

# Short Breaks Service – Post Details



## Babysitting and Befriending/Companion

The Short Breaks Service Co-ordinator will introduce the sitter to one or more families. Sitters are employed by Three Wings Trust on a sessional basis and paid monthly in arrears. Hours will be agreed with the family (sometimes in conjunction with Three Wings Trust) but sitters should have a minimum of 3-4 hours a week available (daytime or evening) during the week and be able to commit to providing a service for at least a year. Sitters must be within easy travelling distance of the London Boroughs of Richmond or Hounslow.

### Both posts require you to:

- meet the wishes of the parents with regard to the care of their child(ren) or young person
- to actively promote the inclusion of disabled young people and children into mainstream activities
- provide a safe environment and constant supervision of the young person or child(ren) in your care
- take reasonable and responsible care of your own health and safety
- maintain confidentiality in relation to service users and their families

### Babysitting:

- care for a child with additional or different needs within their own home in the absence of the parents
- look after siblings of the child with additional or different needs during the sitting sessions where this is requested by the parents
- provide activities, both indoors and outdoors, as part of the sitting session, where appropriate
- provide personal care to the disabled child and to other children in your care

### Befriending/Companion:

- accompany the young person to social activities they enjoy
- facilitate the young person joining in their social activities
- take part in activities with the young person

### References and Police Check:

All sitters will be policed checked. Two referees will be required, one of which must be from a current or recent employer or from school/college. The other may be personal, from a person who has known you for at least a year but not a family member.

### Training:

Sitters will be required to attend Core training as soon as possible after they have joined the sitter list unless they have attended similar and suitable courses recently. Three Wings Trust offers additional training which is optional but we encourage you to attend as many training sessions as possible.

### Hours:

Hours are variable – from occasional and ad hoc sitting to regular weekly sitting for one or more families. Three Wings Trust cannot guarantee the number of hours or regularity of work.

# Short Breaks Service – Person Profile



## Babysitting and Befriending/Companion

### 1 Experience

- To have had experience of working with children or young people
- To have worked in an unsupervised setting, for example as a babysitter

### 2 Abilities

- To relate positively to disabled people and their families
- To respect and work with the parents' views and concerns
- To work creatively
- To work alone in an unsupervised setting
- To challenge discrimination of all kinds, in particular towards disabled people

### 3 Personal Qualities

- Reliable, punctual and trustworthy
- To have an interest in working with children and young people with additional and different needs
- To have an interest in and commitment to the needs and rights of disabled people
- To be able to commit to attending training sessions provided by the Three Wings Trust
- To have a commitment to gaining knowledge and awareness of needs of disabled children, young people and their families
- To have a commitment to gaining awareness of racial and cultural issues in working with families from different minority community groups

# SHORT BREAKS SERVICE – APPLICATION FORM

Babysitting and Befriender/Companion

Name:	
Address:	
Phone Numbers:	
Email:	
Date of Birth:	
Are you interested in:	Babysitting <input type="checkbox"/> Befriending/Companion <input type="checkbox"/>

Please tell us about your current or most recent employment:

Please tell us about your experience of working with children with additional or different needs:

Please tell us about your experience of working with children:

Please tell us about your future interest in children with additional or different needs, if any:

What times are you available during the week and at weekends? Please give days and times

Are you available during the school holidays?

Do you have your own transport?

Have you been policed checked? If so please provide a copy of your CRB Disclosure

What days and times can you attend an interview?

Please let us know if there is any other information that is relevant to this application:

Please give us the name and address of 2 people we can contact for a reference. At least one should know you from school/college or a job. The other one can be personal, for example a friend of the family, and the person should have known you for at least a year:

Name:

Name:

Address:

Address:

Email:

Email:

Relationship to you:

Relationship to you:

Please continue your answer to any of the questions on a separate sheet, if necessary.

If you are a Student, please also complete the following questions:

Student At:

Which Year:

Faculty:

Course:

How many years are you likely to be in the area?

**Please return your application to me by post or email:**

**Email:** [sue.robson@threewingstrust.org](mailto:sue.robson@threewingstrust.org)

**Post:** Freepost RRSC-GXUY-ELXX, Three Wings Trust, Croft Centre, 20 Windham Road,  
Richmond, TW9 2HP

**CONFIDENTIAL**

**Equal Opportunities Monitoring Form**

**Name:**.....

**Post Applied for:** ..... **Date:**.....

**Where did you see this job advert?** .....

**Three Wings Trust** aims to be an Equal Opportunities employer. In order to monitor the effectiveness of our equal opportunities policy and procedures, all applicants are asked to complete the following questions.

Please choose ONE section from A to E, then tick the appropriate box to indicate your ethnic background.

<p><b>A Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other Asian background, please specify</p> <p>_____</p>	<p><b>B Black or Black British</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Other Black background, please specify</p> <p>_____</p>
<p><b>C Mixed</b></p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Other Mixed background, please specify</p> <p>_____</p>	<p><b>D White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Other White background, please specify</p> <p>_____</p>
<p><b>E Chinese or other ethnic group</b></p> <p><input type="checkbox"/> Chinese</p> <p>Any other ethnic group, please specify</p> <p>_____</p>	<p><b>Please answer the following question by ticking the appropriate box:</b></p> <p>Are you <input type="checkbox"/> <b>Male</b> <input type="checkbox"/> <b>Female</b></p>

Do you consider yourself disabled? Yes/No

If you have answered yes to the above question, do you have any special requirements to assist you at the interview, should you be selected?

Please give details.....

**Please note that all employees of Three Wings Trust will undergo a police check.**

**I consent to the information I have given being stored and used for monitoring purposes.**

**Signed:** ..... **Date:** .....

