

TotZone/KidZone/YouthZone Helper

Bar Hill

Role Description and Person Specification

Bar Hill Church

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

- Main purpose of the role**
1. To work collaboratively with another leader to deliver activities relevant to the ages of the children in the group,
 2. Interact with the children and encourage them to engage with the available activities to help deepen their understanding of the Christian faith.
 3. Be responsible for the welfare and safety of the children as they complete the activity
 4. To arrive in time to assist the group leader set up the session (putting out tables etc) and clear away after the session.
 5. To be aware of the Church Safeguarding policy and its implications including ensuring that safeguarding training is up to date.
 6. To share any concerns about the group with the CYP co-ordinator or Safeguarding officer depending on the nature of concern.

What the role involves You will be expected to:

- Encourage children to learn about Jesus and to grow in faith
- Assist with the leading of group sessions or activities
- Get to know the children by name and help them to feel safe and secure
- Pray for the children in your care
- Be aware of and comply with all relevant safeguarding requirements
- Know how to respond to and report any safeguarding concerns or allegations
- Arrive early to pray and to prepare
- Attend meetings for your support, guidance or supervision

When and where you will be doing it	<ol style="list-style-type: none"> 1. Each session will begin at 10 am and last for 45 mins to 1 hour. 2. Please be there at 9:45am to help set up and take down at the end. 3. A rota will be issued regularly. If you are unable to do your session, please try to arrange a change and then notify the CYP co-ordinator or rota organiser. 4. Give receipts for resources bought to the CYP Advocate and inform CYP advocate where resources are getting low and need replacing.
Disclosure and Barring Service check	An enhanced check is required for child workforce.
To whom you will be responsible	Bob Chappell
Safeguarding training requirements	<p>The following safeguarding pathways will need to be completed:</p> <ul style="list-style-type: none"> • Basic Awareness
Support you will be given	<p>Ongoing support and supervision.</p> <p>Regular team meetings - at least 6 monthly</p>

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	<p>This role requires someone who:</p> <ul style="list-style-type: none"> • Relates well to primary and secondary school age children. • Treats everyone with respect and dignity • Wants to see children grow in faith • Works well as part of a team
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	<p>Everyone must undertake training that is relevant to the role.</p> <p>Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal. However, face-to-face training will be provided to anyone who can't access the online portal.</p> <p>Safeguarding training needs to be refreshed every three years.</p>

Document Approval

This document was approved by Bob Chappell on 10/04/2024.