



ROLE DESCRIPTION for VOLUNTEERS

Activity Schemes

Base: Ridgeway School, Kempston

Expenses: Mileage allowance of 40p per mile (up to a maximum of £10 per day) or remuneration of any bus or train fares incurred (tickets must be provided).
Subsistence allowance £3 per day

Accountable to:

- **The Play Leaders and/or Team Leader** for issues concerning the day-to-day running of the scheme.
- **The Co-ordinator** has overall responsibility for the scheme and is available for any other questions you may have.

Job Summary:

To take responsibility for a child allocated into your care on the scheme and facilitate their maximum participation in the activities provided. To assist in the day-to-day running of the activities, adhering to policies in all work practice. To raise any risks/issues you identify with your Team Leader.

SPECIFIC RESPONSIBILITIES

Prior to the children arriving and after leaving

- To prepare equipment at the beginning and help clear away at the end of each session.
- To be responsible for an area that requires cleaning and tidying at the end of each session
- To attend the briefing and debriefing.
- To assist in any other preparations.
- To be aware of the areas that the scheme is permitted to use and respect the premises at all times.
- To assist in the evaluation of play and leisure opportunities provided to the children.
- To carry out any other tasks as directed by the Play Leader.



When allocated a child

- To communicate daily with the parent of the child you are responsible for.
- To pass on any information to the Team Leader about your child as necessary.
- To be responsible for any child entrusted in your care, ensuring that you enable the child to access the activities, and enjoy the scheme.
- To assist in meeting the personal care needs of the young person.
- To ensure that if you need to leave your child, even for a few moments i.e. to go to the toilet the Play Leader must be informed, to take temporary responsibility for the child.
- To complete the home/scheme book at the end of each day.

When not allocated a child

- To observe the other staff in their pairings with the children, looking out for staff that may need assistance.
- To support a volunteer with special needs.
- To ensure that the activities continue to look interesting for the children, tidying up and keeping the play areas clean
- To keep the staff area clean and tidy
- To assist with any other duties of a similar level and responsibility as requested by the Play Leader

Prior to the scheme

- To attend the induction training prior to the activity scheme running.
- To be aware of the Child Protection Policy, Behaviour Management Policy, Fire and Emergency Evacuation Policy and adhere to Health & Safety issues – as specified during the training sessions.
- To provide a positive role model for the children attending the group. This includes suitable dress code. Please ask the Play Leaders for advice if you are unsure
- To wear clothes that are unlikely to cause a health and safety hazard. For example, no long ear rings, necklaces, loose fitting garments or high heels. We suggest a t-shirt, trousers and trainers. Please talk to the Play Leaders if you are unsure.

The most important point is to relax, be enthusiastic and have fun!

