



LIVERPOOL SAFEGUARDING DEPARTMENT

Role Title: Home Visitor/Hospital Visitor

(This role is subject to an Enhanced DBS with a check against child & adult workforce with a check against the adult barred list. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Dept.)

Responsible to: Parish Priest or Parish Safeguarding Representative

Role Purpose: To assist the Priest with pastoral support and care.

Main Responsibilities:

1. To assist the Priest in a range of pastoral support situations.
2. To assist the Priest in providing care for parishioners who are not able to come to Mass.
3. To work together to ensure that the Archdiocesan Safeguarding Procedures are in place and are monitored.
4. To meet regularly to discuss with parish priest or other appointed person your ministry and those whom you visit to enable sharing of any concerns.
5. To complete the e-learning training provided by EduCare within 3 months of taking up role.
6. To access regular training opportunities to keep you informed of developments in your role.

Guidelines:

Being invited into peoples' homes puts you in a unique position. You are most likely their only contact with the Church. Please make your visit as reverent and meaningful as possible and be aware of their needs.

- a) When visiting the housebound you must remember that you are there at their invitation. It is a special relationship that you have, one that includes a degree of trust.
- b) Many housebound people are elderly, living alone and frail. We must be aware of our physical presence and use it to give confidence to the person.
- c) Relationships can develop and, particularly where there is no family, you may be trusted with confidential information of the location of valuables. It is recommended that for your own protection, your parish priest be made aware of such instances.
- d) Where there are family member it is recommended that they are made aware of your role and when visits will take place.
- e) Having got to know the people who you visit, do only what you feel is right and proper for their well-being and, if in doubt, consult with your parish priest or Safeguarding Department.
- f) If concerned that a person is at risk from harm, contact Social Services Department or Police immediately.
- g) Any concerns in a hospital situation should be discussed with hospital management and hospital chaplains.
- h) Make person with overall responsibility aware of planned visits and when they are completed.