



Aireborough Supported Activities Scheme
PROVIDING FUN, FULFILLING AND ENGAGING SOCIAL ACTIVITIES
FOR CYP WITH DISABILITIES
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REGISTERED CHARITY No.1167044



Volunteer Task Description

Title:	Volunteer play worker
Function:	<p>To support Children and Young People (CYP) with learning and / or physical disabilities during holiday play schemes; Activity Days based in Leeds and/or residential short breaks at Outdoor Pursuits Centres.</p> <p>To befriend and help supervise the CYP, encouraging them to participate with others and learn through play in organised indoor and outdoor activities and trips.</p>
Volunteer Allowance:	£6 per day - to help towards travel expenses and lunch.
Proposed Dates & Hours:	<p>Induction Training for all new volunteers will take place prior to attendance, this and team meetings and will generally take place in the evening between 6/6.30pm – 9pm prior to each scheme – dates to be confirmed.</p> <p>Easter scheme: - Tues 2 – Fri 5 April 2024. Summer scheme: -Thurs 25 July – Fri 9 Aug. 2024. Christmas Activity Day – Sat 7 December 2024.</p> <p>Generally, each day is 9.30am – 3.30pm but some flexibility is required as some earlier starts may be necessary for setting up etc. Breaks, taken with the CYP</p>
Responsible to:	The Team Leader, the Assistant Project Manager / Project Manager and the Management Committee of A.S.A.S.
Duties & Responsibilities:	<ul style="list-style-type: none">• Attend planning and training sessions as required.• Assist with planning sessions prior to and during the scheme.• Liaise with Team leader/leaders to establish the CYP's like's and needs.• Help with setting out and the clearing up of activities and ensuring the building is left tidy.• Take part in activities with the CYP, encourage them to play, join in their games and start to play, this may encourage them to join in with you.• Work with Team leader / leaders and other volunteers in an appropriate manner –<ul style="list-style-type: none">➤ be a good role model,➤ treat others as you would like to be treated,➤ use appropriate language,➤ wear suitable clothing, you will be provided with a scheme t-shirt➤ allow the CYP to be as independent as possible, (don't carry small children around if they can walk),➤ encourage CYP to play safely and behave appropriate.➤ if you need help in doing a task ask for someone to help.➤ if unsure about anything ask, if still unsure ask again and again until you are sure.• Show patience, tolerance and warmth towards the CYP.• It is your responsibility to report any concerns you may have to the Team Leader prior to and during the scheme.

	<ul style="list-style-type: none"> • Consider the safety of the CYP at all times. • Ask for assistance in dealing appropriately with behavioural difficulties which may occur. • Assist CYP to leave and return to the building during fire drills. • Ensure Team Leader/ a Leader is made aware of all incidents or accidents. • Maintain a high standard of hygiene in relation to self, CYP, equipment and surroundings. • Personal Mobile phones must not be used whilst in the presence of the children. <p>Trips</p> <ul style="list-style-type: none"> • You may be asked to go out on trips, but this depends on the number of places available and the ratio of Leaders to CYP required for the trip. • Whilst on trips you are representing the Scheme so must behave in an appropriate manner at all times. • The safety of the CYP is of utmost importance but your own personal safety is also important, never put yourself in danger. • Stay with the group or a Leader at all times, never go off with one of the CYP on your own. • Respect and work according to ASAS's Equal Opportunities Policy and ensure its promotion in the course of your volunteering.
You are not expected to:	<ul style="list-style-type: none"> • Assisting with the personal care needs of the CYP, i.e. changing incontinence wear, dressing and toileting. • Liaising with parents/carers, apart from providing feedback. • Do not do anything you are unsure about or uncomfortable with. • Supervising CYP without a Leader present. • Be alone with a CYP. • Take a CYP to the toilet. • Help a CYP get dressed or undressed unless it is a dressing up game and own clothes are kept on. • Kiss or hug the CYP or encourage them to sit on your knee. • If a CYP does something that you feel uncomfortable with, then tell them to stop or not to do it again, also tell the Team Leader or a Leader what happened.
Working with:	As a volunteer you will be expected to work as a member of a team, maintaining a close working relationship with others.
Work base	Various venues within Leeds
Other main conditions:	All volunteers over 16 years must be prepared to have an Enhanced Disclosure carried out via The Disclosure and Barring Service. If the volunteer is under 16 years a parent/guardian must sign their form to consent for the young person to work as a volunteer.
Duration:	1 Week in first instance, further weeks/days by agreement.