

St. Theresa of Lisieux Catholic Church Stansted Mountfitchet



Role: Parish Pastoral Visitor

Nota Bene:

- *The Parish Priest will select 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 Parish pastoral Visitor may not commence their ministry until the volunteer has completed the DBS process; training as an 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 situations.
- (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 either in hospital or a residential home, particularly by notifying someone in a supervisory position of your presence in the home.
- (d) To be respectful of the homes of people in the community.
- (e) To meet regularly to discuss with the parish priest or other appointed person 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 may be in place for the parish.
- (g) To ensure that Safeguarding procedures are in place and adhered to especially the rule that visiting may only take place in pairs.
- (h) To attend regular Parish Pastoral Visitor training.
- (i) To attend regular Safeguarding Training.

Person Specification:

- (a) To have a caring attitude and a genuine desire to keep that parishioner linked to and within the fold of the Parish.
- (b) To have the ability to relate with ease to both young and older adults.

- (c) To be able to hold confidences.
- (d) The ability to show courtesy, respect and care within the homes of other people or nursing/care homes.
- (e) To understand and follow all safeguarding guidance training received.
- (f) To attend and complete regular safeguarding training.
- (g) To attend and complete updated training in Parish Pastoral Ministry.

Protection of Children and Adults at Risk:

- (a) To familiarise themselves with National Safeguarding Policies.
(<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
- (b) To immediately refer any concerns about a young person or adult to the parish priest, Safeguarding Representative in the Parish and/or to the Safeguarding Office.
- (c) 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) Meet regularly with the parish priest or other appointed person to discuss your ministry and those whom you visit to enable to share concerns.
- (f) If you are concerned that a person is at risk of immediate harm contact 999 and inform the parish priest, Safeguarding Representative and or the Safeguarding Office.
- (g) 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.
- (h) Volunteers must visit in pairs.
- (i) You must NOT handle money and/or perform tasks.
- (j) 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.
- (k) To have completed the online Educare module(s) as directed by the Parish Safeguarding Representative.

If you are unsure of any of the above, speak to the Parish Safeguarding Representative immediately.

Mandatory Training Requirements:

**Educare Modules- Safeguarding Children
Safeguarding Adults
Mental Health**

**Parish Representative: Safeguarding as a Parish Pastoral Visitor
Safeguarding as a 'trusted adult,'**

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