunteer stewards/cleaners in churches or be encouraged to attend public worship

People are at moderate risk of developing complications from coronavirus (COVID-19) where:

- they meet the criteria that make them eligible for the annual flu vaccination (except those aged 65 to 69 year old inclusive who have no other qualifying conditions)
- and they do not meet the CMO criteria for the high risk group for COVID-19

This includes the following groups:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (for adults this is usually anyone instructed to get a flu jab as an adult each year on medical grounds):
 - chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
 - diabetes
 - those with a weakened immune system caused by a medical condition or medications such as steroid tablets or chemotherapy
 - being seriously overweight (a BMI of 40 or above)
 - those who are pregnant.

Low risk of developing complications from coronavirus (COVID-19) infection

People are low risk if they are not in the moderate or high risk groups.