



Holiday Programmes - Role Outlines and Responsibilities

Holiday Programme leaders deliver a holiday scheme to their allocated school specifically for targeted young people affected by a range of vulnerabilities. The leader is required to deliver interactive, themed sessions either from the provided plans from Unique Voice whilst creating a safe and secure environment for all young people.

General Responsibilities (applicable to all)

- Prepare the space for children arriving to the programme - including cleaning of surfaces and resources
- Respect the space
- Carry DBS and ID at all times for inspection
- Be familiar with all aspects of the programme including timetable, scheme and relevant child information.
- Be active and supportive during the daily registration and signing out process.
- Ensure all children are safe throughout
- Have a strong knowledge of UV policies and procedures and ensure that you follow and adhere to these at all times.
- Deliver fun, inspiring sessions and continue to strive to be the best leader you can be.
- Use your sessions to implement the Unique Voice ethos, promoting it within the delivery and content.
- Use the relevant material and themes set out in your training and schemes to educate and inspire.
- Represent the company to the highest standard at all times.
- Be reliable and committed to your role and the company.
- Ensure that you follow and adhere to all Unique Voice policies and procedures
- Complete supplied evaluation to be shared with the UV office team no later than 3 days after the programme
- Support completion of supplied feedback forms - parents/carers and children
- Attend all training sessions and scheme briefings ahead of the programme.
- Communicate effectively with team members
- Report any concerns or challenges during programme to manager/ UV directors as soon as possible.
- Report child disclosures to Krystal Keeley - theoffice@uniquevoice.org or 07875 841769 as soon as possible
- Praise and reward students
- Ensure the space is left as found
- As a team support lunch and break times and the distribution of food where applicable - be aware of allergies
- Have an awareness of all key information about specific children where necessary e.g. child protection or medical conditions and safeguard these throughout.
- Ensure all information shared about the families is kept private and confidential
- Take photos and collate feedback throughout the programme of media consented children to be shared with UV team - **DELETE ANY PHOTOS OF NON MEDIA CONSENTED CHILDREN BEFORE DEVICE IS RETURNED TO UNIQUE VOICE OFFICE.**



Manager

The Holiday Programme manager is responsible for overseeing the programme and being the main point of contact for parents/carers. Please find underlined below recently updated responsibilities. As part of this they are responsible for:

- Registering children in and out of the holiday programme each day
- Attending a 15 minute online Manager briefing before the programme begins to be included in the Manager fee.
- Ensuring the safety and confidentiality of all child information compliant with safeguarding and GDPR guidelines.
- Signing a GDPR Compliance Contract before commencing work.
- Sending a clear and thorough daily summary to the Manager WhatsApp group this will also include regular phone check ins with Community Manager - Becky.
- Carrying out regular head counts.
- Ensuring that all children complete a feedback questionnaire
- Ensuring that all parents complete a feedback form upon completion of the programme and that this is returned to the UV office at the end of the programme, clearly labelled
- Collecting all materials and resources from the UV office on Monday at 8am each week.
- Return all materials and resources to the UV office as arranged upon completion of the programme in an ordered and tidy way.
- Communicating effectively with UV management
- Communicating effectively with team members
- Supporting your team regarding all aspects of behaviour and workshop delivery.
- Managing and reporting child disclosures
- Giving daily feedback to the team for areas of improvement.
- Leading team debrief sessions with your team to discuss areas for improvement, challenges and offering support where needed
- Ensuring children are kept safe at all times
- Having a strong knowledge of UV policies and procedures and ensuring these are followed by all at all times.
- Maintaining a high-level of professionalism, workshop delivery and performance, through example.
- Ensuring your team is briefed and informed ahead of each day.
- Instilling behaviour management strategies and enforce them when required.
- Having an awareness of particular children who may need additional support - ensuring team are also briefed on this.
- Forming effective working relationships with the young people to support and guide them through the programme.
- Using their leadership role to inspire and be an exemplary to their team, the children they work with and the staff they meet
- Facilitating completion of evaluation and being responsible for submitting this to UV management within 3 days of the programmes completion.
- Having an awareness of any medical conditions or allergies and safeguard this throughout.
- Being aware of fire safety procedures within the setting
- Being responsible for closing down the building/setting each day - safe keeping of keys and door codes etc.