

The St J's Group Safeguarding Job Descriptions

Name of Role: Little Treasures Toy Library Volunteer

Where they meet: St. John's Church

When they meet: Mondays

Time they meet: 10am till 12pm

Age range: 0-4 years (pre-school)

Person to whom responsible: Emily Marquez-Vega

Little Treasures volunteers help with the practical and pastoral running of Little Treasures Toy Library.

Duties are as below:

- Please arrive by 9.30am to help set up.
- Help with setting out the toys and equipment before the session starts
- Set up the drinks counter
- Make, serve and sell hot drinks for the adults as well as squash and biscuits for children
- Help to make attendees feel welcome by chatting to parents/carers and playing/interacting with children where appropriate
- Help to put away toys and equipment at the end of the session
- Volunteers should not be on their own with a child

Candidates are NOT required to undertake a DBS check as you will not be "looking after" children as children will be under the supervision of their parents.

General Guidelines for Volunteers

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

Awareness

- Be responsible for the group at all times and know what is happening during the session
- 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 the group leader or the children's minister

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
- 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

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- 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
- As a first response, pray for a child if hurt
- 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

Discipline

- The team should be in agreement as to the standard of behaviour allowed in the group
- Lay down the ground rules from the start and apply them fairly and consistent
- It can be helpful to involve the children in the process of setting the rules
- Be calm, firm, matter of fact and prayerful. Mean what you say and be consistent
- Think of ways to handle specific situations, in advance
- If an older child hurts another, remove the child calmly from the situation. Explain why the behaviour is unacceptable. Ask the child to apologise. Reassure the distressed child and encourage them to forgive the child who caused them distress
- If a child's behaviour is deemed damaging or unhelpful, firstly give a verbal warning, if the behaviour continues please speak the parent
- Let the child know that if their action is being punished, they are still valued and respected
- Always let them know why they are being punished
- Good behaviour should be rewarded

- Always remain calm and in control and avoid shouting. Never use physical force or hit a child
- If you cannot control a situation always advise the leader
- Distinguish between children who are distracting (which is accidental) and children who are disrupting (which is deliberate). Your response needs to be different
- Where babies/toddlers are prone to prod or poke another child move them apart and distract with another toy or activity. If both want the same toy, offer another

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. Leaders should try to 'over prepare', having extra activities if one does not appear to be 'working'.

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.

Guide to handling pastoral situations

- Parents are encouraged to advise group leaders as to the needs of their children, in particular:
 - Special needs
 - Allergies
 - Preference for juice or water
 - Ways of settling their child
 - Permission to have biscuits
 - Particular health needs
- Every attempt will be made to settle a distressed child with reassurance, prayer, and distraction techniques.

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- Parents are encouraged to let the leaders know of any concerns about their child, even if 'just tired'.
- If a child or a parent shares information that gives rise to concern, the Children's Pastor (Rob Bulyer) should be informed immediately. Information about a child should only be shared with the appropriate leader. Leaders and helpers should not promise to keep secrets.

Supervision of children in groups

Attendance

- All children will be supervised by their parents

Health and Safety

- The children should know who the group leader is
- 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)

- Windows should be opened and closed by leaders, from the top down to avoid the risk of children falling/climbing out
- 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. Stewards will be available on Sunday mornings at main doors
- Do NOT have hot drinks in the vicinity where the children are. Keep them out of reach of children