



St Barnabas Church Swanmore

Swanmore Cygnets Baby & Toddler Playgroup Adult Helper

Role Description for Volunteer

The Church of England takes the safety of everyone within the church very seriously and expects that everyone will work within its safeguarding policy entitled **Promoting a Safer Church**.

In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

This Role Description is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. There is no intention to create any employment relationship either now or at any time in the future.

Principles

Workers with children, young people or vulnerable adults must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- 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 to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported in accordance with our parish procedure.

Key Responsibilities

- To welcome and chat with children and their parent/carer during the session, exercising active pastoral concern.
- To report any safeguarding concerns immediately to the Team Leader.
- To notice and report any health and safety concerns immediately during a session, taking action as required to reduce the risk of an accident occurring.
- To report any accidents occurring to children or adults during the session, and to record these in the Church Accident Book in a timely manner.
- To assist in preparing for the sessions by setting up beforehand, and helping with clearing up at the end
- Being responsible for keeping a register of families that attend and ensuring that a registration form is completed for each session and a Church consent form is completed annually.
- To be responsible for taking and managing the session donations each week.
- To provide a receipt for anything purchased for the group and hand this to the Treasurer.
- To inform the team of availability ahead of time so as to ensure there are sufficient helpers each week.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

Accountability

When carrying out the above responsibilities you will be accountable to Teresa Reynolds, Swanmore Cygnets Baby & Toddler Playgroup Lead and through her to the PCC.

Responsibilities of the Church

As a valued volunteer, you can expect the church:

- To provide a supportive, inclusive and positive environment that helps you to enjoy this role.
- To treat you with respect and courtesy.

- To provide you with appropriate training.

If you need any specific help or support, please speak to the person mentioned above.

Person specification

- Have been recruited in line with St Barnabas Church, Swanmore’s Safer Recruitment Procedure.
- Agree to working within Portsmouth Diocesan Guidelines for good practice for working with children and young people.
- Be responsible for their personal learning and development by completing the online and /or face to face training courses run by Portsmouth Diocese.
- Be aware of their responsibility to safeguard children and to report any concerns about the abuse of a child to the Swanmore Cygnets Baby & Toddler Playgroup Lead and Parish Safeguarding Officer (PSO).
- Able to demonstrate an ability to work with children.
- Attend occasional meetings with the Swanmore Cygnets Baby & Toddler Leader and the rest of team.
- Have good interpersonal skills.
- A willingness to develop skills and to engage with training.

DBS Check

This role requires an Enhanced DBS check. This check will be renewed every three years, unless avoided by subscribing to the on-line DBS update service.

Safeguarding Training

This role requires completion of the following safeguarding courses. The highest module level, Foundations, should be refreshed every three years.

- Basic Awareness.
- Foundations.

Version History

Version	Date	Detail	Author(s)	Approved By	Date	Annual Review
1.0	150622	Role Description Created	Jill Phipps SCB&T PG Lead Caroline Vost PSO	Jill Phipps	150622	150623
2.0	150623	Role Description Review	Teresa Reynolds SCB&T PG Lead Caroline Vost PSO	Teresa Reynolds	150623	150624