



JOB DESCRIPTION: CRECHE VOLUNTEER

AIM

As a Crèche volunteer you aim to:

- Provide a safe and happy environment for the children brought to Crèche.

RESPONSIBILITIES

You are directly responsible to _____

YOU ARE RESPONSIBLE FOR:

- Playing and creating a happy and safe environment for the small children whilst the sermon is on.
- Liaising with parents if a particular child is unwell or not settling.
- Setting up the Crèche area before church starts, and also packing up the crèche area when church has finished.
- Arranging for a replacement crèche volunteer who meets the requirements of this position and has been authorised as your replacement if you cannot do your rostered Sunday.
- Making sure that you have another Crèche helper with you on Crèche, and if you don't, then organising someone that you know is authorised to do so. Where that is not possible advising parents that they are welcome to use the Creche facilities and that you will be there to assist them but that they are unable to leave their children for that day.

REQUIREMENTS FOR THE POSITION

You must:

- Be a member of.....(the congregation) or have been acknowledged by the Session for the purpose of this ministry.
- Obtain a copy of the Breaking the Silence Information Pack.
- Sign all forms as required in the Breaking the Silence Forms Pack.
- Sign a copy of this job description.
- Complete the required child protection training.

CHILD PROTECTION PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols. NOTE: They do not replace the Code of Conduct or policy.
- Do not allow yourself to be in any area alone with a child or person under your leadership. Always have another leader or responsible adult with you.
- If a child of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the child, who can talk to them. NEVER counsel or talk through issues with a child of the opposite sex.
- If a child of the same sex comes to you for counselling, ensure you do so in an open area, never in a closed room.



JOB DESCRIPTION: CRECHE VOLUNTEER (CONT'D)

- If a child discloses information to you regarding any kind of abuse or neglect, you **MUST** divulge this information to _____, or the Child Protection Unit. Be careful not to reveal this confidence to any other person.
- Where appropriate ask parents to take their children to the toilet before they leave them at Creche.
- Never help a child go to the toilet alone. If you must, ensure another responsible adult of the same sex as the child, is present.
- Never help a child of the opposite sex go to the toilet without a responsible adult of the opposite sex also present.

I have read and understood this Job Description, the Code of Conduct and the child protection Policy:

Signed: _____

Date: ____ / ____ / ____