

The St J's Group Safeguarding Job Descriptions

Name of Role: All Age Worship Team Helper

Where they meet: St. Julian's Church Wellow

When they meet: Third Sunday of the month

Time they meet: 10am till 10.45am

Age range: All ages

Person to whom responsible: Shaula Reilly

All Age Worship team help to deliver an all age service once a month for families with children and anyone who would like to attend.

Duties are as below (not everyone every time):

- Preparing the hot drinks and refreshments for 9.30am before the service starts and serving again after the service finishes
- Leading the service, giving a short talk, leading prayers, leading interactive items during the service, which sometimes involves children being involved or coming up to the front of the church
- Supervising craft or games activities after the service
- Bringing ideas to the planning meetings

Candidates are required to undertake a DBS check.

General Guidelines for Volunteers

Best practices (Codes of Behaviour) – guidance for leaders and helpers

Awareness

- Be aware of the congregation at all times and know what is happening before, during and after the service
- Consider safety at all times
- Be on the lookout for undesirable situations and try to avoid them before they start
- Give clear instructions
- Share any concerns with Shaula Reilly or whoever is leading the service

Manner

- Learn children's names and be pleased to see them, be friendly, but not over familiar
- Avoid embarrassing or belittling children
- Treat everyone with respect, be fair, but firm, and praise where appropriate
- Don't show favouritism - spend time with all children
- Respect an individual's right to personal privacy
- Speak softly, calmly and quietly; use simple language and your normal voice, be confident
- Use positive rather than negative words, don't use rude or offensive language, innuendos or inappropriate humour
- Be gentle at all times; smile rather than scowl
- Be patient
- Don't jump to conclusions about others without checking facts

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- Don't exaggerate or trivialise child-abuse issues (for more details see the full safeguarding policy)

Listening

- Listen to the children and be aware of their interests, never avoid questions as everything they say is important to them
- Don't 'tower' over children – listen at their level
- Beware of misinterpreting their behaviour or what they are saying
- Provide opportunities for children to talk about concerns they may have

Leading by example

- Be a good role model by providing an example you wish others to follow
- Tell the children about yourself - have confidence to talk about God and being a Christian
- Pray for the children and have others praying for you too
- Be scrupulously honest and act professionally

Relationships

- Get to know each child individually
- Aim to build a relationship with their family and involve them
- Don't be critical of the child or the parents
- Encourage friendships between the children and help them to consider each other, e.g. ask more confident children to help new or less confident children

Activities

- Follow the structure outlined for each week's programme. A familiar format for each week's session helps to make the children feel secure because they know what to expect.
- Let the children 'do' as much as possible. Involve them. Encourage them to talk. Things they have said and done will be remembered more easily. Don't persevere with an activity with which the children have lost interest.

Toileting, nappy changing, and other needs

- Toileting and nappy changing should only be done by the parent who is present

Special Needs

- It is our aim to provide activities and support appropriate for all needs. Individual needs will be taken into account and appropriate support and resources will be sought in consultation with parents.

Dress Sense

- Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

Supervision of children

Attendance

- All children will be supervised by their parents

Health and Safety

- Common sense should be used when setting up rooms and resources. (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order, etc)
- Children should not be permitted to climb on equipment or hide from sight. Particular attention should be paid to potential hazards such as stairwells, cupboards and equipment
- Children must not touch electrical equipment without supervision
- Leaders should be familiar with health and safety procedures. (See Section 4.9)
- Children should be supervised at all times on the site.
- Do NOT have hot drinks in the vicinity where the children are. Keep them out of reach of children.