

Safe volunteering for St Thomas à Becket Church, Ramsey

<https://www.ramseysandupwood.org/>



Thank you for all you do in furthering the work of our Christian mission in church and in the wider community.

The Church takes the safety of everyone very seriously and expects you to

- read and follow the safeguarding policy [STaB Safeguarding Policy](#)
- report any concerns to the Parish Safeguarding Officer PSO (Jane Cusworth 01487 814984
Email: safeguarding@ramseysandupwood.org)
- treat individuals with respect
- ensure their welfare and safety

Role **Sound Operative**

Responsible to: **Church Wardens**

Key Responsibilities:

- arrive 20 minutes before service and switch on main control box
- collect ipad and mics from storage
- check with the officiant or duty warden which microphones are required
- check hand-held mics have at least two bars on battery display, and check again before service starts
- do sound check with all mics in place
- check hearing loop is flashing in control box
- check any mics not being used are switched off at bottom of ipad
- return all mics to store, checking wires are wound properly and body packs are firmly placed in charger and charging light is on
- hand-held mics to be placed in tray
- ensure ipad is plugged in and charging
- after service, switch off sound panel on wall (left plug only).

Training /Support

- working with an experienced sound operative if new to the role
- laminated sheet with detailed instructions and photos in store cupboard with equipment
- refer to duty warden if uncertain
- undertake basic safeguarding training

Review date: February 2026