

Sample Job Description for people working with under 18s

Part A : to be completed by a representative of St James' Church, Devizes	
Name of worker List of Crèche Volunteers Attached	Name of group (e.g. Ignite) Crèche
Where and when the group meets During Informal Worship and All Age Worship Services	
Main aim of group To provide good quality care for babies and pre-school children with optional and appropriate bible teaching.	
Age range 0 – 3 years (approx.)	Person to whom worker is directly responsible Alison Carter – Crèche Co-Ordinator
<p>Description of the work to be undertaken (include preparation and clearing away where necessary)</p> <ul style="list-style-type: none"> • Inform Crèche Co-Ordinator if you are unable to attend a session and arrange a swap with another Crèche volunteer where possible. • If your Crèche 'Partner' does not arrive inform the Crèche Co-Ordinator or Church Warden so that they can arrange for somebody appropriate to help you. • Check the environment is safe. • Set up Crèche toys and equipment 15 minutes before Crèche is due to start. • Welcome Children and their parents. • Take register of Children present. • Give each child a 'God loves...' name sticker. • Pray out loud for the children and their families. • Optional – Plan and run a simple craft or music activity or use story bags if appropriate. • Return Children to their parents if they are upset or need to go to the toilet. • If a Communion Service take children to their parents at start of Communion so that they may go up and receive a blessing. • Pack away toys and equipment in Crèche box. • Leave Meeting Room clean and tidy. • Report any breakages or supplies running low to Crèche Co-Ordinator. 	

Part B : to be completed by the worker with children/young people
<p>Declaration:</p> <p>I have understood the nature of the work I am to do with children/young people.</p> <p>I have read and understood the overview of St James' Policy for safeguarding children and young people.</p> <p>I understand that it is my duty to protect the children and young people with whom I come into contact.</p>

I know what action to take if an allegation of abuse is made or is suspected.

Date: _____ Signature _____

1 copy to be retained by the worker and 1 copy to be retained by St James'.
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