

# 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](mailto:safeguarding@ramseysandupwood.org)
- treat individuals with respect
- ensure their welfare and safety

**Role:** **Sidespeople**

**Responsible to:** **Churchwardens**

## **Key Responsibilities:**

- be in church at least 30 minutes before services begin
- check with Duty Warden which books etc are needed
- welcome and hand out information required for that service
- guide people to seats when needed
- take up the offertory plate during communion services
- steward congregation for communion or blessing
- collect and return books to storage space
- remain at the back of church during services to deal with any emergency
- for a large service, work with the duty warden to ensure all doors are unlocked, and stewards allocated for each in case of evacuation and that emergency lighting is in place
- ensure you are aware of the emergency evacuation procedures

## **Training/support:**

- working with an experienced sidesperson if new to the role
- refer to duty warden or officiant if uncertain
- undertake basic safeguarding training
- take part in annual training update for fire evacuation procedures

**Review date:** February 2026