



St Barnabas Church Swanmore

Worship Wonders Leader 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

- Actively engage in maintaining and developing outreach links with Swanmore Primary School.
- To work in partnership with Swanmore Primary School's policies and procedures while on their premises for Worship Wonders sessions.
- As activity lead be aware of and commit to fulfilling separate/other Swanmore Primary School requirements regarding safeguarding and behaviour.
- As activity lead be aware of and commit to fulfilling separate/ other Swanmore Primary School requirements regarding Health and Safety and reporting of accidents.
- Provide an opportunity for the children to respond to the worship.
- Planning the content of the sessions and activities.
- Undertaking any preparation prior to the session or activity.
- Delivering the session, activity, in line with agreed content.
- Liaising with Adult Helpers regarding availability ahead of time so as to ensure there are sufficient helpers each week.
- Liaising with Adult Helpers 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.
- 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.
- Ensuring a register of children attending is kept.
- Management of receipts for anything purchased for the group.
- Organising team meetings; providing help and support to Adult Helpers.

- Identifying and recruiting new volunteer adult helpers in line with St Barnabas Safer Recruitment Guidance & Procedure.
- 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

- Have been recruited in line with St. Barnabas Church, Swanmores Recruitment Procedure.
- Possess leadership and organisational skills
- Able to demonstrate an ability to work with children.
- Have vision for both outreach and discipleship.
- Be a role model for children at St Barnabas and also outside of church.
- 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.
- A willingness to develop skills and to engage with training.

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, Foundations, should be refreshed every three years.

- Basic Awareness.
- Foundations.
- Domestic Abuse Awareness (Advisable).
- Safer Recruitment (Advisable).

Version History

Version	Date	Detail	Author	Approved By	Date	Annual Review
1.0	220622	Role Description Created	Jill Phipps Worship Wonders Lead	Jill Phipps	220622	220623

			Caroline Vost PSO			
2.0	150623	Role Description Review	Jill Phipps Worship Wonders Lead Caroline Vost PSO	Jill Phipps	210723	210724