



St Barnabas Church Swanmore

Swanmore Cygnets Baby & Toddler Playgroup Leader Role Description for Volunteers

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. Neither of us intend any employment relationship to be created either now or at any time in the future.

Principles

Workers with children 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

- Planning of the sessions and activities.
- Undertaking any preparation prior to the session or activity.
- Ensuring that a Registration Form has been completed by parents or carers and making Adult Helpers aware of it.
- Ensuring that a Parental Consent Form has been completed by parents or carers and making Adult Helpers aware of it.
- Being responsible for keeping a register of children attending and making Adult Helpers aware of it.
- Organising team meetings.
- Providing help and support to Adult Helpers.
- Planning a rota in advance of the activities so that Adult Helpers are aware when their assistance is required.
- Liaising with the Adult Helpers in advance of the session to ensure that they understand what preparation may be needed.
- To maintain a link with parents and carers.
- 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 The Vicar or Church Wardens during vacancy, and through them 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

- Be a regular worshipping member of St Barnabas Church Swanmore.
- Able to demonstrate an ability to work with children.
- Have been recruited in line with St Barnabas Church Swanmore's Recruitment Procedure.
- Agree to working within Diocesan Guidelines for good practice for working with children & young people.
- Be responsible for their personal learning and development by completing on-line and/or face to face training courses run by Portsmouth Diocese.
- Be aware of their responsibility to safeguard children and young people and to report any concerns about the abuse of a child or young person to the parish safeguarding officer (PSO).

DBS Check

This role requires an Enhanced DBS check with child barred list information. 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, Local Leadership & PtOs should be refreshed every three years.

- Basic Awareness.
- Foundations.
- Local Leadership & PtOs.
- Safer Recruitment and People Management (Advisable).
- Domestic Abuse Awareness (Advisable).

Version History

Version	Date	Detail	Author	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