

Wellbeing Warriors staff info, roles & expectations

What we do

Provide a safe space for children to come make friends, have fun, keep their bodies healthy and their minds happy. We do this using yoga, mindfulness and the 5 ways to wellbeing framework (connection, learning, being active, noticing & creativity). We prioritise- friendship, arts & crafts, games, discussions, healthy snacks & fun.

Same structure each week:

Circle time > theme > movement > activity> snack & break > activity > chill down

Session activities are planned with input from the children several times a year on what they want in the club.

Children & adults worked together to develop a boundaries triangle with kindness being a key factor.

Max of 16 children/ session with 3 x staff: 1 x Lead, 1 x facilitator & 1 x support staff

Why we do it

Smaller group = feels safer

Yoga & mindfulness = brings movement & calm- let children know it's ok to be quiet & still

Demonstrate the importance of connection

Creativity makes us happy & 3rd object theory- children talk when making

To have fun

Not being hungry

Our values

Kindness / trauma informed, all behaviour = communication / valuing diversity & being inclusive / balancing keeping safe & taking risks
/ everyone has the right to peace & calm / no one is left out

Roles / Expectations

Lead	Facilitator	Support
<p><u>Experience & Qualifications</u></p> <ul style="list-style-type: none">● Has specialist experience / training / knowledge in working with children● Has enhanced DBS certificate on update service● Completed safeguarding training, level 3, in last 3 years● Completed first aid at work training in last 3 years <p><u>Delivery</u></p> <ul style="list-style-type: none">● Plans the session & shares with staff● Shops for snack items needed- keeps receipt to claim back expenses● Leads set up for 30 mins prior to session starting to set up - 4pm● Leads clear up & debrief for 30 mins after session - 6.30pm● Inputs debrief onto SESSION RECORDING● Has oversight & leads on decision making to ensure smooth running of the session.● Liaises with KGP centre staff as necessary	<p><u>Experience & Qualifications</u></p> <ul style="list-style-type: none">● Has enhanced DBS certificate on update service● Completed safeguarding training, level 1, in last 3 years● Completed first aid at work training in last 3 years● Has some specialist experience / training / knowledge <p><u>Delivery</u></p> <ul style="list-style-type: none">● Facilitates activities and some activity leading with session lead discussion● Inputs ideas to enhance session plan● Accompanies children to toilets / administers basic first aid● Arrives 30 mins prior to session starting to set up - 4pm● Stays 30 mins after session finishing to clear up & debrief - 6.30pm● Advise Haidee or Lead facilitator if unable to cover a session with as much notice as possible <p><u>Other Duties</u></p>	<p><u>Experience & Qualifications</u></p> <ul style="list-style-type: none">● Has enhanced DBS & on update service or is willing to go through DBS process● Completed safeguarding training, level 1, in past 3 years or is willing to attend course at near opportunity● Completed first aid at work training in last 3 years or is willing to attend course at next opportunity <p><u>Delivery</u></p> <ul style="list-style-type: none">● Inputs ideas to enhance session plan● Supports the delivery of activities within sessions● Arrives 30 mins prior to session starting to set up - 4pm● Stays 30 mins after session finishing to clear up & debrief - 6.30pm● Advise Haidee or Lead facilitator if unable to cover a session with as much notice as possible <p><u>Other Duties</u></p> <ul style="list-style-type: none">● Discusses/feedbacks concerns/queries with session lead

<ul style="list-style-type: none"> ● Liaise with staff re: attendance ● Leads on activities or advises other staff to facilitate. ● Brings kit ● Accompanies children to toilets / administers basic first aid <p><u>Other duties</u></p> <ul style="list-style-type: none"> ● Deputy / Safeguarding Lead during session delivery: <ul style="list-style-type: none"> -aware of potential concerns/risks -aware of children subject to Child Protection Plan -gathering relevant information and evidence if safeguarding issues arise -sharing appropriate information with relevant people -seeking advice from and making referrals to social services when appropriate and without delay. -being the first point-of-call for all staff that may have safeguarding concerns. (DSL & Deputy DSL) -ensuring sufficient records are maintained of any safeguarding alerts, concerns or referrals. (DSL & Deputy DSL) ● Takes responsibility for health & safety for staff and children during 	<ul style="list-style-type: none"> ● Discusses/feedbacks concerns/queries with session lead ● Attends occasional team training / meetings ● Can attend 1:1 support sessions with project lead if requested. ● Applies the clubs values to themselves: treating selves with kindness and seeking support if needed ● Treats personal information about children or families that attend our club or other staff members confidentiality ● Adheres to following The Tree Project CIC policies & procedures: <ul style="list-style-type: none"> -Staff Code of Conduct -Safeguarding policies & procedures -Health & Safety policies & procedures 	<ul style="list-style-type: none"> ● Attends occasional team training / meetings ● Can attend 1:1 support sessions with project lead if requested. ● Applies the clubs values to themselves: treating selves with kindness and seeking for support if needed ● Treats personal information about children or families that attend our club or other staff members confidentiality ● Adheres to following The Tree Project CIC policies & procedures: <ul style="list-style-type: none"> -Staff Code of Conduct -Safeguarding policies & procedures -Health & Safety policies & procedures
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<p>session (sign in, pick up arrangements)</p> <ul style="list-style-type: none">● Aware of children's individual needs as per consent forms.● Attends occasional team training / meetings● Applies the clubs values to themselves: treating selves with kindness and seeking support if needed● Treats personal information about children or families that attend our club or other staff members confidentiality● Adheres to the following The Tree Project CIC policies & procedures:<ul style="list-style-type: none">-Staff Code of Conduct-Safeguarding policies & procedures-Health & Safety policies & procedures		
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Pay

Self Employed / Invoicing

- Invoices to be submitted by 25th of each month, during holiday seasons this will change
- payment on last working week day of the month
- Include expenses (with receipts or invoices) with monthly invoices

Payroll

- Paid on the 29th of each month by DD Payroll
- You are responsible for letting me know the hours you have worked - no hours submitted = no pay
- Hours for the month must be with me by 20th of each month
- Submit timesheets / hours monthly
- Provide Haidee with hours worked up until the 20th of each month
- Annual leave pay / Tax / NI will be calculated by the payroll company - (DD Payroll) and will be added in or taken out of your monthly salary

Facilitator (lead) = £18/hr > £45/session

Facilitator = £15/hr > £37.50 session

Support = £10.42/hr > £26.05/session