

Befriender Agreement

Creation Date: 14/2/2023

Revised Date:

Review Date: 14/2/2027

This role has direct, often unsupervised contact with clients who may be vulnerable or clients with children, so you will need to hold a current DBS Certificate.

- I will meet the requirements of the SCPA Safeguarding Policy including:
 - ensuring that I hold a current Enhanced Certificate, for working with adults issued by the Disclosure & Barring Service (DBS) no longer than 3 years ago*
 - provide the DBS Certificate details to SCPA or
 - ask SCPA to arrange a DBS for me and
 - undertake the Safeguarding Training required by the policy.
- I will keep confidential any sensitive personal information I hear about clients in the course of carrying out this role sharing it only with senior members of SCPA who may need to know.
- I will not give any financial advice to clients or suggest any course of action other than for a client to contact CAP Head Office Debt Advisors to speak about their case or refer them to the SCPA Manager.
- I will treat clients with respect and courtesy at all times, being sensitive and non-judgemental towards their lifestyle choices and will refrain from offering any direct advice to clients that could be seen as CAP's view.

GDPR: I understand and agree that a record of my details will be kept on file by SCPA, SKC Church, Saxmundham (the sponsoring church) and may be shared with CAP's Head Office.

Print name: _____

Signed: _____

Date _____

This agreement should be signed by the Befriender and then returned to:-

The Systems Support Administrator, 34 Church View Close, Melton, Woodbridge, IP12 1RD
or e-mailed to safeguarding@scpa.uk

Centre Manager signature: _____

Date _____