



St Peter's Church, Henleaze

Toddler Group – Vision statement and Volunteer Role Description (Session Leader)

The group is run by members of St Peter's Church Henleaze

Vision Statement

We aim to:

Welcome everyone

Give a warm welcome to everyone, whatever their age, relationship to the child, culture, religious background, colour, gender or disability.

Be excellent

Show excellence in all that is done in our group, from making coffee to comforting a person in distress. At all times to try to maintain our high standards

Provide a safe and happy environment

Offer a safe and happy environment for the team to work with parents, carers and children.

Care for our team

Value, encourage and care for every member of the team.

Offer friendship

Offer true friendship to everyone who comes to our group and create an environment where friendships can be made among our group members.

Involve parents and carers

Encourage parents and carers to assist and participate fully in the group as the group is for them and their children.



St Peter's Church, Henleaze

Volunteer Role Description: Toddler Group Session Leader

See Separate Job Description for Toddler Group Session Helper

Role and Responsibilities:

The Session Leader will be responsible for the successful running of the toddler group by fulfilling the aims of the vision statement above.

Specific Duties:

Before the session

- Arrive 30 minutes before the start of the session. Start times are:
 - Monday: 10.00 am
 - Friday: 10.30 am
- Ensure that the toys and equipment have been set up and if needed help with set up.
- Be familiar with who is helping that day. If any helpers are unable to attend, arrange for a replacement or take a decision on whether it is safe and practical to proceed with those that are available. There will usually be four volunteers per session including the session leader.

During the session

Liaise with helpers that are available to ensure that kitchen and corridor are covered. During the session, there will always be at least one person in the kitchen and (until 11.20) one in the corridor. Lead the singing time or liaise with parents and helpers to ensure someone is available for singing.

Be familiar with the accident procedure, deal with any accidents, breakages or queries and if appropriate liaise with the churchwardens.

- As people start to arrive welcome them and offer tea and coffee. Indicate where they can get drinks and biscuits for the children. Take tea and coffee to them being careful carrying hot drinks around small children. Ensure that any hot drinks are placed out of the reach of children.
- If requested be prepared to sit in the corridor and welcome parents and carers as they enter the building. Show them where they can park buggies and ask them to sign in, register and pay the fee, (currently £1 per family unit).
- During the session mix with parents and carers. As appropriate, clear and wash up empty cups. Tidy up toys that have been moved from their area.
- Children are the responsibility of the parents and carers who come with them. As a group, we provide a safe environment to play under the supervision of those who have brought them. Be aware of issues of safety and be prepared to intervene in a situation that you think could be dangerous or offensive. Areas where supervision is particularly helpful are:
 - The slide
 - The doors into the toilets and corridors
 - The "sit on" toys.

The end of the session

- From around 11.30 start to tidy up in the kitchen and clear any toys that are not being used.
- When singing starts (11.45) help clear toys, clean playdough table, sweep floor if required and clean nappy changing area.
- The session ends at 12.00. Stand by the door to see people on their way.
- Before leaving ensure that the hall is clean and tidy and that everyone has left.

The person should be:

- Enthusiastic
- Approachable
- Caring
- Have a good sense of fun
- Good team worker
- Like people

Best Working Practice

- Be committed to team working and serving alongside others
- Always be polite
- Respect what people have to say
- Encourage and be positive

Safeguarding

St Peter's Toddler group falls under the church safeguarding policy and procedures. Please familiarise yourself with this policy, a copy of which is attached.

The church Safeguarding officer is Sandra Hollinghurst (07580 234110 / s.p.hollinghurst@gmail.com)

The person appointed by the church leadership to respond to any safeguarding concerns within the Toddler Group is Kathy Kilgour (07905 586717 / kathy.kilgour@gmail.com)

Please contact one of us if you have any concerns.