

# **Bedford Street Angels- Team Leader Role Description**

(you will have been asked to take on this role for the evening only by the member of the Management Committee at Team Base)

## **Before the patrol:**

- Upon arrival at Team Base, if red rucksack has not been collected from AGS Taxis by 10pm, visit taxi office and collect from BSA locker.
- If a volunteer who is booked to come does not arrive, check the Team Base Mobile in case a message has been left. A list of contact numbers of all volunteers is available in the red rucksack.
- Ensure that Street Angels on patrol are recorded on the report sheet.
- That each Street Angel is wearing a red jacket.
- Check that appropriate ID badges are worn at all times.
- Make sure each Street Angel has a pair of disposable gloves from a BSA rucksack and some BSA business cards in his/her pocket.
- Familiarise yourself with the whereabouts of the contents of the rucksack.
- Ensure that the Taxi Fund see-through wallet and mobile charger kit have been transferred to each black rucksack, and that the keys to the public toilets plus one set of keys to Team Base, are with Team 1.
- Identify and agree who should take the lead in administering first aid; only those that have undergone a recognised course in first aid and hold a current certificate should administer it to others (as required by our insurance company). If necessary adjust the composition of each team before going on patrol or contact the other team for the assistance of a qualified first-aider.
- Enquire discreetly of the members of your team for any limitations to their being able to function effectively whilst on patrol e.g. difficulty in bending down or lifting.
- Any observer is made aware of procedures and expectations of the night.
- That team members record their emergency contact numbers for that evening/night on the form provided and that it is put in the rucksack for use if necessary.
- That one Team Leader has agreed to deliver the dedicated (red) rucksack to AGS Taxis office after Team Base has been locked up.
- That refreshment-break times have been agreed amongst the prayer and patrol teams.
- That the Prayer Team has one set of keys to Team Base in case it leaves the building before a patrol team returns for its refreshment break.
- Make test calls amongst the mobiles to check that they have sufficient credits for use.
- Sign on to the NiteNet radio system (see detailed procedure).

## **During the patrol:**

- Check continually that volunteer procedures are followed; 'shepherd' your team members, especially when crossing any roads.
- If the Stationary Team is operating, visit it regularly (usually between 12 midnight and 2am) and liaise appropriately.
- Pay attention to the way that volunteers physically deal with vulnerable persons, especially young females. If physical contact is made in any way that you consider could be interpreted by anyone as inappropriate, or as sexual assault or harassment, please draw it to the attention of that volunteer as soon as possible.
- Ensure that the NiteNet radios and BSA mobiles provided are used, and that ID/observer badges are worn at all times.

- If a qualified first-aider (as above) is not present in your team, contact the other team for assistance from their first-aider.
- That if any items of lost or other property are handed to the police, a note is made of the officer's serial number and vehicle registration number, for future reference.
- If the Prayer Team leaves Team base before a patrol team returns for its refreshment break, rendezvous with the Prayer Team and receive its set of keys to Team Base. (NB: a spare set of keys to Team Base is stored loose in the BSA locker at AGS Taxis).
- That clear decisions are taken, if necessary in consultation with other team members and/or the emergency services, as appropriate.
- If a call for assistance is received by a patrol team whilst taking a refreshment break at Team Base, at your discretion you may, if you wish, say that you will be where you are required in xx minutes, to enable to continue your break.
- Do not admit any strangers to Team Base- the safety of BSA volunteers is of the most importance; the buildings are only loaned to BSA for use by patrol teams and the Prayer Team, and not as a shelter for vulnerable persons.

### **After the Patrol:**

- Ensure that each radio is logged off the NiteNet radio system and that all phones are switched off.
- Conversations/incidents etc are legibly recorded on the Patrol Diary sheet and it is posted in the stamped addressed envelope provided to the Prayer Coordinator for the weekly Prayer/Report.
- Record on the Accident record form any accident or injury involving BSA personnel before, during or after the patrol. Post it to the Prayer Coordinator with the Patrol Diary sheet above.
- Receive any information regarding possible safety issues regarding persons under 18 years of age (see Protocol in case of Vulnerable Persons) and be sure to report it the next day to the BSA Safeguarding Coordinator Carolynne Roberts- 01234 400925.
- Any donations received are recorded in the Patrol Diary and the cash placed with the Taxi Fund in the see-through wallet for return with the keys, etc. (see below).
- Lead a short de-brief and prayers for significant contacts, conversations and incidents.
- Make sure all borrowed BSA jackets/anoraks and ID badges are returned to the cupboard at Team Base at the end of the night, but, if clothing is wet, hang it in the cloakroom.
- Ensure that the premises that Street Angels have used are left clean and tidy, all BSA equipment put away, room heaters and lights switched off, and doors locked.
- Ensure that the keys to the premises, keys to the public toilets, radios, mobiles, mobile charger kits, DVD player and Taxi Fund see-through wallets are delivered safely to AGS Taxis office in the dedicated red rucksack. Please ensure that other persons do not become aware of the code on the combination lock. If they do, please contact the Company Secretary as soon as possible.
- Should you have had concerns about the manner in which physical contact has been made with a vulnerable person that could have been interpreted as inappropriate, please report your concerns to the Chair of the Management Committee as soon as possible.
- He/she will make a written record of the incident and decide, in conjunction with another(s) member of the Management Committee, whether or not any further action should be taken by them. We want to prevent the possibility of allegations being made that could harm the reputation of Street Angels.
- Should you have any concerns about the conduct, attitude or spiritual maturity of any observer, please contact the Chair of the Management Committee as soon as possible.