

Dear Applicant,

Thank you for the interest you have shown in joining PACSO in the role of **Volunteer Playworker**.

PACSO is a charity providing play and social opportunities for children and young people with additional needs/ disabilities. We run a variety of respite activities including:

- Saturday Clubs
- Play Days at Easter and Christmas
- Our Summer Playscheme – the biggest event of the PACSO year!
- Trips in school holidays & half terms
- After School Clubs in term time

We run from locations including Fordwater School, Chichester Children & Family Centre and Lavant House.

In this pack please find the **Job Description, DBS Instructions, Volunteer Requirements** and our **Staff & Volunteer Guidelines & Welcome Pack**.

Please read through everything before completing the **Application Form** (link in email or [HERE](#)). You will also need to complete a **Medical Emergency Form** (link in email or [HERE](#))

All staff & volunteers need to have a **DBS check completed** (if you are over 16) before you can attend any PACSO sessions. Details of how to start this process are included in this pack.

We text volunteers about forthcoming sessions; we ask that you respond as soon as you can, so we know if you are available to help or not. When you come for the first time, someone will be there to 'buddy' you and teach you the ropes! We rely on staff & volunteers to support the children booked on, so if you say you can attend, please honour this commitment. If your availability changes, please let us know ASAP.

Please don't hesitate to contact us if you'd like more information. We hope you will consider volunteering for PACSO; it is a great team!

Yours sincerely,

Emma Kennedy  
PACSO CEO with Play Lead  
07875601157

# Job Description

<b>Job Title:</b>	Casual Volunteer Playworker
<b>Reporting to:</b>	PACSO CEO with Play Lead
<b>Responsible for:</b>	N/A
<b>Hours of Work:</b>	Casual Hours (e.g. Saturday Club, After School Clubs, Holiday Playscheme and Play Days)
<b>Location of Work:</b>	Chichester Nursery School, Children & Family Centre, St James Road, Chichester, PO19 7AB Fordwater School, Summerdale Road, Chichester, PO19 6PP Lavant House, West Lavant, PO18 9AB
<b>Salary:</b>	£0.00

## **Purpose of the job:**

To assist children and young people with additional needs aged 5 – 25 years to take part, play and enjoy PACSO clubs.

## **Job Role:**

- ❖ To be part of our team of Playworkers at our activities for children and young people.
- ❖ To build relationships with the children at PACSO.
- ❖ To play with and encourage the children at PACSO.
- ❖ Be a positive role model for the children at PACSO.
- ❖ Be accountable to the PACSO Play Lead and Team Leaders.
- ❖ To attend regular staff training, supervision and meetings to maintain ongoing communication and to help shape PACSO into the future.
- ❖ To adhere to and implement safer working practice in compliance with PACSO's Safeguarding and Child Protection policies.
- ❖ To undertake any additional duties as delegated by the Play Lead

## **DBS (Disclosure Barring Service) Check**

Before you can start volunteering at PACSO, you will need to have done an **Enhanced DBS** (if you are over 16). These must be renewed every 3 years.

If you are registered for the **DBS Update Service**, we can check these details and a new DBS check is not necessary. Please let us know your DBS certificate number and confirm the surname and date of birth on the certificate. Otherwise, please follow the instructions below to start a new check.

### **Obtaining a new DBS Check**

Please complete the first part online. To login to the system go to:

<https://disclosure.capitarvs.co.uk/cheqs/rbLogin.do>

Make sure you choose **Standard/Enhanced DBS** (not Basic).

Organisation Reference: **PACSO**

Organisation Code: **Parents10** (no gaps and a capital P!)

Position applied for is either **Volunteer Playworker**.

If you have any problems completing it, please contact CRVS on 0870 850 2516.

Once you have completed the online form, the Play Lead will need to verify the check with **three forms of ID**.

Bank/Building Society Statement must be dated within three months, and ID documents must be current and valid. Two of the documents must confirm the same address.

*The Standard and Enhanced disclosure ID criteria is as follows:*

- One document from Group 1 (see below).
- Two other documents from either of the lists below, one of which must contain a proof of address for the applicant.

*If the applicant cannot produce a document from Group 1, they must provide the following:*

- One document from Group 2a at a minimum.
- Two other documents from Group 2a or 2b.

<b>Group 1 – Primary Identity Documents</b>	<b>Group 2a – Trusted Identity Documents</b>
Passport	Driving Licence (full or provisional)
Driving Licence (full or provisional)	Birth Certificate
Birth or Adoption Certificate	Marriage or Civil Partnership Certificate
Biometric Residence Permit	HM Forces ID Card
	Firearms Licence
<b>Group 2b – Financial and Social History Documents</b>	
Bank/Building Society Statement	P45/P60
Mortgage Statement	Council Tax Statement
Credit Card Statement	EU National ID Card
Work Permit or Visa	Pension, endowment or benefit statement
Letter of sponsorship from a future employer	Letter from your headteacher or school principal

More details of the relevant documents can be found here: [HERE](#)

Any problems, please contact the Play Lead on 07875601157.

## PACSO Volunteer Checklist

Set out below is a list of expectations, outlining the minimum requirement of knowledge, understanding and personal conduct for PACSO volunteers. Before attending any PACSO session in a volunteer capacity, a member of the leadership team must be satisfied that the volunteer understands the requirements set out below.

Requirements		Covered?
1	Has attained 14 years of age	
2	Has a clear DBS check (Enhanced) if 16 years or above	
3	Can demonstrate an understanding of the PACSO safeguarding procedures	
4	Understands the need for confidentiality	
5	Supports and respects their Team Leader/Manager	
6	Can work as part of a team	
7	Can follow instruction	
8	Can work on own initiative and be proactive	
9	Is well presented and smart in PACSO uniform	
10	Has excellent time keeping and is reliable	
11	Has completed a Declaration of Staff Disqualification	
12	Is a good role model to children and young people	
13	Has a great, positive attitude	
14	Has a child-centred focus	
15	Represents PACSO well and wears our logo responsibly	
16	Understands the importance of annual Playworker Training	
17	Has provided details of 2 referees (and references have been received)	
18	Can play appropriately with the children and young people	
19	Builds positive and appropriate relationships with children and young people	
20	Will take reasonable precautions to keep the children and themselves safe	

For office use			
Manager		Applicant	
I have explained the expectations set out above and am satisfied that the volunteer understands what is expected of them.		My manager has explained the expectations set out above and I understand what is expected of me.	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	



Registered Charity Number: 1148138

# PLAYWORKER & VOLUNTEER Welcome Pack & Guidelines



## **Welcome to PACSO!**

PACSO is a unique local Charity, serving the Chichester and Arun Districts of West Sussex. We offer fun, play opportunities for children with disabilities and their siblings, to provide much needed short term break provision to them and their families.

PACSO was set up in January 1999 to support parents and carers of children and young people with additional needs. Our respite events aim to work inclusively with children aged between 5 and 19 years and their siblings.

We are really thrilled that you would like to work with us at our clubs. In this booklet we have a few guidelines to help explain what we expect of our Playworkers and Volunteers, and information so you know what to expect of us! We will go over this information in more depth at our Team Meetings. If there is something you do not understand, please ask.

## **PACSO Clubs**

**Saturday Clubs** are once a month on a Saturday and offer fun and play for children in Year 1 – age 19. Children can choose from a morning or afternoon session.

**After School Clubs** run weekly during term time offering a wide range of activities!

**Easter & Christmas Play Days** are 2 days in each of the Easter & Christmas holidays offering fun and mayhem, with lots of time for sports, creativity, and our ever popular workshops!

**Trips Out & About** during school holidays give children and young people the chance to visit local attractions and enjoy days out with their PACSO friends.

**Summer Playscheme** is our biggest and most popular event of the year. 2 whole weeks of entertainment, including sports, drama, art, music, and our end of week SHOW!

## **Your role at PACSO**

Our aim is to help children and young people grow in self-confidence and self-reliance, within our safe and secure child centred environment. It is important not to direct a child's play, but follow their lead and imagination.

As a playworker/ volunteer playworker, you are at PACSO to enable children to play. The children at PACSO have a variety of additional needs and require different levels of support. Some children need help physically to join in, encouragement to participate or constant supervision to stay safe. You may be required to work on a one to one basis with some children. If you have any questions about their needs, please just ask us! Most importantly we want you to enjoy yourself! The children will love having your company and the opportunity to play with you!

You will also be expected to help set up and pack away our activities and take part in team time. At team time at the beginning of a session we will inform you of any particular details for that session, and at the end of the session we will have our 'highs and lows'. This is an opportunity to share with other members of the team your 'lows': the things that did not go so well, or that a child struggled with and your 'highs': the things that really worked with a child, or some encouraging thoughts. This is a great chance to get things off your chest therefore respecting the need for confidentiality outside of PACSO.

## **Communication**

We will text before a club to ask if you can work. Please text back to confirm your availability. If you cannot make the session for any reason, please let us know as soon as possible by phoning or texting Play Lead Emma Kennedy on 07875601157.

## **Guidelines for attending PACSO sessions**

- Arrive on time ready for set up or team meeting.
- Sign in on the Staff and Volunteers register.
- Don't wear dangly earrings and tie your hair back.
- It is your responsibility to ensure that you are wearing the correct PACSO shirt, and are wearing your PACSO badge that has been authorised by the Play Lead.
- Leave all your possessions in the kitchen, including your mobile phone!
- If you need to leave the hall, please tell your Team Leader or the Play Lead.
- If you need to have a quick break during one of our day sessions, ask your Team Leader. Only one person from a team can go at a time.
- At full day events you will not have a separate lunch break so please eat your lunch with the children. If they see you eating with them they are more likely to eat theirs too!
- Make sure children are eating from the correct lunch box and only what they came with.
- Remember you are here for PACSO, not to meet up with your friends! Please save your conversations for the end of the session!

## **Child Protection, Policies & Procedures**

We must make the children's safety and happiness a priority at all times. If you are worried about a child, please speak to a member of staff straight away.

A full copy of PACSO's Policies and Procedures is available from the Play Lead, but below is an overview:

### **Safeguarding and Child Protection Policy**

Child protection and safeguarding is everyone's responsibility. If you suspect that any child or young person is at risk, you must tell the Play Lead immediately. Do not go anywhere alone and out of view with a child.

If a child confides in you that they are being abused, you must **not** promise to keep it a secret. You should reassure them by telling them that they have done the right thing by confiding in you. As soon as possible, you should then tell the Play Lead AND go somewhere quiet and write down exactly what the child told you.

### **Data Protection Policy**

- Do not disclose any personal information about a child or a family to anyone other than on a 'need to know' basis.
- Confidential information relating to every child is contained on the Child Profiles which are kept locked away in the Child Profile box. DO NOT leave Child Profiles out – always put them away after use and make sure the box is locked and left in a secure place.

### **Confidentiality Policy**

- If you see or hear anything in the Playroom or during staff meetings, that is where it stays!

### **Risk Assessment Policy**

- If you notice anything you are unsure about, tell the Play Lead.
- Everyone plays a part in maintaining safety.

### **Equality and Diversity**

- The PACSO ethos is one of inclusion. Everyone is to be included, regardless of their race, gender, sexual orientation etc.
- Bullying is NOT tolerated at PACSO.
- Do not develop favourite children.
- Be respectful, not judgemental of parents.

## Medication

- All children's medication must be given to the Nurse or Play Lead to be locked away.
- Only the Nurse or the trained Play Lead should administer medication.

## Lifting and Handling

- Because many of the children need to be touched to help them participate, communicate and to be cared for, please be aware that you are touching them and do so with respect and appropriateness.
- Do not lift children if you are unsure how to do it correctly or if you have any injury or condition that prevents you.
- Only use the hoist if you have been trained to use them.
- Do it with someone if you want to learn.
- Ask for help.
- Think ahead.
- Remove hazards.
- Reduce size of loads.
- Mechanise where possible.
- If that's not possible, carry out a manual handling assessment: task/individual/load/environment

## Toileting Policy

- Only staff (not volunteers) can toilet.
- Do it in pairs (2<sup>nd</sup> person can be a volunteer).
- If you are not confident, be the 2<sup>nd</sup> person.
- Tell the Nurse who needs toileting (there is a form!)
- Use the Nurse or the Play Lead if your team is really hectic!
- Try not to use 2 people from the same team.
- Don't be scared!
- Playworkers and volunteers should use the staff toilets – ensure you go there on your own!

## Complaints Procedure

- If you are unhappy about something talk to Emma Kennedy (Play Lead)
- If you are unhappy with Emma, talk to Clare Elkington (Chair of Trustees)
- If a parent is unhappy with something, direct them to Emma

## Visitors Policy

This includes parents, press, etc.

- Be polite at all times
- If you see someone you don't know, ask them who they are and why they are there.
- You can open the front door, but get the Play Lead or Nurse immediately.
- Direct any visitors or parents to the Play Lead.
- Ask visitors to sign in and give them a visitor's badge.

## Children's Possessions and Valuables Policy

- Children should not bring personal possessions/valuables into PACSO.
- If they do, those possessions should be passed to the Play Lead for safekeeping.
- They should **not** be given to a Playworker or Volunteer – that is not your job!



## **Relationships Policy**

- Children are not encouraged to have boyfriend/girlfriend relationships with each other.
- No kissing/cuddling etc at PACSO.
- Get them to join in with everyone and not to go skulking off together!

## **Health and Safety – Emergency Procedures**

### **What to do in the event of a fire:**

- If you see or smell smoke or see fire press the fire alarm to alert all in the building.
- Only tackle a fire if it is safe to do so. Do NOT hesitate to call the Fire Brigade. Dial 999.
- At the call of FIRE! You should calmly gather the children in your team.
- Help any children into their wheelchairs and ask able children to push them if necessary.
- Allocated staff will check that all individual rooms and any other areas that children could hide are vacated.
- Staff to evacuate children quickly to point of safety.
- Help all the children to the assembly point.
- The Play Lead will carry out a register.
- Do not re-enter the building until you are told that it is safe to do so.
- Parents are contacted should the children need to be collected.

### **What to do in the event of an accident or emergency:**

- If you witness an accident shout HELP!
- Call the First Aiders and the Play Lead.
- Let the Team Leader, First Aiders and Play Lead deal with the emergency.
- Respond to their requests if you are asked.
- Dial 999 if you need to call Ambulance, Police or Fire Brigade.
- In the event of a child needing to go to hospital the Play Lead will notify the child's parents or guardians using the information given on the Child Profile form.
- The Play Lead will decide who will accompany the child to hospital. The nurse will give this staff member the child's Profile Form and any medical information.

### **Children not involved in incident/ accident/ emergency:**

- Remove all children not involved in the accident or emergency from the room.
- Reassure these children and find something for them to do.
- Send one member of staff to the site of the emergency after 5 minutes to liaise with the Play Lead.
- If the children have witnessed an accident or emergency notify their parents when they are collected.

### **Supporting/Supervising Workers**

- If you see another worker acting in a way that could be misinterpreted, speak to the individual and/or the Play Lead.
- Team Meetings – use them to share concerns and identify areas for guidance.
- Support each other on the team
- Have fun – it will encourage the children to have fun too!

If you have any questions about these Policies & Procedures, please speak to the Play Lead.

We hope you will enjoy being part of the PACSO Team!