Example Role Outline: Weekday 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 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** | Crèche Leader |
| **Responsible to** | Children’s Work Co-Ordinator |
| **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: | | Setting up the Crèche area and clearing away  Checking area is safe and secure/aware of health and safety matters  Create space for children to talk, both formally and informally   Read the parish’s safeguarding policy and know how to respond to, report and record any concerns you  may have about a child  Regular checking of toys  Set up rota and communicate to workers  Supervision of Crèche Helper(s)  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 know what is  expected of them | |  | | |
| |  | | --- | | **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:   |  | | --- | | 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** *(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 barred list |