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|  **VOLUNTEER ROLE DESCRIPTION** |
| ***The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.******The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.***  |
| **Role title** |  **CHUFFs Assistant Leader** |
| **Main purpose of the role** | * To contribute to developing a child and family-focussed toddler group.
* To be responsible for weekly access to the Parish Rooms and appropriate toys by children attending CHUFFs (and their carers)
* To ensure responsibility is taken for registration of attendees
* To be a communication conduit for the group.
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| **What you will be doing** | * Unlock the Parish Rooms before each session and lock up afterwards
* Ensure that responsibility is taken for cleanliness and safety of resources and accommodation
* Ensure that all attendees have completed an initial registration form and sign in on a weekly basis for evidence of attendance.
* Safely store registration forms and subscription money.
* Maintain a record of the weekly subscriptions and use this to replace toys/ children’s gifts/ craft materials etc. Submit accounts twice a year to PCC.
* Complete required safeguarding training and report any safeguarding concerns to the Vicar or Parish Safeguarding Officer.
* Ensure group members are aware of meeting dates and holidays.
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| **When and where you will be doing it** | The Upper Room, The Parish Rooms, Kirkgate, Kildwick BD20 9BAEvery Tuesday morning during term time. The group operates from 9:30am until 11.45am but the leader will be required to be there prior to 9:30am to set up. |
| **Disclosure & Barring Service (DBS) Requirements**  | Enhanced DBS check |
| **Who you will be responsible to** | CHUFFs Leader and nominated PCC representatives |
| **Training requirements** | Basic Awareness and Foundation Safeguarding Training (Church of England)Raising Awareness of Domestic Abuse Training (Church of England)First Aid course.Opportunities will be available to attend additional Diocesan training associated with running Church Toddler Group |
| **Any arrangements for induction, training & support** | Attendance at Safeguarding Training within six months of beginning role and thereafter every three years required.Support provided as required. |
| **Role to be reviewed** | Annually |

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| **Created by: Rev’d M Green** | **Date: 10th January 2024** |