**JOB DESCRIPTION:**

***Crèche 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [e.g. Children’s Ministry Coordinator or Session and the Minister]

YOU ARE RESPONSIBLE FOR:

* playing and creating a happy and safe environment for the small children whilst church 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
* ensuring 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 Crèche 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 regular attender at church and a Bible study group.
* Obtain a Working with Children Check
* Complete the Breaking the Silence application for working with children and/or young people form.
* Complete Breaking the Silence basic training every 3 years and doing any top-up training required for children’s and youth ministry roles.
* Sign a copy of this job description.

SAFE MINISTRY PROTOCOLS FOR THIS POSITION

* All children and others under your leadership, regardless of age, are covered by these protocols.
* Do not allow yourself to be in any area alone with a child. Always have other leaders or a parent with you.
* If a child needs to go to the bathroom or be changed, alert the child’s parent or carer.

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: / /