

ROLE DESCRIPTION

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

1. Main purpose of the role

To promote the spiritual growth and transformation of the children of Holy Trinity. Children's Activity Helpers engage children to promote religious identity and community via fun and collaborative storytelling, games and craft-based learning activities.

2. What the role involves

You will be expected to:

- Encourage children to learn about Jesus and to grow in faith
- Assist with the leading of group sessions or activities
- Get to know the children by name and help them to feel safe and secure
- Be aware of and comply with all relevant safeguarding requirements
- Know how to respond to and report any safeguarding concerns or allegations
- Attend meetings for your support, guidance or supervision

There may be times when you act as a member of the team in a helper role. But there may also be times when it is necessary for you to take the lead. The specific circumstances at the time will need to be taken into account.

3. When and where

- Children's Activity team member is a minimum of a once a month commitment (Rotas are issued every 3 months)
 - You are required to run Sunday school during the 10:30am services, during published frequencies
 - You need to arrive a little early of the 10:30am service, and stay a little later to help tidy away
 - The location is Holy Trinity Church, Twickenham Green
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4. Disclosure & Barring Service

An Enhanced check must be carried out and deemed satisfactory.

5. Reporting line

The person you will be responsible to is the Sunday School team lead

6. Safeguarding training

The following safeguarding pathways will need to be completed:

- Basic awareness
- Foundations

Training is online and available via the National Safeguarding learning portal, or the London Diocese website.

7. Support

You will be given support in your role. This will include:

- The Sunday School team lead will provide session plans and offer additional support as needed. At least two team members per children's group will be present and support at each session

8. Other information

You will benefit from attending a Church Volunteer Induction session.

PERSON SPECIFICATION

Knowledge, skills, experience, personal attributes, qualifications, or other requirements

This role requires someone who:

- Relates well to primary school age children
- Treats everyone with respect and dignity
- Wants to see children grow in faith
- Works well as part of a team

ADDITIONAL INFORMATION

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church

Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training

Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures

Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

9. Approval

This document was approved by Lucy James on 3 April 2024.

10. Issuer

This role description has been written/edited by the person shown in the control box. It is reviewed every two years.

Version control				
Version number	Date	[A]uthor/[E]ditor	Status	Review date
1	10 May 2016	Yvonne Lawlor	Withdrawn	May 2018
2	22 Mar 2023	Lucy James	Withdrawn	Mar 2025
3	15 Apr 2024	Tim Little [E]	Issued	Apr 2026