

[Insert local Church logo / details]

Volunteer Role Outline

Role Title: Parent & babies/Toddlers Leader

Responsible to: The Minister

Purpose: To provide a practical Christian witness to those who care for children in our area. This could be parents or those with parental responsibility. To provide a place where both adults and children can come and feel safe and happy; a place where their children can play together.

Responsibilities:

- Provide a safe, caring environment for both adults and children
- Ensure DBS check is renewed every 5 years
- Ensure all helpers have up-to-date DBS checks (renewed every 5 years) and have completed Foundation Safeguarding Training (renewable every 4 years)
- Develop positive relationships with families and children attending
- Give guidance to other helpers as to tasks that need to be done
- Information is given out about church activities.
- Set up (with other helpers) necessary equipment /resources for the session
- Clearing up afterwards (with other helpers)
- Ensure all equipment is kept clean
- Ensure any safeguarding concerns are reported to the church safeguarding officer
- Keep accurate records – register of attendance; consent forms; risk assessments; financial accounts
- Appoint, in consultation with the minister, any other helpers

I have read and understood this Role Description, the Church Safeguarding Policy and Safer Recruitment Policy

Signed: _____

Name: _____

Date: ____ / ____ / ____