

## King's Kids Helper Volunteer Role and Responsibilities

At The King's Church, Wisbech our vision is: 'That we may present everyone mature in Christ' – by Loving Jesus, Building Relationships and Serving our Community.

By volunteering to be part of the King's Kids team you are playing a part in making this a reality in your life as well as in the lives of others. The King's Kids team exists to provide a safe and exciting place where primary school level children can receive Bible teaching more appropriate to their age and interests. So, as well as a simple message, also expect fun, glitter, glue and action songs!

The safety of everyone under our care is of utmost importance. As volunteers will be working with children, we will be undertaking DBS checks for those involved in the King's Kids team. If you already have a DBS check that is less than 3 years old and it is the same level as the one we require, you don't need to get another one done, but will need to show it to us and we will take a copy for our records.

There will be a minimum of 2 adult volunteers present at each King's Kids session. One will be the 'leader' while the other will play a supporting role as 'helper'.

Planning and gathering the materials required for each session will be done for you and will be given to you ahead of time.

Serving as a volunteer not only helps others, but it also helps you and your discipleship. 'Serving our Community' is one of the three core pillars of our vision and all three should be in place in your life in order for you to grow in maturity in Christ. So thank you for taking this step and we pray it will be a real benefit to your spiritual growth too. Your help is greatly appreciated.

### **Key Leader:**

King's Kids Volunteers report directly to Verity McChlery

**Volunteer Role Title:** King's Kids Helper

**Preparation time required for this role:** To work with children we need to undergo the process of Safer Recruitment. Safer Recruitment involves, an interview, references, a DBS check, reading the Safeguarding policy and procedure, the discipline policy, the risk assessment and signing the Code of Conduct. Then training will be undertaken before you start and annually with the rest of the team.

**Frequency:** as per rota (you may request to alter the frequency at any time)

### **General Role Description:**

- Work alongside a King's Kids Leader who will be another adult who has undergone Safer Recruitment.

- Be responsible for overseeing the children whilst the teaching and activities are going on. Helping those that are struggling, encouraging good listening and participation, addressing disruptive behaviours.
- Be responsible for standing by the door to the hallway if a child leaves the room to ensure that we know where they are.
- May choose to lead parts of the session as agreed through a discussion with the leader before the session.
- Arrive at church on the Sundays that you are on the rota by 9:30am to help set up.
- Carry a few plastic boxes of materials, and TV (assistance can be given with this) from cupboard to the King's Kids area in the Small Hall.
- Move tables, chairs and white board into position in Small Hall.
- Receive training at various stages (eg. Safeguarding / Being a King's Kid's Volunteer / manual handling etc).
- Work together with other volunteers on the team.
- Wear a name badge so you can be identified as a volunteer.
- Keep children in your care safe.
- Get involved with the activities at King's Kids (eg. songs, the crafts etc).
- Read emails that inform you of the King's Kids sessions, rota updates etc.
- Pack away equipment and return it to the church cupboard in the Main Hall.
- Inform Key Leader of availability for rota and as soon as possible if unable to attend on your scheduled slot.
- In the case of a fire alarm during King's Kids - you should calmly lead the children out through the nearest fire exit and around the outside of the building to the Fire Assembly point. It is recommended that children walk in pairs with one adult at the front and one at the back.
- Read and agree to a Code of Conduct.
- Complete safeguarding and health and safety training once a year.
- Be aware of the King's Kids Risk Assessment and implement it.
- Read and implement the church's Safeguarding Policy and Procedure.
- Be aware that Safeguarding is everyone's responsibility. If you see or hear anything that concerns you whether it be regarding a child or vulnerable adult or not, you must notify a leader preferably using a 'logging a concern' form which can be found in the church cupboard or on the church website.

(If there is a serious or repeated behaviour issue or a child needs assistance with any such as toileting, the parents of that child should be informed and asked to come and deal with the situation themselves).