

ST LAURENCE CHURCH APPLETON WITH BESSELSLEIGH

SUNDAY CLUB LEADER

ROLE DESCRIPTION

GENERAL PRINCIPLES

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church's Safeguarding Policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk to raise this immediately with the Parish Safeguarding Officer, or the Diocesan Safeguarding Adviser or, in an emergency, the statutory authorities.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect individuals' abilities
- Work in ways that meet and develop individuals' personal, spiritual, emotional, social and pastoral needs
- Promote individuals' rights to make their own decisions unless it is unsafe
- Ensure individuals' welfare and safety.
- Promote social justice, social responsibility and respect for others
- Maintain confidentiality, never passing on personal information, except to the person to whom they are responsible, unless there are safeguarding issues of concern which must always be reported to the Parish Safeguarding Officer, or the Diocesan Safeguarding Adviser or, in an emergency, to the statutory authorities.
- Comply with the Parish GDPR Policy

ROLE – SUNDAY CLUB LEADER

RESPONSIBLE TO – THE RECTOR

KEY ROLE RESPONSIBILITIES

- Be a practising Christian and attend St Laurence Church regularly
- Be timely
- Deliver a Sunday Club curriculum devised by the Rector in conjunction with other Sunday Club Leaders
- Read the parish's safeguarding policy and know how to respond to, report and record any concerns you may have about a child
- Undertake all necessary training including safeguarding training and provide certification to the Parish Safeguarding Officer
- Ensure that children feel free to talk and ask questions

- Be in possession and take note of a health and safety risk assessment for all activities
- Be aware of any health and safety matters that may affect any member of the group and take appropriate action
- Attend team meetings arranged by the Rector
- Attend Sunday Club training sessions
- Be responsible for setting up working and craft materials, food and drink when appropriate and ensuring that everything is cleared away at the end of each session.

Any arrangements for induction, training & support	
For example:	
<ul style="list-style-type: none"> • Safeguarding training 	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example: Organise reimbursement of expenses by submission to Treasurer	
Role to be reviewed (insert date)	
The role is eligible for a criminal record (DBS) check which is renewable every five years (insert yes / no)	Yes
Level of criminal record (DBS) check which is required for this role	Enhanced without barring check
Date DBS completed (not to start role until check complete)	Insert date