

Havant and District Holiday Venture

Integrated playscheme for children with a physical disability,
Their sibling or friend, aged 6 to 18 years.

- Job Description:** Deputy – 13-18 year group
Accountable to: Leader & HDHV Committee
Accountable for: Children 6 to 18 years, Volunteers and Staff

Before the scheme:

Attend development meeting with leader

In partnership with the leader run a training session for staff and volunteers

During the scheme:

- a) Provide a safe environment for venturer's, volunteers and staff by ensuring;

You attend and assist with the daily team briefing

Equipment is well maintained and safe for use

Good hygiene standards are followed

Safety procedures for arrival and departure are followed

- b) To provide high quality care for all venturer's

Deploying the time and skills of adults (both staff and volunteers) so as to offer each venturer the attention and support to ensure opportunity of play.

Planning each day a wide variety of activities

- c) To assist with supervising staff, volunteers and buddies on a day to day basis

- d) To keep records including:

Daily register for attendance for venturer's, staff and volunteers

Accident and incident to be documented on venturer's care plans and keep the Leaders informed

Programme of activities

- e) To liaise with parents, committee and OFSTED and any other professionals as notified

- f) To treat any personal information confidentially

- g) To contribute to and implement HDHV policies and procedures

- h) To assist Leaders in appropriately matching staff to venturer's

- i) To undertake any other duties proportionate with the level of responsibility of the post

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Leader & Deputies Joint Responsibilities

Leader and deputies will:

1. Ensure you have given staff the information they need to help their children (venturer's)
2. Ensure you have told staff where the information of each venturer is kept
3. Ensure you make staff and volunteers feel part of a valued team
4. Ensure staff work within HDHV policies and procedures
5. Display HDHV policies and procedures on the notice-board
6. Display a list of agreed FIRST AIDERS on the notice-board and during all offsite activities ensure that there is a qualified first aider with each group.
7. Identify one First Aider to take responsibility for re-stocking first aid box
8. Arrange collection of children's fees
9. Work out the 20 minute daily lunch rota
10. Ensure staff check and clean equipment each day
11. At the end of the each day assign staff to prepare and set out new activities
12. Work out a cleaning rota, specifying who and where they are to clean
13. Day before outing, work out staff and venturer's seating rota
14. Ensure that a First Aider is on each mini bus with the venturer's
15. Ensure you have a list of emergency contact numbers for staff and venturer's
16. Take venturer's medication with you on a full day outing
17. Take water and cups and any other refreshments to offsite activities as needed.
18. Identify four members of staff for cleaning and packing away HDHV equipment for return (ensuring only items on inventory are taken away)
19. Ensure staff are clear on policy for a lost child/venture
20. In the event of a child protection issues, gain support and guidance from Trospacc Children's Centre, Child Development Officer.
21. Ensure staff check safety and clean equipment each day.
22. Give regular feedback to Chairperson and inform him/her of any concerns.