

Example role description – Children’s Group Volunteer

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	Children’s Group Volunteer
Responsible to	Children’s work co-ordinator
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> ➤ Be a practising Christian, a member of the church and regularly attend services in addition to the Sundays when leading children’s groups ➤ Pray for children and co-workers ➤ Seek to get to know the children in the group– their names, likes, dislikes and family circumstances – both within group sessions, and before and after weekly services ➤ Create space for children to talk, both formally and informally ➤ Communicate effectively with children ➤ Work collaboratively with other leaders ➤ Prepare and conduct sessions and activities relevant to the age and ability of the children in the group ➤ Be aware of any health and safety issues that may affect the group ➤ Undertake training relevant to the role ➤ Undertake child protection training every three years ➤ Read the parish’s child protection policy and know how to respond to, report and record any concerns you may have about a child ➤ Read and implement any other PCC policies and guidelines relevant to your work with children ➤ Keep a register, contact details for the children and any consent forms required ➤ Regularly review your work with your co-workers and/or church leadership 	
Any arrangements for induction, training & support	
<p>Induction to be carried out by children’s work co-ordinator Attend safeguarding training every three years and Growing with God yearly Meet with co-workers every term</p>	



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 should be given to children's work co-ordinator Keys for the children's resources cupboard are 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