



# Aireborough Supported Activities Scheme

Registered Charity: 1167044

 <div style="text-align: center;"> <p><b>Aireborough Supported Activities Scheme</b>  <b>PROVIDING FUN, FULFILLING AND ENGAGING SOCIAL ACTIVITIES</b>  <b>FOR CHILDREN WITH DISABILITIES</b>                      PROJECT MANAGER: MRS JO GALASSO  <u>52 CHIPPENDALE RISE, OTLEY, LEEDS, LS21 2BJ</u>                      07764 432933                      E-MAIL <a href="mailto:jo.galasso@aireborough-scheme.co.uk">jo.galasso@aireborough-scheme.co.uk</a>                      REGISTERED CHARITY No.1167044</p> </div> 	
<b>Volunteer Task Description</b>	
<b>Title:</b>	<b>Volunteer play worker</b>
<b>Function:</b>	<p>To support children with learning and / or physical disabilities during holiday play schemes; at Activity Days based in Leeds and/or at residential short breaks at Outdoor Pursuits Centres.</p> <p>To befriend and help supervise the children, encouraging them to participate with others and learn through play in organised indoor and outdoor activities and trips.</p>
<b>Volunteer Allowance:</b>	£6 per day - to help pay for travel expenses and lunch.
<b>Proposed Dates &amp; Hours:</b>	<p><b>Induction Training for all new volunteers will take place prior to the Summer scheme, our Full In-house Training Course &amp; team meetings will take place evenings 6/6.30pm – 9pm from June to July – dates to be confirmed.</b></p> <p>Summer holidays: -Thurs 29 July – Fri 13 Aug &amp; Mon 16 &amp; Tues 17 Aug 2021.</p> <p>October half term: - Mon 22 &amp; Tues 23 October 2021</p> <p>Christmas Activity Day – Sat 4 December 2021</p> <p>February half term: - Mon 21 &amp; Tues 22 February 2022</p> <p>Generally, every day is 9.30am – 3.30pm but some flexibility is required as some days earlier starts may be necessary for setting up etc.</p> <p>Breaks, taken with the children.</p>
<b>Responsible to:</b>	The Team Leader, the Project Manager and the Management Committee of A.S.A.S.
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Attend planning and training sessions as required.</li> <li>• Assist with planning sessions prior to and during the scheme.</li> <li>• Liaise with Team leader/leaders to establish the child's like's and needs.</li> <li>• Help with setting out and the clearing up of activities and ensuring the building is left tidy.</li> <li>• Take part in activities with the children, encourage them to play, join in their games and start to play, this may encourage them to join in with you.</li> <li>• Work with Team leader / leaders and other volunteers in an appropriate manner –                         <ul style="list-style-type: none"> <li>➢ be a good role model,</li> <li>➢ treat others as you would like to be treated,</li> <li>➢ use appropriate language,</li> <li>➢ wear suitable clothing, you will be provided with a scheme t-shirt to wear</li> <li>➢ allow the children to be as independent as possible, (don't carry small children around if they can walk),</li> <li>➢ encourage children to play safely and behave appropriate.</li> <li>➢ if you need help in doing a task ask for someone to help.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ if unsure about anything ask, if still unsure ask again and again until you are sure.</li> <li>• Show patience, tolerance and warmth towards the children.</li> <li>• It is your responsibility to report any concerns you may have to the Team Leader prior to and during the scheme.</li> <li>• Consider the safety of the children at all times.</li> <li>• Ask for assistance in dealing appropriately with behavioural difficulties which may occur.</li> <li>• Assist children to leave and return to the building during fire drills.</li> <li>• Ensure Team Leader/ a Leader is made aware of all incidents or accidents.</li> <li>• Maintain a high standard of hygiene in relation to self, children, equipment and surroundings.</li> <li>• Mobile phones must only be used in case of emergency.</li> </ul> <p><b>Trips</b></p> <ul style="list-style-type: none"> <li>• You may be asked to go out on trips but this depends on the number of places available and the ratio of Leaders to children required for the trip.</li> <li>• Whilst on trips you are representing the Scheme so must behave in an appropriate manner at all times.</li> <li>• The safety of the children is of utmost importance but your own personal safety is also important, never put yourself in danger.</li> <li>• Stay with the group or a Leader at all times, never go off on your own or with one of the children on your own.</li> <li>• Respect and work according to ASAS's Equal Opportunities Policy, and ensure its promotion in the course of your volunteering.</li> </ul>
<p><b>You are not expected to:</b></p>	<ul style="list-style-type: none"> <li>• Assisting with the personal care needs of the children, i.e. changing incontinence wear, dressing and toileting.</li> <li>• Liaising with parents/carers.</li> <li>• Do not do anything you are unsure about or uncomfortable with.</li> <li>• Supervising children without a Leader present.</li> <li>• Be alone with a child.</li> <li>• Take a child to the toilet.</li> <li>• Help a child get dressed or undressed unless it is a dressing up game and own clothes are kept on.</li> <li>• Kiss or hug the children or encourage them to sit on your knee.</li> <li>• If a child does something that you feel uncomfortable with, then tell them nicely not to do it again, also tell the Team Leader or a Leader what happened.</li> </ul>
<p><b>Working with:</b></p>	<p>As a volunteer you will be expected to work as a member of a team, maintaining a close working relationship with others.</p>
<p><b>Work base</b></p>	<p>Various venues within Leeds</p>
<p><b>Other main conditions:</b></p>	<p>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.</p>
<p><b>Duration:</b></p>	<p>1 Week in first instance, further weeks/days by agreement.</p>