

Job Description for Playscheme Leader

(Reviewed June 17)

This position involves working with children from ages 3 years to 19 years, who have a wide range of disabilities. The group also caters for the siblings of these children. The position involves being responsible for a team of deputies, assistants and volunteers. Whilst carrying out your duties it is vital to remember the main CHIPS principle. That is to ensure the children have fun together whilst maintaining a safe and secure environment.

The Playscheme Leader:

Reports initially to the Co-ordinator and then to the CHIPS committee, as appropriate. Issues regarding safeguarding matters are referred to one of the Safeguarding designated persons.

Is responsible for Playscheme deputies, assistants and volunteers.

It is his/her duty to:

- a) Create and maintain a safe environment for children and adults in the group including:
 - i) takes overall responsibility for the planning of activities, setting out the playrooms and the tidying after children leave;
 - ii) ensuring all staff and volunteers are aware of and adhere to all CHIPS policies and procedures at all times;
 - iii) ensuring the equipment is well maintained and safe to use;
 - iv) ensure safety procedures for fire evacuation are known by staff and volunteers, that they are regularly practiced and recorded;
 - v) ensure nominated person completes daily health and safety checks and they are recorded;

- vi) ensure all children are signed in and out of sessions. Ensure risk assessments are completed for all activities and outings and reviewed annually;
 - vii) to ensure that the designated member of staff regularly replenishes the content of the first aid box in accordance with the specified list, including reordering and restocking of items.
- b) To provide high quality care by:
- i) closely adhere to all CHIPS policies and to ensure that the dignity of the children is maintained at all times, especially during changing and intimate care;
 - ii) planning in the long term and on a sessional basis, a wide range of activities and equipment to stimulate and support children's play, to meet EYFS requirements for under 5 years olds, and to promote British values, healthy eating and exercise;
 - iii) to plan and organise any special events, outings or visits as appropriate;
 - iv) to deploy the time and skills of staff and volunteers so as to offer each child the attention, stimulus and support they need to access activities by drawing up staff rotas and allocating places to ensure an adequate ratio of adult to children and matching skills to needs;
 - v) to ensure that the needs arising from the diversity and complexity of the children using the playscheme are met sensitively and appropriately by all members of staff and volunteers;
 - vi) to encourage good communication between staff and parents/carers at the beginning and end of each session;

- vii) to ensure that all activities reflect positively the linguistic, religious and cultural diversity of the group;
 - viii) be responsible for all aspects of a child's medication while at scheme. This includes maintaining up to date records of dosage required, signing the medication in and out of scheme, administering the medication and recording. This duty may be delegated to a deputy;
 - ix) ensuring all staff receive the appropriate training to cater for individual children's needs and that appropriately trained staff are available when the child attends sessions;
 - x) buying of healthy snack for each session. Delegating the preparation and clearing away;
 - xi) make child protection referrals when considered necessary. This may be following discussion with one of the CHIPS Designated Persons;
- c) Management Responsibilities
- i) to supervise and provide support, along with deputies, for all other staff and volunteers;
 - ii) management of staff and dealing with issues including such as time keeping, absence and performance;
 - iii) Recommending to Co-ordinator increase in grades for staff;
 - iv) to ensure that all young volunteers' achievements are recorded within the CHIPS award scheme;
 - v) to assist in the interviewing of deputies, assistants and volunteers as required;
 - vi) to provide induction for new staff;
 - vii) to carry out appraisals for deputies, staff and volunteers as required, following up any outcomes or training required;

d) to keep records including;

- Arrival/departure register for children , staff and volunteers
- Accident and incident record
- Medication administered and seizure records
- Plan of playscheme activities
- EYFS records
- Petty cash
- SEF-Self Evaluation form or equivalent document
- Staff and Volunteer personnel files including emergency contact numbers, training and appraisal records
- Records on individual children including individual care plans and behaviour management plans

- Detailed records of any potential child protection concerns as agreed with designated trustee for child protection.

ensuring the confidentiality of these records at all times;

- e) to liaise with parents/carers, committee, Ofsted and other services as necessary;
- f) to assess the suitability of children at a trial session;
- g) to organise regular staff meetings and report back to the CHIPS committee;
- h) to attend, or recommend staff to attend, any relevant approved training courses. To request any training needed to care for specific children;
- i) keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job, unless disclosure is required to safeguard a child or young person.