



St Barnabas Church Swanmore

Worship Wonders Adult Helper at Swanmore Primary School

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; and
- 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 work in partnership with Swanmore Primary School's policies and procedures while on their premises for Worship Wonders sessions.
- Commit to fulfilling separate/other Swanmore Primary School requirements regarding safeguarding and behaviour.
- Commit to fulfilling separate/other Swanmore Primary School requirements regarding Health and Safety and reporting of accidents.
- Have Church approved identity information for Worship Wonders sessions.
- To welcome and chat with children during the session, helping them as needed with the crafts and exercising active pastoral concern.
- To report any safeguarding concerns immediately to the Team Leader.
- To be aware of any health and safety concerns during the Worship Wonders sessions, to report them immediately and take action to reduce the risk of harm to children and adults.
- To report any accidents that occur during Worship Wonders sessions to the Teacher/Teaching Assistant and Team Leader.
- To assist in preparing for the sessions by meeting in church beforehand to pray for the session, to help in setting up in the classroom or outdoor venue, and helping with clearing up at the end.
- Helping to take a register of children attending Worship Wonders each week.
- To provide a receipt for anything purchased for the group and hand this to the Team Leader.
- 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 Worship Wonders Team Leader Jill Phipps 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, Swanmores 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 parish safeguarding officer.
- Able to demonstrate an ability to work with children.
- 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	Approved By	Date	Annual Review
1.0	220622	Role Description Created	Jill Phipps Worship Wonders Lead Caroline Vost PSO	Jill Phipps	220622	220623
2.0	150623	Role Description Review	Jill Phipps Worship Wonders Lead Caroline Vost PSO	Jill Phipps	210723	210723