

Role Outline: Rainbow Club Volunteer leader

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Methodist Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the safeguarding officer.

Role	Rainbow Club Volunteer leader	
Responsible to	Children and Young Families management group.	
Key Responsibilities of the Role		
<ul style="list-style-type: none"> ➤ To prepare the play area i.e. putting out chairs, tables, toys, crafts ➤ Liaise with volunteer kitchen team for refreshments. ➤ Set out register and donation box. ➤ Helping parents feel welcome and get to know each other. ➤ Supporting parents by listening to any concerns. ➤ Checking the safety of the rooms and equipment before use ➤ To plan and prepare the craft, song and story time. ➤ To ensure that all equipment is packed away after use and the building is left clean and tidy. ➤ Liaise with church bookings. ➤ Reporting any concerns about the wellbeing of the children and adults to the safeguarding officer. ➤ Plan and prepare on a termly basis to cover Easter, Christmas etc. ➤ Admin responsibilities for reporting to CYF management group, basic money handling and banking. ➤ Purchase equipment as and when needed. 		
Arrangements for induction, training & support		
Level of Creating Safer Space Safeguarding Training required: Foundation and Advanced. Induction and support given from the CYF management group.		
Additional information:		
Hours: 2.5hrs weekly session plus 1 hour a week planning and admin during term time: Monday 1-3.30pm weekly session. Expenses: receipts will be reimbursed by treasurer		
Role to be reviewed 1/7/2024		
The role is eligible for a criminal record check which is renewable every five years		Yes