

## **Staff Responsibilities.**

- Please arrive 15mins before the session/event/day out start time (unless agreed otherwise). During this time please set up session & follow check list (if applicable).
- If for any reason you are unable to attend when we are expecting you, please contact either Jayne 07733 601755 or Rachael on 07912 522960 at least 4 hrs before the start time.
- Please wear your clean uniform and have a professional mindset. You **MUST** separate personal/other work issues from ASDFH work responsibilities.
- Due to safeguarding you are not allowed personal phones/ cameras on your person for the duration of the session. Please keep them out of sight.
- When our visitors arrive please greet and welcome them with a smile. For many users, this is the first opportunity to try an activity on their own and it is important we make them feel welcome, relaxed and wanting to return.
- We are here to provide users with a safe place to relax and for children & young people to practice social skills with their peers. Staff and volunteers enable this to happen by making sure the session is ready on time, supervising activities (often un-noticed), gently encouraging and role-modelling appropriate behavior.
- At the end of a session/event/day out, please help tidy up, share any relevant information with the Activity Leader and complete/update all paperwork and observation forms. Incident forms that may take longer to complete can be done at home, **BUT** please alert Rachael by text/Whatsapp that there has been an incident.
- Activity Leaders are responsible for: Chasing all payments, keeping session registers up to date (including which staff/volunteers attended), arranging & conducting sign-up meetings, ensuring feedback is collected & photo's are taken.
- **EVERYONE**- staff, volunteers and visitors must sign in and sign out. The Activity Leader has a register and will add you to the list.
- Paid time is included for paperwork to be completed after every session (within the setup/cleardown times). If extra time is needed, please speak with RC to arrange.
- The Activity Leader at each session is responsible for supporting & helping to train the other staff and volunteers at their session. Feedback any training needs to JM.

## **Activity Leader – is responsible for:**

Delegating tasks

Supervising, supporting and helping to train/guide volunteers and staff at your session

Taking any worries or complaints from users at your session (complaint form can be used) & forward to RC

Chasing non-payers

Keeping accurate records (must have a register taken at EVERY session)

Opening up buildings – H&S check list and report any issues

Locking up buildings

Arranging and conducting sign up meetings for new participants

Taking and recording feedback from sessions for our funders

Taking photographs (within permissions) for funders

Ensuring that all paperwork is completed (you can delegate to the team for help):

- Registration/Sign up Forms (for any child attending a session alone)
- Child Agreement Contracts (for any child attending a session alone)
- First Aid Forms (any accident, bump, first aid attention given)
- Incident forms (any behavior incident or situation that requires further thought/follow up)
- Observation sheets (if applicable, for selected children at EVERY session agreed as a team)
- Comment forms (for comments from children and parents at EVERY session)
- Feedback questionnaires – online survey to review targets (12 monthly) & at Teen Life (beg & end)
- Feedback at special events – sticker charts or smiley face feedback for large events in addition to above