

Example Role Outline: Crèche Leader

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 raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- 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 you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Creche Leader	
Responsible to	Children's Work Co-ordinator	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Setting up the Crèche area and clearing away ➤ Checking area is safe and secure/aware of health and safety matters ➤ Regular checking of toys ➤ Set up rota and communicate to workers ➤ Keeping a register, contact details and consent forms up to date ➤ Practising Christian and regular member of church ➤ Seek to know children by name and make them feel secure ➤ Seek to know parents or carers by name and help them feel secure in leaving children and what is expected of them 		
Any arrangements for induction, training & support		
Supervision once a term Safeguarding training every three years		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
Receipts for resources to be given to the Children's Work Co-ordinator Keys for the children's resources cupboard to be kept in the Vestry On a rota by negotiation		
Role to be reviewed (<i>insert date</i>)		
The role is eligible for a criminal record check which is renewable every five years	Yes	