

# Havant and District Holiday Venture

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

**Job Description:** Playworker  
**Accountable to:** Deputy on behalf of Leader & HDHV Committee  
**Accountable for:** Children 6 to 18 years (Venturer)

## Duties:

- a) Attend HDHV training
- b) Attend team brief each morning
- c) Welcome and assist venturer's
- d) Help provide the days activities
- e) Ensure all venturer's are able to take part in activities
- f) Keep confidential any information regarding the venturer's
- g) Follow HDHV policies and procedures
- h) Report **any** accident or incident to the deputy or leader immediately
- i) Undertake specific duties given to you by the deputy or leader
- j) Ensure your venturer leaves with their parent/carer at the end of the day
- k) Undertake any other duties in line with this post

## Advice and information

**For Child Protection reasons you must not assist with personal care work.**

Manual Handling – A venturer should be lifted with the aid of at least **two staff**. Do not attempt to lift any venturer alone you should always seek as much assistance as required, so as not to put yourself or the venturer at any risk of injury. Staff should familiarise themselves with the venturer's care plan to check for any specific needs prior to handling or moving the venturer. Please refer to the Manual Handling policy for full details.

Communication – It is better to bend down and talk to a venturer who is in a wheelchair rather than talk over their head, if the venturer has hearing difficulties face them when talking. The best way to ensure good communication is to find out how they like to communicate, ask them or their carers.

T-Shirt – staff are required to wear the issued T-shirt each day.

Safety – **NO ONE** is allowed to walk around with hot drinks. Hot drinks only at official break times, cold drinks are available all day. If you need to leave your venturer for a few minutes **ask** another member of staff to keep an eye until you return. **A venturer must not be left unattended.**

Mobile phones – All mobile phones are to be switched off during work time. In an emergency you can be contacted via HDHV mobile tel. number 07926 381243

Property – Staff are responsible for their own property, you are not to bring in a lot of money or anything of real value.

If you are not sure or are worried about any issue please talk to your deputy or the leader.