



## Crèche Leader

### JOB DESCRIPTION

#### AIM

AS A CRÈCHE LEADER, YOU AIM TO:

- Provide a safe and caring environment to mind children to allow parents to attend church activities such as church services.

#### RESPONSIBILITIES

YOU ARE DIRECTLY RESPONSIBLE TO:

---

*e.g. Children's Ministry Coordinator or Session and Minister*

YOU ARE RESPONSIBLE FOR:

- Creating a happy and safe environment for young children during a church service or event, through simple activities and playing with the children.
- Liaising with parents if a particular child is unwell or upset.
- Setting up the crèche area before children and parents arrive.
- Packing up crèche area after all children have been collected.
- Arranging for a suitable person (WWCC cleared and BTS trained) to replace you if you are unable to serve in crèche as per your commitment.

#### REQUIREMENTS FOR THIS POSITION

TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Read and Review Training annually in between.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.



## Crèche Leader

### JOB DESCRIPTION - CONTINUED

#### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols.
- Do not allow yourself to be in any area alone with a child. Always have other leaders or a parent within a line of sight.
- If a child needs to go to the bathroom or be changed, alert the child's parent or carer.
- There should always be at least 2 leaders rostered on crèche. Both leaders need to meet the requirements listed in this job description. If, on occasion, there is only one crèche leader, parents should be advised that they may use the crèche facilities and that you will be there to assist them, but that they must remain with their child.
- If a person discloses information to you regarding any kind of abuse or neglect, or you suspect a child is at risk of harm, you must report this information to a minister, elder or the Conduct Protocol Unit. Maintain confidentiality by not sharing with any other person.

#### AGREEMENT

I have read and understood this Job Description, the Breaking the Silence Policy and Code of Conduct.

Name:

---

Signature:

Date:

---