

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: **Becket Seniors Leader**

Responsible to: **Pastoral Lead and then Incumbent**

Key responsibilities:

To organise a nourishing lunch for the elderly in our community in a welcoming environment:

- liaise with administrator to display sign-up sheet and notice in the Bulletin
- check numbers prior to the event and organise lifts
- organise menu and who is cooking
- ensure adequate numbers of volunteers including at least one person with a level two Food Hygiene Certificate
- supervise arrangement of seating in a safe manner ensuring a clear passageway to tables without trip hazards
- allocate tasks to volunteers
- ensure food hygiene is adhered to at all times [STaB Health and Safety Policy](#) (See section 10)
- communicate dietary needs of visitors to all the team
- welcome visitors
- listen attentively and be alert to any safeguarding concerns
- collect money and organise receipts for Treasurer
- supervise clearing away, leaving the kitchen and church in a clean state
- organise laundry to be washed

- fill in catering log [STaB Catering Log](#)

Training/Support

- Undertake basic, foundation and leadership safeguarding training
- Obtain enhanced DBS check for working with adults through PSO

Review Date: February 2026