## Cleaner

£ per hour (aged under 25), £ per hour (aged 25 and over). xx hours per week (day to work)). Permanent position.

**Are you passionate about cleanliness? Do you love keeping things tidy and have great attention to detail? Do you take pride in your work?**

Xxx Church are looking for a dedicated and experienced individual to assist in cleaning our premises to ensure a safe, welcoming environment for the community. In addition to cleaning each day, you will also be a key holder, supporting the Premises Manager with locking and unlocking the centre.

In exchange for your hard work, we offer a supportive team environment, excellent training opportunities and a generous annual leave allowance.

We at xxx offer a range of activities and services, tailored to the needs of the local community. We keep our focus on the safety and welfare of children and young people.

**Appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.**

If you think you would like to join our amazing team, download an application pack from or contact us by emailing or by telephoning the office on xxx

**Closing date:**

We are committed to equal opportunities and value diversity in our workforce.

**Job Title:** Cleaner

**Responsible to:**

**Hours of work:**

**Annual leave:** .

**Salary:**

**Base:**

#### ????, appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

**Purpose:**

* To work as part of the premises team, ensuring the buildings and equipment are kept to a high standard of cleanliness for the benefit of users and the wider community.

**Key Tasks:**

1. To follow an agreed schedule for the regular cleaning and maintenance of the premises.
2. To vacuum, clean, dust, polish and wash various surfaces including floors, carpets, worktops, tables, doors, windows, etc.
3. To empty all bins daily including recycling and nappy waste.
4. To clean all toilet facilities including toilets, urinals, cubicles, sinks, units, etc.
5. To tidy and clean public kitchen areas ensuring worktops are clear.
6. To pick up litter and ensure the grounds are clean.
7. To use appropriate equipment including floor cleaner machines and pressure washers as part of the cleaning routine.
8. To ensure sundries and supplies (toilet paper, soap, etc) are available and topped up, and marked for reorder when getting low.
9. To ensure premises are free from significant risks, and to report any concerns including damaged or worn fixings and equipment.
10. To hold premises keys and be available to lock/unlock the buildings by agreement including most evenings.
11. To liaise with users of the premises, assisting as appropriate.
12. To attend regular Line Management supervision and undertake training as required.
13. To carry out other such duties as may be required from time to time.

The following person specification lists the criteria we are looking for in candidates, followed by the how we plan to evidence each point (e.g. through the application form). Applicants should meet ALL the essential requirements to be shortlisted.

### Essential

1. Prior experience of cleaning, preferably in a commercial or public environment.
2. A friendly, enthusiastic and reliable character who works well with others in a professional and personal capacity.
3. Ability to work in a way that promotes the safety and well-being of all
4. Ability to work under instruction, but also has self-direction and can use own initiative.
5. A trustworthy individual who thrives on responsibility.
6. An understanding of and sympathy towards the Christian faith

### Desirable

1. Relevant qualifications in COSSH, Health & Safety at Work, Working at Height, or similar.
2. Ability to work flexibly within the role, adapting to the needs of the centre (e.g. to cover additional hours).
3. Prior experience of purchase ordering and supply management.
4. Evidence of willingness to undertake further personal and professional development.

# Safeguarding Children Policy and Procedure

#### Our Duty

Arun Church, Arun Church: Wickbourne Centre, and Refresh Trading Ltd, (the ‘Company’) recognise our responsibility for safeguarding children and that all children have a right to be safe from harm regardless of age, gender, race, religion or sexual orientation. All children in our care will be valued and respected, and their needs put first. We will challenge stereotypes and assumptions while recognising that some children are vulnerable and may require additional support.

We recognise that creating a culture of safeguarding is everyone’s responsibility. This policy applies to all staff, trustees and volunteers working across the whole organisation and will also be made available to everyone including parents and children online at https://[www.arunchurch.com/safeguarding.](http://www.arunchurch.com/safeguarding)

The Company is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to. We recognise that clear communication is key to preventing abuse and we will work together with other agencies within the guidelines laid down by the West Sussex Safeguarding Children Board and current government guidance including:

* Working Together to Safeguard Children (July 2018)
* Sussex Child Protection and Safeguarding Procedures
* West Sussex Continuum of Need/Threshold guidance

The Company has a duty to report known cases of Female Genital Mutilation (FGM) in under 18’s.

The Company has regard to the Prevent duty (2015) of anti-terrorism and anti-radicalisation of vulnerable people alongside our other safeguarding policy. The Designated Person has oversight of the Prevent Duty.

#### What is Child Abuse?

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. More comprehensive information on child abuse is available from the NSPCC on their website: https://[www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/)

#### Recruitment and Training

The Company follows safe recruitment procedures (see Recruitment Pack) to ensure the suitability of staff and volunteers including:

* Ensuring all adults both paid and voluntary are aware that work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974
* Securing two references, ideally from previous employers, for every application
* Completing Disclosure and Barring Service (DBS) checks
* Requiring everyone to undertake safeguarding induction training within 6 weeks of start date

All staff and volunteers are made aware of these safeguarding procedures and must attend safeguarding training a minimum of every 3 years. The designated person will attend training every 2 years. Everyone must be able to recognise the possible symptoms of child abuse including neglect, emotional, physical or sexual abuse, Female Genital Mutilation (FGM), and Child Sexual Exploitation (CSE) among others.

#### Designated Persons

A designated person will have responsibility for all safeguarding issues. If any staff or volunteer has any concerns about a child, they must report it to their immediate Team Leader/Manager who will contact the

relevant designated person and record their concerns. If anyone within the setting receives information/allegations or witnesses an event which may suggest a child is being abused or is at risk of significant harm, it is their responsibility to report it to the designated person.

The role of the designated person is to collect and clarify the precise details of the situation and to decide whether there is any cause for further action. If action is needed, the designated person will refer the information to the relevant authority whose responsibility it is to investigate.

* The overall designated person for the Company is: **Jon Jolly** available on 07713 639690.
* In the absence of the designated person, **Becca Jupp** (Senior Leader of Arun Church) should be contacted on 07896 216955.
* The Managers and Deputy Managers of **PlayCentre Nursery**, **PlayCentre Pre-School** and **Arun Youth Projects** are also designated persons and should be contacted regarding concerns in their settings.

#### Referrals

Advice and concerns regarding safeguarding children should usually be directed to the designated person who will decide whether there is any cause for further action. Wherever possible, concerns about a child should be discussed with parents/carers and agreement sought for a referral unless this may:

* Place the child at risk of significant harm e.g. by the behavioural response it prompts or by leading to an unreasonable delay.
* Lead to the risk of losing evidential material.
* In cases where fabricated or induced illness is suspected.

If a parent/carer has agreed to give their consent for a referral this should be recorded and confirmed in the referral to MASH. A decision not to seek parental consent before making a referral must also be recorded and reasons given when making the referral.

To make a referral, the designated person will contact:

* **West Sussex Multi-Agency Safeguarding Hub (MASH)** for concerns over a child: **01403 229900** or 033 022 26664 for out of office hours (5.00pm to 8.00am weekdays) and for emergencies at weekends and bank holidays.

Alternatively referrals can be submitted by email to MASH@westsussex.gcsx.gov.uk using the MASH referral form:

<http://www.westsussexscb.org.uk/wp-content/uploads/Request-for-Support-form.doc>

* **Adult’s Carepoint** for concerns over an adult: **01243 642121**

Alternatively, referrals can be submitted by email to socialcare@westsussex.gov.uk using the referral form:

<http://www.westsussexsab.org.uk/wp-content/uploads/2016/06/Adult-Safeguarding-Concern-> Form-V2-FINAL.docx

* **Sussex Police** (non-emergency) for concerns over a child or adult: **101**

Referrals must be confirmed in writing by the referrer within 24 working hours. The helpdesk advisors are responsible for making initial assessment as to the nature of the referral, and with a social services manager decide whether a child protection investigation should take place.

All staff and volunteers will be aware of their responsibility to share any concerns they have about a child with their immediate supervisor or manager and the designated person. **Staff and volunteers also have the right to share their concerns directly with MASH or the Police** without affecting their terms of employment (see Whistle Blowing Policy) and some roles will require them to do so.

#### Other Contacts for advice on Safeguarding:

* **NSPCC** for concerns over a child: **0808 800 5000**
* **Thirtyone:eight** (Formerly the Churches’ Child Protection Advisory Service) for advice on safeguarding issues: **0303 003 11 11**
* **The Local Area Designated Officer (LADO)** for concerns and allegations around staff or volunteers: **0330 222 3339**
* **Ofsted** for concerns relating to a childcare setting: **0300 123 1231**

#### Record Keeping

Whenever concerns are raised or worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific record will be set up using the Safeguarding Incident Report Form (see Appendix

1. template. All concerns will remain confidential, be stored securely, and shared on a need to know basis in line with our separate Privacy Statement. The guidance set by the West Sussex Safeguarding Children’s Board will be followed.

All written records should be clear and factual, containing what was seen, heard and what action was taken. They should include:

* + The child’s name, full address, date of birth.
	+ Date and time of the disclosure/observation.
	+ Exact record of disclosure (in child’s own words).
	+ Name of person to whom disclosure was made.
	+ Name of any third-party present.

Records should be written as soon after the event as possible. The site of any injuries should also be recorded on Appendix O using the body map form, with detail including the colour, shape, and location of the injury. When complete, the report should be signed and dated.

#### Responding to Suspected Abuse

The welfare of the child is paramount. Statements about, or allegations of abuse, or neglect made by children, must always be taken seriously. If any staff or volunteer has any concerns about a child, they must report it to their Team Leader who will contact the relevant designated person and record their concerns. If any other adults within the setting receive information/allegations or witness an event which may suggest a child is being abused or is at risk of significant harm, it is their responsibility to report it to the designated person. It is the responsibility of the designated person to decide whether there is any cause for further action.

#### Where A Disclosure Is Made

Disclosing incidences of abuse may be a significant effort for a child. We commit that:

* + Reassurance will be given to the child.
	+ The child will be listened to.
	+ The child will not be questioned or prompted.
	+ Promises will not be made to the child regarding sharing any of the information made in the disclosure.
	+ The designated person with responsibility for safeguarding children will be informed immediately and the above procedures followed under the guidance of the Local Safeguarding Children’s Board.

#### Allegations Against Staff or Volunteers

If a complaint or allegation of abuse or harm to a child is made against a member of staff or volunteer, it will immediately be brought to the attention of the designated person who will arrange for discussions to

be held with the staff member, if appropriate. The Company’s Disciplinary Procedure will be followed when necessary and we will ensure that we cooperate fully with any investigation. The designated person will contact the Local Authority Designated Officer (LADO) and Ofsted (where applicable) will be informed and, depending on the outcome of the investigation, a DBS referral may be triggered. Parents will be supported and informed of all progress.

* + **The Local Area Designated Officer (LADO)** for concerns and allegations around staff or volunteers: **0330 222 3339**
	+ **Ofsted** for concerns relating to a childcare setting: **0300 123 1231**

#### Minimising Risk

* + The safety of children is the responsibility of all staff and volunteers, and everyone has a duty to ensure a safe environment, and to report any issues or concerns. Activities with children will be covered by regular risk assessments as outlined in the Health & Safety Policy.
	+ All activities which involve a single child working with an adult should take place in a public area or room which can be easily observed by other staff in nearby areas. If this is not possible, permission should be sought from a manager/leader with consideration to the Lone Working Policy.
	+ Only DBS-checked staff or volunteers will supervise children in the toilet/washroom area, and only when necessary to assist a child.
	+ All visitors, staff and volunteers must sign in as they enter and exit the building/venue.
	+ Staff and volunteers should not give out personal mobile numbers, email addresses or chat to service users on social network websites (see Acceptable Use of IT and Social Media Policy).
	+ Staff will not be allowed access to mobile phones during sessions unless authorised by the manager and any volunteers/parents coming into the session will be asked to leave mobile phones in their bag in the hallway or in the storage area provided.
	+ The Company will always ensure the appropriate level of supervision for children in our care adhering to specific requirements where necessary.
		- For childcare settings, the ratios set out by Ofsted in Statutory framework for the early years foundation stage
		- For other activities, the NSPCC Guidance on appropriate levels of supervision for children and young people will be used. Supervision levels will vary depending on children’s age, gender, behaviour and abilities but will usually be a minimum of:
			* 1 adult to 3 children for 0-2 years
			* 1 adult to 4 children for 2-3 years
			* 1 adult to 6 children for 4-8 years
			* 1 adult to 8 children for 9-12 years
			* 1 adult to 10 children for 13-18 years
		- For high-risk activities the ratio should be appropriate to the level of risk as determined by Risk Assessment.

# Information About The Organisation

## About Arun Church

The Wickbourne Centre is part of Arun Church - a vibrant and active church, which is home to around 400 Christians who meet every Sunday, 10:30am at The Littlehampton Academy.

Our main office is in The Wickbourne Centre in Wick, Littlehampton. This is where lots of our activities take place, and is also home to our PlayCentre Nursery, and Refresh our fairtrade coffee shop with free internet facilities. We also have a PlayCentre Pre-School in Rustington. The Wickbourne Centre is run in partnership with West Sussex County Council and a variety of children’s and family services are based within the building including social workers, family support teams, and health visitors. We organise various community support groups, as well as using the venue for mid-week prayer meetings and teaching sessions

## Our Vision

Our overall vision as a church is to see lives transformed through Jesus. Our mission, how we go about transforming lives, is by helping people to Belong, Believe and Become.

We understand that not all employees will share our faith or the motivation behind what we do, however we do expect everyone to agree with our aim of seeing lives transformed, making a difference to the people and community around us. The following values describe who we are and who we want to become as an organisation. They guide us in our day-to-day conduct, our decision-making, and in our hiring.

* + **God First:** we take our cue from the life of Jesus outlined in the Bible, and our decisions and actions are informed by His example. We ask employees that do not have a Christian faith to work in a way consistent with this (e.g. showing compassion, serving others, being non- judgmental).
	+ **Passionate:** we are motivated by excellence and a desire to make a difference
	+ **Brave:** we are not afraid to take risks or to fail, but we try
	+ **Generous:** we freely give our resources to enable others
	+ **Together:** we support and value each other, celebrating teamwork

To that end, we are very active in our local area providing practical help and support through a variety of services and activities. These include a free Breakfast Club supported by BBC Children In Need, a network of youth clubs for young people, sports groups such as football, and far more.

As a church we are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability. We recognise that people hold different values and beliefs to our own and we acknowledge the freedom of people to hold and to express these respectfully and freely within the limits of the UK law. We will never impose our Christian faith on others, but allow spaces to explore belief and values in a respectful environment. We form partnerships with other churches, voluntary groups, statutory agencies and local government where appropriate to provide the best service for our community.