**Volunteer Job Role**

**Name of Church:**

**Volunteer Worker - Toddle Group Leader/Helper**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

**Principles**

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

* Treat individuals with respect;
* Recognize 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 to the Police or Social Care services and Diocesan Safeguarding Adviser.

**Responsible to (named contact for support and resolution of any difficulties):**

**Key responsibilities and accountabilities:**

* To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
* To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
* 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.

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

**Person specification**

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and

2. A willingness to develop their skills and training

As a Toddle Group Leader/Helper working regularly with children and adults who are/may be vulnerable, this post will be eligible for a criminal record check which will be renewed at least every three years.

**This entails the following as Leader/Helper:**

1) An enhanced DBS check for working with children.

2) References and a Safer Recruitment interview will be needed for the Leader.

3) Church of England Safeguarding training - Basic Awareness (C0), Foundation (C1) for Leader and Helpers. The Leader will also need - Safeguarding Leadership (C2)

This group is run for Parents/Carers and children from birth to school age during term time Mondays 9am to 10.30am and Parents/Carers stay with their children.

Leader and Helpers prepare area being used getting out equipment/toys used.

The Session consists of an hour of playtime during which refreshments are provided by the helpers. Helpers also chat to the Parents/Carers during this time.

At 10am the hours playtime is followed by Tidy up time and the children are helped to put the toys away.

This is followed by a story and song time and all join in and then Bubble time.

The session finishes with everyone saying the Grace.

The Parents/Carers and Children leave and the Helpers finish clearing up and putting things away .

NB:- DBS checks are renewed every 3 years.

Safeguarding training is renewed every 3 years at the same level as before

This letter 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.