Example Role Outline: Parent & Toddler Group 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 Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

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 or to the Police or Social Services in an emergency.

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| **Role** | Parent and Toddler Group Leader |
| **Responsible to** | Children’s Work Co-ordinator? / PCC |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | As a volunteer: | | Set up and clear up  Tea/coffee making  Registration  To help parents play well with their children and to promote that  To help parents feel welcome and to get to know each other  Be aware of any health and safety matters that may affect the group and take appropriate action  Arrange a rota of Parent and Toddler Group Helpers, as required  Carry out induction of new Parent and Toddler Group Helpers  Read the parish’s safeguarding 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 or guidelines relevant to your work with children  Undertake safeguarding training every three years | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | 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)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Submit all receipts for reimbursement to Treasurer | | Once per week, to include time to set up & clear away | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | Yes |
| **Level of criminal record (DBS) check which is required for this role** | Enhanced plus Children’s Workforce.  This will be confirmed by Safeguarding on receipt of the Job Description. |