



Best Practice for Leaders of Young People

Information Pack

Introduction

This pack is designed to give volunteers leaders of young people, at St Alban's, information regarding the best practice in how to deal with different situations that may arise.

Brief Description of Clubs

Ignite

This club is run as an after-school club between 3.25pm and 4.45pm. It is for school years 3-6 and, though it is not exclusive, primarily attracts children from Frant School. Most of the children do not attend Church so can be viewed as an outreach club. There is always a Christian based talk and discussions along with group activities, games, and challenges, as well as free time.

Little Fishes (formerly mums and toddlers)

The group is held every Tuesday between 10am and 11.30am for pre-school children. As well as loads of toys for the little ones, there is a snack time, Bible story time as well as the wonderful singing time with the piano! There is coffee and refreshments for parents and children, with many chances to interact with others.

Sunday Club

Sunday Club is for Children and young people aged 0-14 and takes place during the Morning Church Service on Sundays (excluding the 1st Sunday of the month as this is a Family Service). There are 3 groups, Sparklers, Torches, and Rockets. A clarification of ages for the groups can be found below. Volunteers help lead different groups and we use age related teaching material.

The vision for Sunday Club is to teach the Gospel in a fun and interactive way. Every child can learn and experience Jesus, their age should not be a stumbling block, therefore we aim for each child to have experienced Jesus in some way each time they attend.

Sparklers: Preschool

Torches: Reception – School Year 5

Rockets: School Year 6+

Encounter

Encounter is the Church's youth group for youth in school years 7 upwards, held on a Friday Night.

The Vision for Encounter is to see, mainly Church going teenagers, grow in their faith through Bible studies, talks and prayer. This age is such a critical age that, by creating a friendly, supportive community, the teenagers would feel comfortable to express their feelings and experiences and therefore be more able to help them when they need it the most.

Child Protection

Protecting children in our care is a very high priority. This includes protection against physical and emotional abuse. Leaders have a duty to minimise the risk of this happening within the group and also outside the group. Leaders must be aware that any concerns they have for a child, no matter how small they think it may be, must be reported, in strict confidence, to a member of the Church leadership team.

All leaders of children's groups, above the age of 18 years, must be DBS checked. If this needs to be done, please ask the club leader to direct you.

Policy for children using the toilet

We acknowledge that children will sometimes need the toilet during Sunday Club, and that some may require assistance. If one of their parents / carer is present, we will encourage them to take their own child to the toilet. On other occasions, where-ever possible, we will endeavour to make sure that:

- ✓ The person who takes the child is someone who has a valid DBS check.
- ✓ That person will stand outside the toilet cubicle unless it becomes clear the child needs assistance.
- ✓ That person will ideally stand so that they are propping open the main door back into the Stables entrance hall, so that they are visible from the main hall and can call for assistance if required.
- ✓ That person will encourage the child to wash their hands after using the toilet.
- ✓ Children will not be left unattended or allowed to wander off without adult supervision.

The essence of this policy also applies to situations where children need to wash their hands after a craft activity or similar.

Adult to Child Ratios

Within a Church building, such as The Stables (our Church Hall), the ideal adult to child ratios stand at:

Ages	Ratios
0 – 2	1:1
2 – 3	1:4
4 – 8	1:6
9 – 12	1:8
13 – 18	1:10

Ratios are based on best practice guidelines. The first number is the number of adults, and the second number relates to the amount to maximum number of children e.g. 1:7, means 1 Adult and 7 children.

Under no circumstance should a leader be left alone with one child in a confined space. Always make sure that doors are left open and you meet in a public space.

Behaviour Code for Children

Good behaviour from children is very important for the whole group to thrive within their group. If you have a child whose behaviour is not up to standard and distracting others, do not shy away. Make a judgement whether to confront the situation straight away or talk quietly to that child. The first implementation should be a warning to stop. The second should be missing the activity for a short time. The last should be to miss the activity completely. Be careful with the last consequence as this could mean missing gospel based topics and could mean that a leader may be occupied focusing on that child.

Behaviour Code for Adults

This Code outlines the expectations for all those who work or volunteer with children. It reflects our desire to follow Jesus in all we do, reflecting his love to those we minister to. It follows from our determination to ensure that Frant Church is a place where children can not only be safe, but feel safe. And, it reflects our unwavering commitment to the highest possible standards of safeguarding practice.

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them, and will reduce the possibility of unfounded allegations of abuse being made against them.

○ Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to our safeguarding officer under the parish whistle-blowing procedure, or, if necessary, under the parish safeguarding policy.

Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral being made to a statutory agency such as the police or the local authority children's social care department.

○ Responsibility of Staff and Volunteers

When working with children and young people for Frant Church, all staff and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that they may be seen as role models by children and young people, and by their parents. They therefore must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Treat all children and young people with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Value the contribution of children and young people, and take their views seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks should be organised for young children.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.

- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown, or displayed.
- Record any concerning incidents and give the information to your group leader. Sign and date the record.
- Always share concerns about a child or the behaviour of another worker within your group leader and/or the parish safeguarding coordinator.

When working with children and young people, you should not:

- Initiate physical contact. Any necessary contact (e.g. For comfort, see above) should be initiated by the child.
- Play rough physical games with children, or allow games with a potentially physical element (such as 'British Bulldog') to be played between children without careful thought, planning, and prior notification to parents and children.
- Act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards children, or with other adults when you are with children, or engage in any sexual behaviour at all with children or young people. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles of relating with children or young people.
- Encourage children to behave in sexually provocative or suggestive ways with each other.
- Touch a child inappropriately or obtrusively.
- Invade a child's privacy while washing or going to the toilet.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical punishment.
- Scapegoat, ridicule or reject a child, group or adult.
- Permit abuse peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- Show favoritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking, including that which is overtly physical or sexual in nature. It is always your responsibility to maintain appropriate boundaries in your work with children and young people.
- Give lifts to children or young people on their own or on your own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for young children, or offer to give or buy them alcohol.
- Share sleeping accommodation with children.
- Invite a child to your home alone.
- Arrange social occasions with children (other than family members or close family friends) outside organised group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.

Fire Procedures

If you come across a fire, you must sound the closest alarm straight away, do not try to put it out before doing this. If the fire alarm was to sound, please stay calm and keep children calm, gather the children in your group and vacate the building by the closest exit and meet at the assembly point.

The Stables assembly point: Wooden Structure with bench at top of the drive.

First Aid

The main first aid box is located within the kitchen of the Stables, behind the door in the cupboard labelled 'first aid'. There is a mobile first aid bag in the Church office if you take a group off site.

Make sure you fill in the accident book, following the instructions within. This can be found next to each first aid kit.

Health & Safety

It is our duty to minimise the risk of hazards in the environment which the session runs. If you come across any potential health and safety hazard, please make sure that the risk is either eliminated or minimised. This can be done by moving or cordoning off the hazard or area. Please inform the children if hazard remains, even if cordoned off. Then please inform a member of Church Leadership.

Each group or club should have a risk assessment, written by the overall leader. I have attached a blank template if you this needs to be done.

SEN

It is always good for other leaders to be aware if you think, or are told, that a child has special educational needs (SEN). This way all leaders can look at adapting their style of teaching to include all educational needs. To make sure that every leader is aware, please direct your communication via Ed Pascoe.

If you are not sure how best to adapt learning styles, please also speak to Ed Pascoe or a member of the leadership team.

Communication

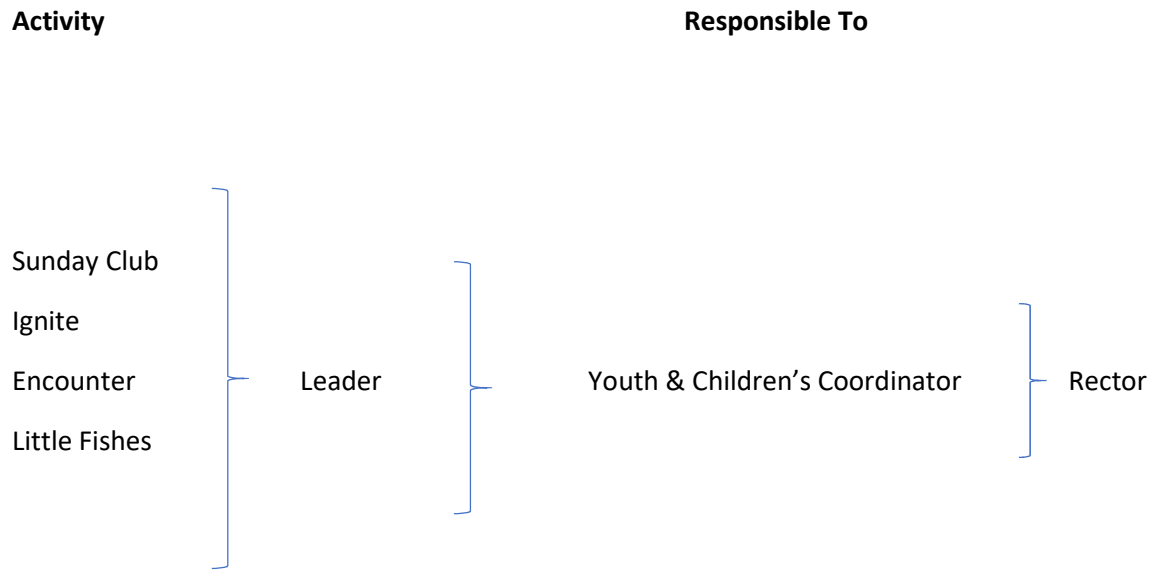
Communication is a key element of any team and/or organisation, whether with God, each other, the children we interact with, or parents.

Confidentiality between what is disclosed by a child and a leader must never be promised. If a child asks you to keep a secret before disclosing something, you must say no. This is for the protection of valuable children and for trust to remain between leaders and children. Any issues you deem a matter of child protection, you must inform Ed Pascoe, in writing, as soon as possible. I have attached a copy of a form to fill out in the appendix of this information pack.

I urge you to pray to the Lord God in everything. This is not just vital for yourselves, but also others including the children you look after. It is not always possible for all team members to gather before a session, but we can always commit the work to the Lord yourself before the session. Examples of things to pray for are; wisdom for leaders, safety, joy, inclusion and, of course, for the children to come and meet with our Lord.

Leadership Structure

Main Leadership Team



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| Youth and Children's Coordinator: | Edward Pascoe |
| Little Fishes Leader: | Julie Pascoe |
| Ignite Leader: | Edward Pascoe |
| Encounter Leader: | Edward Pascoe |
| Sunday Club Leader: | Edward Pascoe |

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