



Cloister Club VOLUNTEER

All volunteers will be recruited following the Cathedral safer recruitment policy. When they are on duty they will be identifiable by wearing a Cathedral identity badge and lanyard.

ROLE: Cloister Club

SUPERVISION: The Canon Chancellor.

TIME COMMITMENT: Volunteers for Cloister Club will be added to a rota. They will be consulted about their availability in good time and there will be the flexibility to arrange swaps, etc. In any given week there will be at least one leader and two other volunteers.

PURPOSE OF THE ROLE:

To ensure a safe, happy and playful environment for children left in care during services. To join in planning Cloister Club activities and to have a say in the direction of the group. There will be regular planning meetings (e.g. once a term).

VOLUNTEER PROFILE:

- Commitment to the Anglican faith.
- Enthusiastic about the Cathedral
- A positive, friendly, helpful attitude;
- Willing to undertake training;
- Able to operate as part of a team and to take instruction;
- Aged 18 or over
- Able to use initiative and judgement within procedure boundaries

DUTIES

Volunteers on the rota will share in the following tasks on their allotted weeks:

- Prepare the Chapter House (or other arranged space) by getting out of the Cloister Club cupboard the equipment for the creche (soft play mats, toys) and anything required for the Cloister Club teaching and craft activities;
- Be around in the congregation shortly before the 10am Eucharist to answer queries from new families and encourage children in the congregation to join in;
- Lead the children out at the appropriate point of the service;
- Supervise the creche or Help the leader for the week with that week's activities;
- Lead the children back into the service at the appropriate point;
- Help tidy up the Chapter House after the service.

Volunteers who have indicated that they are happy to lead some sessions will also:

- Prepare a teaching session and related activities (e.g. a game, craft, or song) for the designated week. (Guidance can be given on this task).

Additional roles (some of these could be held by the same person):

- One volunteer will have responsibility for safeguarding.
- One volunteer will have responsibility for the rota.
- One volunteer will be the designated leader, to receive communications from the Cathedral, and to convene meetings etc.



EXPECTATIONS:

- Volunteers at the Cathedral are expected to be in sympathy with the aims and purpose of the Anglican Church.
- Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
- Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting.
- Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
- Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.

TRAINING:

All volunteers must undergo

- Safeguarding Training – Basic Awareness

A higher level maybe required depending on the role

Cloister Club Volunteers also require

- Enhanced DBS check

Induction training which will include

- Health & Safety
- Fire
- Security
- 1st Aid (role dependant)

We will provide you with a Volunteer Handbook to help guide you through your volunteering. You will also be asked to sign a Volunteer Contract as part of the joining process.

The Cathedral is committed to safeguarding children, young people and vulnerable adults

SAFEGUARDING RESPONSIBILITIES

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourself
- Tell the Cathedral Safeguarding Officer or Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role.

DO	DON'T
Report all concerns about safety or well-being of an individual to the:- • The Cathedral Safeguarding Officer • The Diocesan Safeguarding Team • The Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working if appropriate	• Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosure; simply get clarification of detailed and report the information shared

• Keep a written record of all incidents or disclosure (signed and dated)	
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BENEFITS:

- Active participation in the life of the Cathedral
- Excellent training, including access to experts and specialists
- Meeting and sharing knowledge with visitors from across the world
- Skills and CV development
- Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
- 10% discount in the Cathedral Shop, Café and Ten Fifty.
- A complimentary drink in the Café during each volunteering session.

Reviewed 2026