

CHIPS Volunteers-Roles and Responsibilities

This position involves working with children aged 3-19, who have a wide range of disabilities. The group also caters for the siblings of these children. When 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 Volunteer reports to:

The playscheme leader.

The volunteer will support the staff in providing a stimulating and varied programme of play and ensuring the safety and well-being of the children. In order to achieve this the volunteer will:

- a) help prepare and fully set out the playroom before children arrive and help tidy it up after the children leave;
- b) help take part in all the group's activities;
- c) to listen to, encourage, enable, stimulate and ensure the safe keeping of the children;
- d) take part in special events, outings and visits;
- e) advise their team leader of any matters requiring attention such as concerns about a child or equipment needing repair or replacement;
- f) keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job;
- g) will be part of a small group of volunteers reporting to a particular staff member;
- h) to perform any task reasonably asked by the staff;
- i) to ensure that the needs arising from the diversity and complexity of the disabilities of the children are met sensitively and appropriately;
- j) to read and so fully understand the policies of CHIPS, and help in ensuring these policies are implemented;
- k) to ensure that the dignity of the children is maintained at all times.