



## Little Souls

### JOB DESCRIPTION

#### AIM

##### AS A CRÈCHE LEADER, YOU AIM TO:

- Provide a safe and happy environment for the children brought to crèche.

#### RESPONSIBILITIES

##### YOU ARE DIRECTLY RESPONSIBLE TO:

*Little Souls Coordinator*

*e.g. Children's Ministry Coordinator or Session and Minister*

##### YOU ARE RESPONSIBLE FOR:

- Creating a happy and safe environment for young children during a church service or event, through simple activities and playing with the children.
- Liaising with parents if a particular child is unwell or upset.
- Setting up the crèche area before children and parents arrive.
- Packing up crèche area after all children have been collected.
- Arranging for a suitable person (WWCC cleared and BTS trained) to replace you if you are unable to do crèche as per your commitment.

#### REQUIREMENTS FOR THIS POSITION

##### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Top-Up Training each year.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.



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### JOB DESCRIPTION - CONTINUED

#### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols.
- Do not allow yourself to be in any area alone with a child. Always have other leaders or a parent with you.
- If a child needs to go to the bathroom or be changed, alert the child's parent or carer.
- There should always be at least 2 people rostered on as crèche leaders. Both leaders need to meet the requirements listed in this job description. If, on occasion, there is only one crèche leader, parents should be advised that they may use the crèche facilities and that you will be there to assist them, but that they must be present with their child the whole time.
- If a child discloses information to you regarding any kind of abuse or neglect, or you suspect that they are at risk of harm, you must divulge this information to a minister, elder or the Conduct Protocol Unit. Be careful not to reveal confidential information to any other person.

#### AGREEMENT

I have read and understood this Job Description, and the Breaking the Silence Policy and Code of Conduct.

Name:

Signature:

Date: