



BDCPS, 43 Bromham Road (CVS), Bedford, MK40 2AA, 01234 351759, cp.enquiries@bdcps.org.uk

Registered charity number 1156447

“Enabling People With Complex Disabilities to Live Life Their Way”

ROLE DESCRIPTION for VOLUNTEERS

Activity Schemes

Base: Ridgeway School, Kempston / University of Bedfordshire / Ivel Valley, Biggleswade

Expenses: Mileage allowance of 45p 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 or young person 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 or safeguarding concerns 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 young person you are responsible for.
- To pass on any information to the Team Leader about your young person as necessary.
- To be responsible for any young person entrusted in your care, ensuring that you enable the young person to access the activities, and enjoy the scheme.

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- To assist in meeting the personal care needs of the young person.
- To ensure that if you need to leave your young person, even for a few moments i.e. to go to the toilet the Play Leader must be informed, to take temporary responsibility for the young person.
- To complete the home/scheme book at the end of each day.
- To safeguard the young people you are in contact with and report any concerns you may have to the senior team.

When not allocated a child

- To observe the other staff in their pairings with the young people, 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 young person, tidying up and keeping the play areas clean and safe.
- 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 Skool’s Out Playscheme

- To attend the induction training prior to the activity scheme running.
- To be aware of the Safeguarding Policy, Behavior 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 young people 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!



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Person Specification – Volunteer

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Personal Qualities	Essential	Desirable
Ability to work in a team	X	
Commitment to Equal Opportunities	X	
Ability to work under pressure with minimum supervision	X	
Ability to use own initiative within delegated authority	X	
Good communication skills with children and staff	X	
Ability to relate sensitively with parents/carers	X	
Experience of report writing		X
Ability to motivate self and others	X	
Organisational skills	X	
Empathy with children and young people’s needs	X	
Willingness to learn about special needs	X	
Has a flexible approach to work	X	
Planning skills	X	
Ability to relate sensitively to a wide range of children/families	X	
Effective Time keeping Skills	X	
Good listening skills	X	
Enthusiasm	X	
Commitment and reliability	X	
Caring	X	
Professional manner	X	
Ability to respond creatively and imaginatively to situations	X	

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Work Experience	Essential	Desirable
Management and supervision of a another member of staff		X
Child centred experience in a caring or teaching role.		X
Experience in working with children with disabilities/special needs		X
Experience within a play environment		X
Experience in managing challenging behaviour		X

Knowledge	Essential	Desirable
Cerebral Palsy		X
Epilepsy		X
Special Needs/Disability Awareness		X
The value of play in child development		X
The role of the voluntary sector		X
The role of the statutory sector		X
Safeguarding		X
Risk Assessment		X
Basic Health and Safety		X
Confidentiality		X

Qualifications	Essential	Desirable
GCSE level or equivalent		X
Child care or related Qualification		X
NVQ level 2		X
First Aid		X
Moving and handling Training		X

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