Sample Job Description for people working with under 18s

### Part A: to be completed by a representative of St James’ Church, Devizes

<table>
<thead>
<tr>
<th>Name of worker</th>
<th>Name of group (e.g. Ignite)</th>
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</thead>
<tbody>
<tr>
<td>List of Crèche Volunteers Attached</td>
<td>Crèche</td>
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</tbody>
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**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

**Description of the work to be undertaken** (include preparation and clearing away where necessary)

- 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

**Declaration:**
I have understood the nature of the work I am to do with children/young people.
I have read and understood the overview of St James’ Policy for safeguarding children and young people.
I understand that it is my duty to protect the children and young people with whom I come into contact.
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'. Sample Job Description for people working with under 18s.