

Example Role Outline: Parent & Toddler Group 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 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	Parent and Toddler Group Helper
Responsible to	Leader of parent and toddler group (Leader responsible to the Incumbent)
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> ➤ Set up/clear up ➤ Tea/coffee making ➤ Registration ➤ To help parents play well with their children and promote that. ➤ Helping parents feel welcome, and to get to know each other. 	
Any arrangements for induction, training & support	
<p>This is the responsibility of the group leader (in accordance with relevant parish policies on discipline, grievance, behaviour etc. Attend safeguarding training every three years</p>	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
<p>Expenses paid on a monthly basis from the Treasurer (keep receipts). Once a week; an hour and half for the session; half an hour either side to set up/clear away</p>	
Role to be reviewed <i>(insert date)</i>	
The role is eligible for a criminal record check which is renewable every five years	No