**TNT – Tea n’ Toast Secondary School After-School Drop-In**

Chinley Community Centre

Volunteer Role Description

A volunteer helper is to assist in providing appropriate oversight for the care and safety of secondary school children who come into the Community Centre after school for *TnT*. The aim of *TnT* is to provide secondary school children with a safe place:

* to be made welcome
* to relax and be together
* receive free refreshments if they choose
* to be able to talk about any personal, community or spiritual concerns
* to seek help if required

The expected age of the children ranges from School Years 7 to 13. Safeguarding responsibility for each session lies with the TnT Leader in attendance. We must have at least one adult to 10 children and you are required to agree to these key best practices:

* Your key role is to help with the running of the group. This may include use of the toaster and electric kettle, serving food and drinks, as well as being a welcoming face and a listening ear.
* Necessary health & hygiene are to be followed. If you are unfamiliar with this, it will be explained to you prior to you serving in this capacity.
* You should not *push* or enforce religious belief. You can ask questions and answer theirs in a non-judgemental way, and stimulate discussion. You can explain your own faith or view if a child asks you to.
* Do not use or encourage lewdness, gossip or putting other people down.
* Always seek permission with another present if touching is necessary (for example, needing to move past or move something out of the way).
* You are not allowed to be alone with a child at any time or with a child hidden from view.
* For children who attend more than once, request completion of a parental consent form, preferably online, but on paper if necessary. For those who stay, rather than just taking-away, ask the children if they have informed their parents where they are, and for children under 14 the leader must see evidence of a parent’s permission and the parent's contact details must be recorded in a register. For all children who stay longer than 30 minutes, please check we have parent's contact details.
* If you suspect any safeguarding risk you must immediately report it to the Designated Safeguarding Lead or Deputy DSL. If you have safeguarding concerns about another leader you must also report this to the DSL or their deputy (details on the displayed Safeguarding poster) or, if it concerns the DSL or Deputy DSL, please contact the Ascend Next Level Directors by emailing amystone0401@gmail.com.
* If you feel a child's language or behaviour is inappropriate or disrespectful:
  + Explain to the person or group what you object to
  + Explain why you object
  + Ask the person / group to agree to avoid that behaviour in TnT
* If things get out of hand we will close TnT and lock the door.
* If you feel uncomfortable with your responsibility or what you have been asked to do, you should immediately report this to the TnT leader or the Designated Safeguarding Lead.

All helpers must have a current Enhanced DBS check with barred list information. Helpers need online Essential Safeguarding Awareness training within the last three years.

You must have read and agree to abide by ANL Safeguarding Policy (attached).

You must also read and agree to abide by the attached risk assessment, and notify the TnT leader of any Health, Safety or Safeguarding risks you become aware of.

# House Rules for the Children:

* Only secondary school children will be allowed in
* If you stay, rather than take-away and are under 14, you must show that you have your parent's permission and give your parent's contact phone number.
* You are free to come and go as you please.
* Show respect to the leaders and each other.
* Use of mobile-phones is fine, as long as it is not offensive, disrespectful or disturbing others
* No smoking, alcohol or drugs on the premises.
* If a TnT helper asks you to modify your behaviour and you do not, you will be asked to leave.

Having read and understood the above I agree to follow these measures in order to be a volunteer at ‘TNT’:

Signed Print Name Date

Safeguarding is under Ascend Next Level.  
See Safeguarding Poster for contact details.