

## Example Role Outline: Driver for At Risk Adults

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

<b>Role</b>	Driver For At Risk Adults	
<b>Responsible to</b>	Pastoral Visitor Co-ordinator	
<b>Key Responsibilities of the Role (tasks to be undertaken)</b>		
<ul style="list-style-type: none"> <li>➤ To receive request from Pastoral Visitor Co-ordinator for transport of at risk adult</li> <li>➤ To contact individual and arrange timings</li> <li>➤ To collect and transport to appointment and to return as arranged</li> <li>➤ To record journey details in log book provided.</li> </ul>		
<b>Any arrangements for induction, training &amp; support</b>		
<p><b>Training:</b> First Response Contact numbers. Incident Report.  <b>Safeguarding and health and safety training</b> prior to starting role and every three years thereafter.            Ensure suitable insurance (business use) and reimburse if necessary.            Driving safely guidelines – practical induction</p>		
<b>Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)</b>		
<p>Use expense forms (through Treasurer) provided with role outline.            Keep record of mileage and parking fees receipt and submit to Treasurer – at least quarterly.            On a rota basis, up to six times a month</p>		
<b>Role to be reviewed</b> ( <i>insert date</i> )		
<b>The role is eligible for a criminal record check which is renewable every five years</b>		Yes