

# St. Theresa of Lisieux Catholic Church

## Stansted Mountfitchet



### Role Description: Ministry Children's Liturgy Group - Helper

#### **Nota Bene:**

- *The Parish Priest will appoint the Children's Liturgy Group Helpers.*
- *The role of Children's Liturgy Group Helper is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce with 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 Children's Liturgy Group Helper may not commence their ministry until the volunteer has completed the DBS process; training as a Children's Liturgy Group Helper has been attended; safeguarding training has been completed.*
- *All volunteers responsible for a group must be over 18 years of age.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed.*

**Responsible to:** The Parish Priest.

#### **Aim:**

- To work with Pre-school and Primary School children to providing general assistance to the Children's Liturgy Group Leaders
- To support the preparing of an adapted Liturgy of the Word for the children and young people during Mass on Sundays and Major Feasts.
- To support other Liturgies if requested e.g. Children's Good Friday Liturgy; Children's Christmas Liturgy.

Purpose: Age Range is up to approximately 11 years of age (Year 6).

#### **Main Responsibilities:**

- (a) A Children's Liturgy Helper must be over the age of 18.
- (b) To provide support to the Children's Liturgy Group Leaders.
- (c) To work with the Children's Liturgy Leader in regular planning meetings.
- (d) To support the development of the faith of young people in their care.
- (e) To maintain appropriate boundaries.
- (f) To always work with a Children's Liturgy Group Leader.
- (g) To help provide a safe and supportive environment in which young people can freely share their experiences, opinions and questions.
- (h) To arrange for the parents of the children, and the parish community to be informed of the aim and content of the liturgy group.
- (i) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the session.
- (j) To prepare the venue and to ensure the safety and wellbeing of the children and to conduct the Celebration of the Word with them. (do not engage in toileting or intimate care. The parents are present at Mass).
- (k) Talk to the Children's Liturgy Group Leader immediately if there are any concerns (as appropriate)

- (l) To work with other helpers in a supportive and helpful manner.
- (m) To meet regularly with the Lead Catechist to discuss your ministry.
- (n) To work together to ensure that all Children's Group Liturgy work is conducted in accordance with the nationally agreed Safeguarding Procedures.
- (o) To support the monitoring of good practice and help implement changes where necessary to enhance both the quality of the liturgy and the safety of children.
- (p) To promote, follow and support all Health and Safety guidance and conduct a visual risk assessment throughout the session.
- (q) To always wear your parish ID when ministering and be prepared to show this.
- (r) To ensure that Safeguarding procedures are in place and adhered to.
- (s) To attend regular Children's Liturgy Helper training as a 'trusted adult' in the Parish.
- (t) To attend regular updated Safeguarding Training and Health and Safety.
- (u) To work within the parameters of GDPR.

**Never invite another adult to support you – they will not have a Parish DBS.**

#### **Person Specification:**

- (a) To be over the age of 18 years.
- (b) To have a commitment to the teachings of the Catholic Church and the development of the parish community.
- (c) The ability to relate with respect and ease and to enjoy working with children.
- (d) To have experience in talking with young children and a willingness to attend Children's Liturgy Days.
- (e) To have a willingness to give time to the preparation of the sessions and the co-ordination of the group.
- (f) To have a commitment to the spiritual and moral development of the children with whom the Children's Liturgy Helper will work.
- (g) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the Parish.
- (h) To be willing to undertake training and attend appropriate in-service training from time to time.
- (i) 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. Advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator know you have done this as the earliest opportunity.
- (j) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices
- (k) To understand and follow all safeguarding guidance training received.
- (l) To attend and complete regular safeguarding training.
- (m) To attend and complete updated training for a Children's Liturgy Group Helper.

#### **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 your Leader, 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.
- (d) 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.

- (e) 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*

<b>Do</b>	<b>Do not</b>
<p>Report all concerns about the safety or wellbeing of an individual to :</p> <p><i>Initially -</i></p> <ul style="list-style-type: none"> <li>✓ The Parish Safeguarding Representative</li> </ul> <p><i>If unavailable -</i></p> <ul style="list-style-type: none"> <li>✓ The Diocesan Safeguarding Co-ordinator</li> <li>✓ Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns.</li> <li>✓ The Police (where there is an immediate risk of harm to an individual).</li> </ul>	<p>Offer confidentiality (you have a duty to report all concerns).</p>
<p>Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.</p>	<p>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.</p>
<p>Listen, reassure. Do not put words into the person's mouth.</p>	<p>Pass judgement or make promises about what will happen next.</p>
<p>Be calm and reassuring.</p>	<p>Interrogate the person or investigate disclosures. Your role is to seek clarification of details and report the information shared to the Diocesan Safeguarding Co-ordinator.</p>
<p>Take into account the person's age and level of understanding. Their culture and use of language.</p>	<p>Be alone with the person or move them to an isolated position.</p>
<p>Be clear about what you are going to do next and when</p>	<p>Work in isolation. The Diocesan Safeguarding Team are there to support you in handling concerns.</p>
<p>Tell the person you will need to contact the Parish Safeguarding Representative or Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.</p>	<p>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.</p>
<p>Make careful notes including dates and times of the incident/disclosure and keep them securely.</p>	<p>Compromise your own safety or integrity.</p>

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

### Mandatory Training Requirements:

**Educare Modules:**    **Safeguarding Children**  
                                   **Domestic Abuse: Children and Young People**  
                                   **Parish Representative: Safeguarding as a Children's Liturgy Group Helper**

## Safeguarding as a 'trusted adult'

### Parish Representative: Safeguarding as a Catechist.

#### Safeguarding as a 'trusted' adult within the Parish.

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.sttheresasatansted.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:	