



'It's all about behaviour' scenarios

1

The church youth club is holding a film night. Four young people, who are not regulars, stroll in and they are welcomed at the main door. As the film begins the four young people sit at the back of the room as the leaders hand out bowls of popcorn. After a few minutes the four young people start flicking popcorn at the other young people. One of the leaders politely asks them to stop, the four young people apologise and the popcorn flicking momentarily stops. However, a few moments later they start flicking the popcorn again. The Leader approaches once more stating that if they continue, the popcorn will be taken away and put in the bin. The four young people snigger amongst themselves and start making silly noises and throwing popcorn at the screen. The leader removes the popcorn as warned but as they turn around from the bin the four young people are now confronting the leader and begin to shout offensive language at them.

**2**

The popular Easter Holiday club is in full swing. The children have just taken part in a messy craft activity and four girls have asked to wash their hands. A volunteer sends them off to the recently refurbished toilets and several minutes later they return back to their groups giggling with wet sleeves. Moments later a scream is heard. Two leaders rush out to find a child lying on the floor outside the toilets with water around them. Upon inspection the leaders discover that one of the taps in the ladies' toilet has been left on and water is gushing over the basin due to a paper towel blocking the plug hole.

**3**

At the after-school club a gang of year 6 girls are dominating the karaoke machine. After they finish singing several songs they encourage another girl to have a go. She is reluctant at first but the girls encourage her to sing an Adele song and feeling affirmed she wonders over and picks up the microphone. As the girl begins, the group quickly notice that the girl has a really good singing voice and begin to mock her voice, appearance and size chanting 'Adele the whale' repeatedly. The girl bursts into tears, runs off and locks herself in the toilets. The gang of girls laugh and quickly move towards the toilets.

**4**

Sunday School regularly meets in the village hall located 100m down the High Street from the church. At the beginning of the service, leaders escort the children along the main road in convoy. The children see this as an exciting part of going to Sunday school because they all wear hi-visibility bibs. On this particular occasion two boys run ahead of the group, a leader shouts at them to come back but the boys only goal is to reach the hall before everyone else. At the hall, a leader warns the boys that if they run off again they will not be able to attend the next Sunday school group. Despite the warning, on the way back to the church the boys race off again pursued by one of the leaders and one of the boys is knocked off balance by a passing double-decker bus.

**5**

Indoor hockey is one of the most popular activities at youth group. The young people get really excited every time it appears on the programme and during the match a heated squabble suddenly breaks out. The youth leaders' conversation is interrupted by the commotion, they turn around and notice a young person lying on the floor with a bloody nose. The leaders hurry over, break up the argument and ask what has happened? Two young people then begin to shout at each other claiming that the person on the floor tripped one of their team members on purpose and they were punched as a result of their foul play.



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6

As part of the church's outreach to young people in the community a residential has been organised to build relationships with a group of challenging teenagers who live on the local estate opposite the church. On arrival the youth leaders and the young people agree some ground rules. After a non-eventful night, at lunchtime the following day the leaders reward the young people for their good behaviour and take them to the seaside town nearby. The young people are given an hour to spend on their own and a meeting point. The leaders disappear into a coffee shop confident that the young people will not cause any trouble in an old-fashioned seaside town. An hour goes by and the leaders wonder back to the meeting point and are greeted by the young people boasting and showing off their new piercings.



7

It is a typical morning at Sunday School. The children are packing away all the craft materials and arranging themselves into a circle for the bible story. Two brothers (aged 7 and 9) who have been annoying each other all morning, choose to sit next to each other. They have been warned a few times already about their behaviour but continue to be disruptive as the leader starts the story. As the brothers persistently push and pull faces at each other, the other children have become distracted and stop listening to the story. The boys happen to be the new curate's children.



8

The Church youth group are visiting the local youth worship event held in a church in the city. Before the event begins large visuals continually remind everyone to switch off mobile phones. The event starts and most of the young people are engaged with the opening worship. One of the youth leader's notices a few of their young people pointing at a teenage girl from another group. During the talk, the youth leader hears sniggering from some of their group and notices a mobile being passed around. The youth leader steps in and confiscates the phone catching a glimpse of an image of the teenage girl on the screen in a compromising position.



9

The Christingle workshop is a well-supported event that many families attend from in and around the local community. Whilst everyone is enjoying making their Christingles an unhappy parent approaches the organiser complaining that an unsupervised child is stabbing other children with the cocktail sticks. They point the child out which the organiser quickly recognises as one of the children from a notorious family that have recently been relocated into the community.



10

During family communion a special area is prepared at the back of church for parents to entertain their children during the service. However, parents often leave their children unattended whilst they go off to take communion and leave their children with an elderly volunteer and a young helper. On this particular Sunday a three-year old child wanders over to the other side of the church and begins to cut the tassels off the centenary banner with a pair of scissors. The young helper notices what is happening and asks one of the elderly people what they should do.



Good Practice Quiz Answers

- 1 **TRUE** - There must be adequate insurance cover for ALL on site and off site activities, and activities should also be agreed with the Church Council/Trustees etc.
- 2 **TRUE** - Private cars can be used to transport children/young people, but drivers must be accompanied by another adult and ensure that safe recruitment procedures have been followed. Drivers must also verify that their vehicles are road worthy (MOT), have adequate insurance (with written confirmation), the maximum capacity is not being exceeded, seat belts are used at all times and the correct car seats are used for children who require them.
- 3 **FALSE** - Where possible children's/youth work should be run in halls, churches or rooms connected with the church. If a private house is used on a regular basis, clear boundaries and rules need to be in place, the Church Council/Trustees etc. need to be informed and you should inform your insurance company.
- 4 **TRUE** - The following are the recommended adult to child ratios: **0-2 years** = 1 adult to 3 children. **2-3 years** = 1 adult to 4 children. **4-8 years** = 1 adult to 6 children. **9-12 years** = 1 adult to 8 children. **13-18 years** = 1 adult to 10 children. Mixed gender groups should include both male and female adult leaders wherever possible. In certain situations it will be necessary to have a higher number of adults; for instance when children/young people have additional support needs. It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children/young people at all times.
- 5 **?** - It is not practical for every group to have a register, such as a drop-in. However, if you run a regular programme with organised activities you should keep up-to-date records of the contact details and emergency/medical information for all children/young people you work with. Make sure you have them with you during the activities you run and keep them secure at all other times. It is also recommended that you keep up-to-date information and contact details for leaders/volunteers.
- 6 **FALSE** - For any activities away from the normal meeting place, ensure that parents/guardians know where the group is going and that they have signed and returned the relevant consent forms.
- 7 **?** - When a child or young person is in your care there is an obligation to ensure their safety at all times. If you are left with a child/young person who is normally picked up by someone the first point of call is to contact the parent/guardian on an emergency contact number to enquire if all is ok. However, if you need to take the child/young person home, because it is a greater risk to leave them on their own, agree arrangements with the parent/guardian, ensure you have another adult leader present with you on the journey and follow the guidelines for question 2. Remember that lifts home should not become a regular occurrence and only offered in exceptional circumstances.
- 8 **FALSE** - All leaders over the age of 18 have the potential to be left in a 'one-on-one' situation with a children/young people, therefore as a bench mark, if a leader is perceived to have more contact with children/young people than a local 'shop keeper' they need to be safely recruited and have an up to date DBS certificate before they begin volunteering (Disclosure and Barring Service). Young volunteers can sign a young volunteer's agreement. There are now also different levels that will require either an enhanced DBS or an enhanced DBS plus - go to www.gov.uk/disclosurebarring-service-check for more information.
- 9 **TRUE** - Ensure that all who work with children/young people know what to do in the case of suspected or alleged abuse.
- 10 **FALSE** - A no touch approach for adults working with minors is often impractical. Every child/young person is different and every situation is unique. Therefore, each situation should be judged as to what is appropriate to the needs of the individual child/young person. Any such contact will need to be age and gender appropriate and of limited duration. Where a child/young person seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited or secretive.
- 11 **TRUE** - Leaders can communicate with young people using social media and other forms of electronic communication; however, this must follow strict guidelines and parental/guardian consent must be obtained.
- 12 **TRUE** - Clear rules, consequences and boundaries help children, young people and adult leaders/volunteers know where they stand. Those with leadership responsibilities must be consistent when dealing with rules and consequences.



What to do/what not to do...

What to do if a child says something or I'm concerned or suspicious about something or someone?

Here are some basic **do's and don'ts** if you are concerned or suspicious about any behaviour toward a child or young person, or if a child tells you that they, or someone they know, is being abused do take your concerns and the concerns of the child seriously.

It's always better to make a referral to Children's Social Care or an enquiry to the safeguarding adviser rather than doing nothing. Silence never protects the victims – unfortunately it perpetuates victimisation. Be prepared to think the unthinkable even if the person about whom the allegation is made is known to you very well.

Do...



- Listen carefully to the child, rather than directly question him/her;
- Accept what the child says – children rarely tell lies about being abused;
- Take the abuse seriously (no incident of abuse is ever insignificant);
- Reassure the child who has spoken to you that they have done the right thing in bringing it to your attention;
- Write down exactly what was said, including any inappropriate language that might have been used, whilst it is still fresh in your mind, making a note of the timing, setting and people present;
- Explain to the child what actions you are going to take and that the information must be shared;
- Report what you have heard, seen or suspect to your church safeguarding person, diocesan safeguarding adviser, Children's Social Care, the Police or the NSPCC.

Don't...



- Dismiss your concerns – the diocese will take them seriously;
- Approach the person about whom you have concerns, instead seek advice from either your church safeguarding person, the diocesan safeguarding adviser, your local Children's Social Care department, the Police or the NSPCC;
- Confront the alleged abuser;
- Ask questions to obtain further information – children will only want to tell their story once;
- Promise confidentiality, or make promises to the child that you cannot keep;
- Stop a child who is freely recalling what has happened. If they are interrupted at this stage, they may not continue and might not let you, or anyone else know what has happened.



Disclosure card Front

What to do if a child/young person discloses that something is happening to them

What to do:

- Listen carefully to what is said.
- Accept what is said.
- Take the abuse seriously.
- Reassure them that they have done the right thing in bringing it to your attention.
- Write down exactly what was said, making a note of the timing, setting and people present.
- Explain what actions you are going to take – that the information must be shared.
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Disclosure card Back

What not to do if a child/young person discloses that something is happening to them

What not to do:

- Dismiss your concerns.
- Interrupting the person who is informing you.
- Ask probing questions to obtain further information.
- Promise confidentiality or make promises that cannot be kept.
- Approach the person about whom you have concerns.

Useful telephone numbers:

NSPCC: 0808 800 5000

ChildLine: 0800 1111



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Safe recruitment flow chart

Person shows interest in working with children/young people or vulnerable adults in the church either in a paid position or as a volunteer.



Ensure you have a written outline of the role that you can give the applicant. The applicant is asked to complete an application form and asked to provide the name of two people to provide references.



A simple interview/conversation then takes place with the applicant by the nominated safeguarding person in the church/parish and two others. This will include a discussion about the role the applicant will undertake and also what they hope to bring to the role.



A Confidential Declaration Form is completed by the applicant. If the role requires it then a DBS application form (Disclosure and Barring Service) is also completed by the applicant. This is certified by the nominated safeguarding person or a member of clergy. The completed DBS form is returned to the Diocesan Safeguarding Department/Adviser who will process the application; the church/parish keeps the rest of the recruitment paperwork in a secure location.



The applicant will receive a DBS disclosure certificate that must be shown to the church/parish safeguarding person who will contact the Diocesan Safeguarding Department/Adviser with the DBS certificate number, date of issue and the fact that there are no cautions/evictions.



If the DBS certificate is clear and the references are satisfactory the applicant is now eligible to work within the area of work they applied for.



The Church Council/trustees need to minute the appointment at the next meeting.



Annual Medical/Consent Form



St Key's Church
 99 Celebration Lane
 Worshipton
 WOR 5HIP

Date: _____ **to date:** _____

A new programme will be available at the start of every term.

This form gives consent for activities and trips as stated on the termly programme for **Church/name of group**. Please read and fill in this form if you agree to your child/children taking part in all of the arranged programme and activities.

PLEASE NOTE any activities taking place beyond a 50 mile radius of **the church** or in a residential capacity, will require separate consent. For all off site activities and trips, we will meet outside the church before leaving and return to the church. Your child/children need to be dropped off and picked up by the stated times. Times will be given in advance of any trip and if arrangements change we will let you know. We will also give advanced notice of anything your child/children will need to bring with them or provide.

PART A - to be completed by all participants (more than one person in a family can go on this form)

Full Name/s 1) _____ 2) _____ 3) _____
 Date of Birth 1) _____ 2) _____ 3) _____
 Address (include post code) _____

 Any Medical details or allergies of which the leader(s) should be aware:
Person 1 _____
Person 2 _____
Person 3 _____

PART B - to be completed by all participants

Doctor's name _____
 Address _____
 Telephone number _____

PART C - Emergency Contact for parent/guardian

Name _____
 Address _____
 Telephone numbers (home) _____ (mobile) _____

PART D - to be completed by person(s) with parental responsibility for all participants under 18

I/we give my permission for
 1) _____ 2) _____ 3) _____
 to attend and take part in the above named event, and all activities, with the exception of:

Continued overleaf



Annual Medical/Consent Form

PART D contd - to be completed by person(s) with parental responsibility for all participants under 18

In case of illness or accident, I/we authorise for the leader(s) of the group/activity to sign any written form of consent required by medical authorities on my behalf, if a) a delay occurs in obtaining my signature or b) it is considered inadvisable or unnecessary by the doctor/surgeon concerned. (Please tick) YES NO

Signed Signed

Name Name

(Parents/Guardians of those under 18) Both parents should sign, or the sole parent/guardian/carer with legal responsibility for the child.

Address (if different from Part C)

Telephone number Date

Publicity

Occasionally pictures or videos are taken of activities at events. These photos/videos will only be used within publicity or in news letters, brochures, leaflets and on the church website.

I give consent for pictures or videos of my child/children to be used: YES NO

Transport for trips and organised activities

I give consent for my child/children to be transported by leaders when necessary: YES NO

Contact details

To make better use of modern technology emails, text messaging and social media is used (designated Facebook group) to communicate relevant information, programme changes, updates and news/events.

Are you happy for you and your child/children to be contacted electronically for these purposes? YES NO

Name of parent/guardian

Telephone number (if different from Part C)

Email

Thank you for your patience in completing this form. We take the safety and responsibility of your child's care very seriously. **Please note that we can only be responsible for your child/children when they are either on the church site or attending arranged activities. If they leave the site we cannot take responsibility for your child/children.**

Contact details for you

If you have any questions, concerns or if there is anything we need to be aware of about your child please don't hesitate to contact:

Group leader name

Group leader telephone number

Group leader email address

Church website



Social Media & Young People*

Guidelines

These guidelines relate to internet, email, mobile phone and social networking. For many young people this is their preferred means of communication and it can be an extremely effective tool within youth work. However while it brings great opportunities there are also significant risks and it is important that guidelines are followed.

Workers/leaders communicating with young people or vulnerable adults via the internet, social networking or mobile phone must obtain a DBS certificate in accordance with the safeguarding guidelines from the Diocese.

It is recommended that:

- If a worker/leader expects to communicate with young people in the group via email, messenger, social networking sites (e.g. Facebook) or texting, written permission from the young person's parents/guardians should be given.
- One-to-one communication between a worker/leader and a young person should normally be avoided, all communication should be in a page or group context.
- If it is necessary for a worker/leader to communicate with a young person individually, it should be through an approved account that a line manager/supervisor or approved third party can also access and review the conversations. Young people must be made aware that any one-to-one communication will be shared in this way.
- Communication should be from a specific account/address known to the young people, parents and line manager/supervisor.
- Clear and unambiguous language should be used in all communications. Avoid abbreviations that could be misinterpreted.
- Do not use any comment or picture of a young person without written parental permission. Church/Diocesan guidelines on the taking of images must be followed.

Mobile Phones:

- Employed workers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for any usage to be accountable.
- The work phone number should be the only number that young people are given; a worker's personal number should remain private.
- Texts that raise concerns should be saved and passed on to a line manager/supervisor or approved third party within the organisation. Conversations should be discussed as soon as possible.

Email and Instant Messenger:

- Be aware of who has access to computers, or other devices, used for communication between workers/leaders and young people.
- There should be a 'curfew' on instant messenger communication and this should only take place during normal working hours.
- Workers/leaders need to log and save all conversations and regularly review these with their line manager/supervisor before they are deleted.





Social Media & Young People*

- Make sure that young people know that line managers/supervisors have access to the conversations.
- Video or Voice messenger should be done in public so that other people are aware of what the worker/leader is doing and to whom they are speaking.

Facebook & Social Networking Sites:

- The best advice is that it is not appropriate to use a personal Facebook account and profile for work with young people, so workers/leaders should create a professional account to manage communications with young people.
- To create a professional or 'work' account and profile, enter a work email in the sign up box, adding 'Work' or another suitable term after the last name to distinguish the professional from the personal profile (i.e. Mark Heybourne Work)
- Line managers/supervisors should be aware of the account name and password so that they can at any time log onto the account to monitor the communications. Young people should be made aware that information is shared in this way.
- Ensure the church/organisation name is entered onto the profile created. Also make sure that work contact details and web address is publicised.
- Adding interests makes profiles more interesting, but only share information appropriate to the young people.
- Any photos used should be in an official/work setting.
- Consideration should be given to including an 'expectations' statement in the profile somewhere such as:

"I am a youth worker with a keen interest in social media which I use to share about the groups and events we run through St Key's Church. I also post lots of links that I think young people who come to our groups would find interesting. I generally only log in to Facebook a few times a week during my work hours. If you need to contact someone from St Key's urgently then please call 01234 567890 or visit www.stkeyschurch.org"

- Any communication or content that raises concerns should be saved or printed, shared and discussed with line managers/supervisors.
- Workers/leaders should only accept friend requests for this profile from young people known to them that they have met offline.
- Communication should normally be in the public domain wherever possible (by using group mailings or public wall posts).
- Where groups are set up, they should be closed, and not open to the general public. Anyone with administrative rights should regularly moderate the group, only sharing those rights with their line manager/supervisor and other trusted workers/leaders.
- Workers/leaders with personal social networking accounts should customise their privacy settings in order to maintain the boundaries between their personal and professional lives. They should avoid uploading inappropriate personal information.



* The Diocese of Norwich has kindly given permission for these guidelines to be adapted for 'The Key'.



Good Practice Quiz

Answer the following statements by circling - 'True', 'False', or 'Not sure':

1 There needs to be adequate insurance to cover ALL on-site and off-site activities and this is to be agreed with the Church Council/Trustees etc. **True False Not sure**

2 You can use your own car to give lifts to young people on trips. **True False Not sure**

3 Private homes must never be used to run children's/youth work. **True False Not sure**

4 There must be enough leaders for the size and age of the group. **True False Not sure**

5 Every children's/youth group must have up-to-date information and contact details for all the children/young people you work with. **True False Not sure**

6 You don't need to get parents'/guardians' consent for activities away from the normal meeting place. **True False Not sure**

7 It is the responsibility of the group leader to take home any child/young person who has not been collected by a parent/carer. **True False Not sure**

8 Only group leaders need to be safely recruited and have up-to-date DBS certificates (Disclosure and Barring Service). **True False Not sure**

9 All who work with young people need to know what to do if a child/young person discloses information that they are being abused. **True False Not sure**

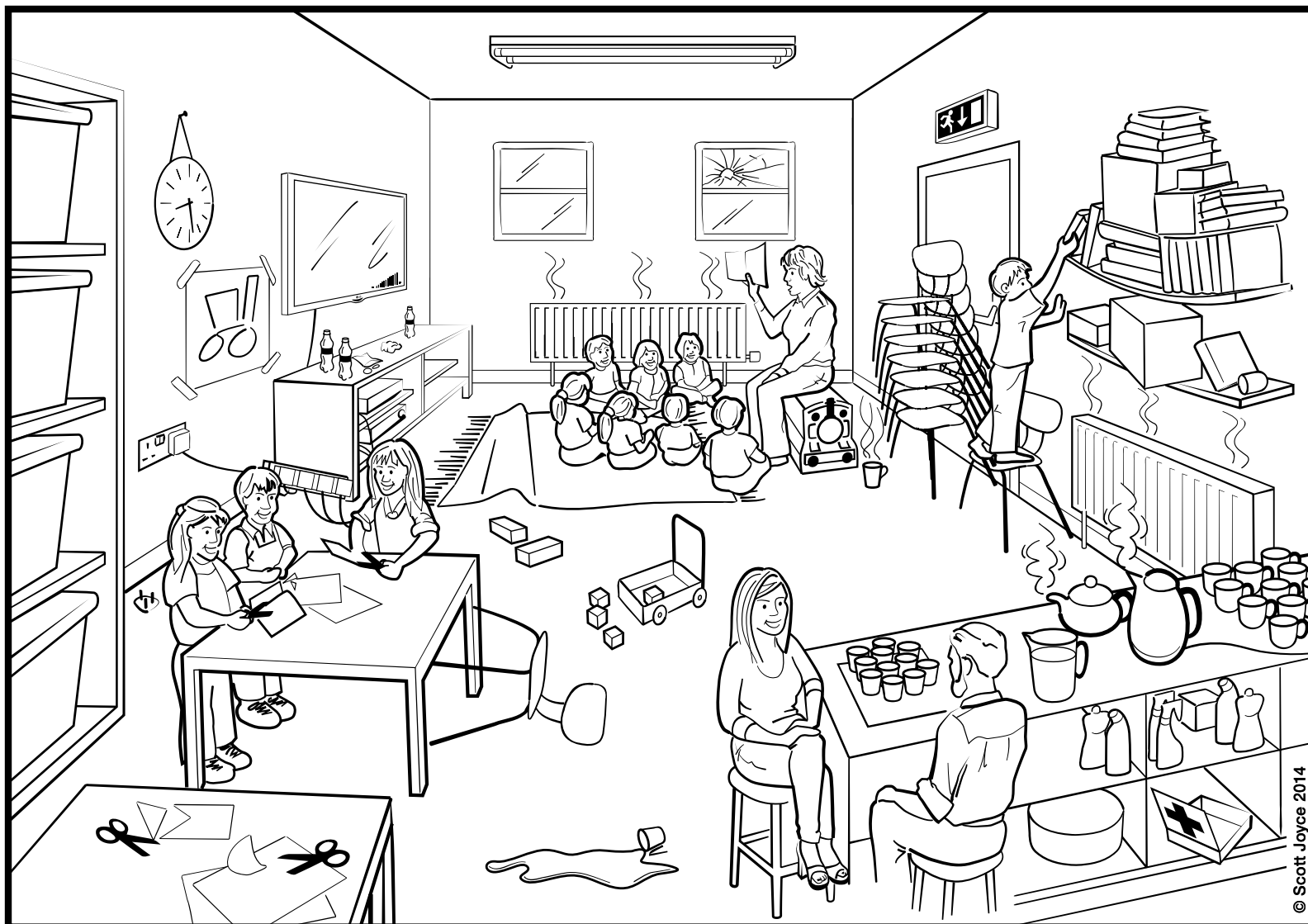
10 You should never comfort a child with a cuddle if they are hurt or upset. **True False Not sure**

11 Leaders can communicate with young people using social media. **True False Not sure**

12 Clear rules and boundaries help everyone know where they stand. **True False Not sure**



Potential Hazards Children's group

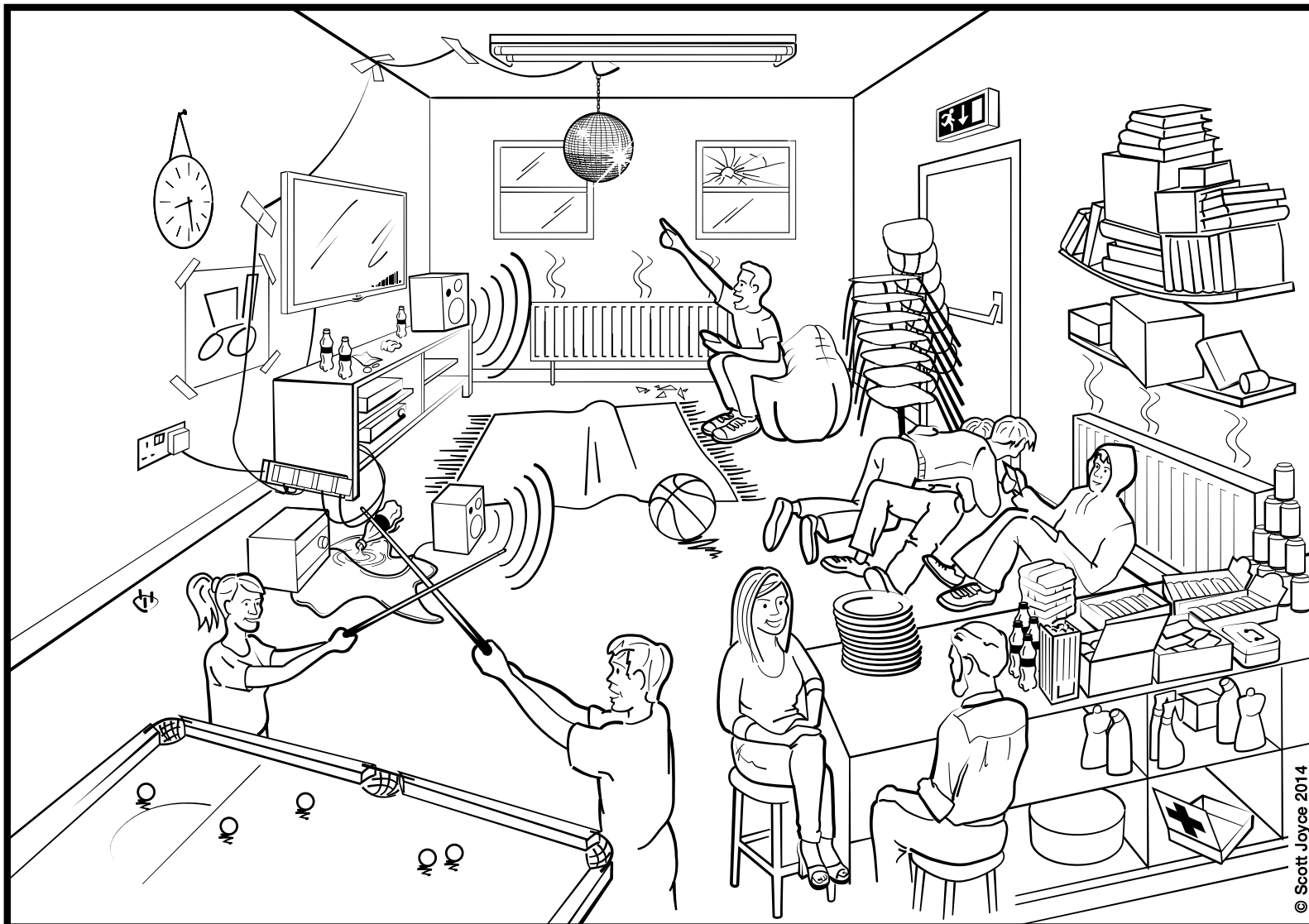


There are at least 15 to identify:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15



Potential Hazards Youth club



There are at least 15 to identify:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15



Five Steps to Risk Assessment

4 Church/Organisation name:
Church/Organisation address:
Telephone: Email:
Activity/Event:

Assessment - undertaken by:
Signed: Date:

5 Assessment review - undertaken by:
Signed: Date:

Step 1: Identify risks **1**
List the significant risks/hazards:

Step 2: Who is at risk? **2**
Describe the risks/hazards and who is at risk:

Step 3: Reducing the risk **3**
List existing controls/actions needed to reduce the risks/hazards:



Session 3

Respond...how do we do it well?



Aim of the session

To understand why and how good practice underpins working with children and young people.

Learning outcomes

- To identify hazards and reduce the risks in the environments where work with children and young people occurs.
- To gain an overview of good practice and how to respond sensibly and effectively.
- To explore behaviour and managing boundaries amongst children and young people.

Session outline

- **Introduction and welcome**
- **Activity 1:** 'Hazards and Risks'.
- **Activity 2:** 'Good Practice'.
- **Activity 3:** 'It's all about behaviour'.
- **Closing reflection:** 'Hopes and Dreams'.
- **Summary:** Including final thoughts and any questions.

Materials and equipment needed:

- **Activity 1:** 'Potential Hazards' worksheet and 'Five Steps To Risk Assessment' worksheet.
- **Activity 2:** 'Good Practice' quiz and answer sheet with the additional handouts: 'Medical/Consent form', 'Safe recruitment flow chart', 'What to do/what not to do', 'Disclosure card' and 'Social media and young people'.
- **Activity 3:** 'It's all about behaviour' scenarios and 'Behaviour Policy' handouts.
- **Closing reflection:** Assorted colours of paper cut into squares (10cm x 10cm approx.), pens for everyone, a large bowl/tray and enough water to fill the bowl/tray half way.
- **Other:** Flip-chart, paper and pens etc.



Introduction and welcome

You may wish to open with a brief time of prayer. Welcome the group and briefly recap on the second session picking up on any points or questions arising from the previous session. Explain that the third and final session of The Key unpacks good practice and emphasises the importance of creating safe places for children, young people and adults too (for more information reference can be made to the learning outcomes for this session).

Activity 1: **'Hazards and Risks'**

20 MINS
(approx.)

Divide the group into small groups or pairs and give each group copies of the 'Potential Hazards' worksheet. There are two versions – a youth club and children's group scenario. Facilitators can choose whether to give participants copies of both or the one most relevant to the age group they work with. Explain that there are at least fifteen potential hazards in the illustrations and the task for each group is to try and find as many as possible and write them in the side column on the worksheet. Allow about five minutes for this activity. Then invite each group to report on three hazards they have identified, preferably ones that they think other groups have not spotted. Keep the feedback brief because the main point of this exercise is simply to recognise the hazards.

The next task introduces risk assessment. Ask each group to select two risks/hazards they have identified and risk assess them. To help, give each group a copy of the 'Five Steps to Risk Assessment' worksheet (a useful handout too!) that asks participants to do the following:

- **Step 1:** Write down their chosen risk/hazard
- **Step 2:** Write what are the risks and who is at risk/hazard
- **Step 3:** Write how they would reduce or remove the risk/hazard
- **Step 4:** Get someone in the group to sign and date the assessment
- **Step 5:** The fifth step is to regularly assess your activities/events and update the risk assessments as appropriate*

Summary: Encourage the groups to feedback their risk assessments, comment where appropriate and conclude by stating that risk assessment does not have to be a massive amount of form filling. However, risk assessments are an essential safeguarding requirement and an integral part of our duty of care when working with children and young people. Not only does the process raise awareness of any potential hazards, it also helps us to plan accordingly and limit the risks involved.

**Risk assessment forms must be reviewed regularly and kept safe in case they are ever required as evidence in any insurance claim.*



Session 3 **Respond...how do we do it well?**

Activity 2: **'Good Practice'**

20 MINS
(approx.)

Using the same groups as for the previous activity give copies of the 'Good Practice Quiz' and ask participants to complete the quiz by circling 'True/False/Not sure' for each of the questions. Encourage groups to do this fairly quickly, going with their first reactions rather than discussing their answers at length.

Again, invite each group to report back on their answers. Try not to spend too much time explaining each one; however, some questions and answers may provoke further discussion. The 'Good Practice Quiz' handout/answer sheet provides useful information on each question and extra handouts are also provided for the following questions (facilitators may wish to use guidance and advice on policies and procedures from their own Diocese/Denomination):

- 6) Sample 'Medical/Consent form'
- 9) 'Safe recruitment flow chart'
- 10) 'What to do/What not to do' handout and 'Disclosure card'
- 12) 'Social media and young people'

Activity 3: **'It's all about behaviour'**

20 MINS
(approx.)

For the last activity give each group two/three of the 'It's all about behaviour' scenario cards and ask the groups to discuss each one using the following questions as a guide:

- What are your first impressions?
- What are the main issues?
- What would be your response?

Give plenty of time for each group to work through their scenarios. As conversations draw to a natural conclusion, invite each group to share with the wider group the scenario that created the best discussion and their answers to the questions above.

Summary: Conclude the activity by stating that working with children and young people inevitably creates a variety of interesting and complex scenarios. Managing situations like these will make working with children and young people a more positive and enjoyable experience. However, what is paramount is ensuring that those with leadership responsibilities are competent and confident in their roles and with relevant policies in place, all children's and youth provision is underpinned by good practice and safeguarding procedures. At this point, the sample 'Behaviour Policies' can be distributed to the participants.

Closing Reflection: **'Hopes & Dreams'**

10 MINS
(approx.)

Preparation: A large bowl/tray half filled with water, one sheet of square paper (10cm x 10cm approx.), a pen for each participant and a CD player with relaxing Christian/contemporary music.

Whilst the music is playing, place the large bowl/tray of water in the centre of the space and ask the group to sit around in a large circle. Depending on the group invite the participants to sit on seats or on the floor around the bowl/tray. Hand out the pieces of paper/pens and explain to everyone that the reflection encourages the group to think about their hopes and dreams; these can be related to their work with children and young people. In a moment of quiet when everyone has finished writing their hopes and dreams on the paper, ask each person to fold the corners into the centre making a diamond/square shape. After a few moments, invite the group to place their piece of paper into the water in their own time and focus on the bowl/tray. As the water soaks into the paper, the folds will open revealing their hopes and dreams to God.

Finish the time of worship with a prayer such as the one below:

Lord God,

***We lift up to you all our hopes and dreams
for our work with children and young people.
We ask that you will answer our prayers
and bless us with your love
as we journey together.***

Through Jesus' name we pray. Amen.





Behaviour Policy Christian youth group

Why we have a behaviour policy:

..... is a Christian-based youth group that is open to all. We seek to create and maintain a safe, caring, welcoming and inclusive environment where ALL workers/leaders (paid or voluntary), young people and visitors are:

- Happy.
- Have a good time.
- Enjoy the activities.
- Participate at a number of levels.
- Learn, achieve and explore the Christian faith in a variety of ways.

We would also like everyone to experience something of the loving nature of God.

What this policy covers:

Aims and positive values:

We aim to provide for the social, emotional, physical, educational and spiritual well being of young people based upon the Christian faith. We will do this through a wide variety of creative activities so they can socially interact, build positive relationships, develop life skills, learn about faith in the context of the world around them and hopefully reach their full potential.

Implementing the policy:

- The PCC/church council and parents will be informed by the worker/leader of the session when a serious incident has occurred.
- Records will be kept of all serious incidents relating to behaviour (using incident forms).
- A copy of this policy will be given to all parents/guardians along with the annual consent form.
- All workers/leaders and volunteers will be trained and supported in implementing this policy.

At the start of each academic year this policy will be reviewed with workers/leaders and the young people, and any changes will be implemented.

General expectations of Behaviour:

Everyone should display positive behaviour during youth group sessions, during worship, when on trips and during residential, and take responsibility for their own actions.



Behaviour Policy Christian youth group

Ground Rules

PLEASE:

- Respect that we are a Christian organisation and that the workers/leaders are Christians.
- Treat others as you would like to be treated.
- Do not hurt each other in any way physically or emotionally.
- Avoid rushing around the building and putting others in danger.
- Treat everyone fairly and equally (remember we are all different and should be valued for who we are, therefore we will not tolerate any form of discrimination such as bullying, racism, sexism, homophobia etc.)
- Respect other people's space and privacy.
- Respect the beliefs, morals, values, views and opinions of others even if they differ from your own.
- Listen when others are speaking and avoid interrupting those who are speaking.
- Try not to dominate conversations.
- Place your litter and chewing gum in bins provided.
- Look after and respect the building and the equipment (any physical damage to the property whether intentional or accidental must be reported to a worker/leader).
- Be honest and tell the truth, even when it is not easy.
- Refrain from swearing or using blasphemous language.
- Do not take videos or pictures with your phones of others during activities without permission.
- Refrain from using mobile phones during sessions, especially when important information is being given out or during discussion.
- Do not steal or take anything that does not belong to you.
- Fire exits are to be used in emergency only.
- Do not mess around in the toilets and please leave them tidy after use.
- Do not smoke as this is a smoke free area.
- Do not bring alcohol or illegal substances to youth group as they will be disposed of.

If a young person enters a youth group session/ activity and is thought to have taken any illegal substances or alcohol they will be asked to leave immediately (if it is safe to do so). If not, they will need to be picked up by a parent/guardian.

Disciplinary procedures and sanctions

- If a young person's behaviour is not acceptable, they will be taken to one side and asked to stop. If the behaviour continues, they will be given a warning. If the behaviour continues they will be asked to leave and be given a one-session ban.
- If a young person is physically or verbally aggressive towards workers/leaders or another young person, or they deliberately damage equipment or the building they will be asked to leave the session immediately by the worker/leader and given at least a one-session ban.
- It may be possible to issue a longer ban if it is necessary. When this happens it must be made very clear to the young person why they are banned and how long for. They must also agree with any conditions for return.
- Permanent bans should be avoided unless necessary. When this occurs, a detailed record will be kept and a copy given to the young person.
- Where possible always have two workers/leaders present when disciplining a young person, and let the other workers/leaders know what has happened so consistency is maintained.
- Under no circumstances must workers/leaders respond to unacceptable or challenging behaviour with physical force or by using unduly harsh language. Appropriate restraint may be used during a violent incident especially if others are in danger.



Behaviour Policy Sunday school

Why we have a behaviour policy:

..... is a Christian-based children's group that is open to all. We seek to create and maintain a safe, caring, welcoming and inclusive environment where ALL workers/leaders (paid or voluntary), children and visitors are:

- Happy.
- Have a good time.
- Enjoy the activities.
- Participate at a number of levels.
- Learn, achieve and explore the Christian faith in a variety of ways.

We would also like everyone to experience something of the loving nature of God.

What this policy covers:

Aims and positive values:

We aim to provide for the emotional and spiritual well being of children based upon the Christian faith. We will do this through a wide variety of creative and fun activities so they can socially interact, build positive relationships, have fun and learn about the Christian faith.

Implementing the policy:

- The PCC/church council and parents will be informed by the worker/leader of the session when a serious incident has occurred.
- Records will be kept of all serious incidents relating to behaviour (using incident forms).
- A copy of this policy will be given to all parents/guardians along with the annual consent form.
- All workers/leaders and volunteers will be trained and supported in implementing this policy.

At the start of each academic year this policy will be reviewed with workers/leaders and the children, and any changes will be implemented.

General expectations of Behaviour:

Everyone should display positive behaviour during Junior Sunday group session, during worship, when on trips and during residential.



Behaviour Policy Sunday school

Ground Rules

PLEASE:

- Respect that we are a Christian organisation and that the workers/leaders are Christians.
- Treat others as you would like to be treated.
- Do not hurt each other in any way physically or emotionally.
- Avoid rushing around the building and putting others in danger.
- Treat everyone fairly and equally (we are all different and should be valued for who we are).
- Respect the beliefs, ideas, views and opinions of others even if they differ from your own.
- Listen when others are speaking and avoid interrupting those who are speaking.
- Try not to dominate conversations.
- Place your litter in bins provided.
- Look after the building and the equipment (any physical damage to the property whether intentional or accidental must be reported to a worker/leader).
- Be honest and tell the truth, even when it is not easy.
- Don't swear or use hurtful words towards others.
- Listen when important information is being given out or during discussion.
- Do not steal or take anything that does not belong to you.
- Fire exits are to be used in emergency only.
- Do not mess around in the toilets and please leave them tidy after use.
- When walking between church and the church rooms you must not mess about, run ahead or cross the road without the assistance of the workers/leaders.
- Be quiet and respectful when the group is taken back into church after the session.
- When the workers/leaders ask you to stop doing something please listen to them and do as they say.
- During story times or bible readings try to sit still and listen.
- Don't get involved in arguments with others.
- When you are asked to stop doing an activity please do so as it might be time to move onto something else.

Disciplinary procedures and sanctions

- If a child's behaviour is not acceptable they will be taken to one side and asked to stop. If the behaviour continues, they will be given a warning and a parent/guardian will be informed. If the behaviour continues they will be given a one-session ban.
- If a child is physically or verbally aggressive towards workers/leaders or another child, or they deliberately damage equipment or the building, a parent/guardian will be informed and the child will be given at least a one-session ban. When this happens it must be made very clear to the child why they are banned and how long for. They must also agree with any conditions for return.
- Permanent bans should be avoided unless necessary. When this occurs, a detailed record will be kept and a copy given to the parent/guardian.
- Where possible always have two workers/leaders present when disciplining a child, and let the other workers/leaders know what has happened so consistency is maintained.
- Under no circumstances must workers/leaders respond to unacceptable or challenging behaviour with physical force or by using or undue harsh language. Appropriate restraint may be used during a violent incident especially if others are in danger.



Behaviour Policy Youth club

Why we have a behaviour policy:

..... is a Christian-based youth club that are open to all. We seek to create and maintain a safe, caring, welcoming and inclusive environment where ALL workers/leaders (paid or voluntary), young people and visitors are:

- Happy.
- Have a good time.
- Enjoy the activities.
- Learn and achieve in a variety of ways.
- Participate at a number of levels.

We would also like everyone to experience something of the loving nature of God.

What this policy covers:

Aims and positive values:

We aim to provide for the social, emotional, physical, educational and spiritual well being of young people based upon the Christian faith. We will do this through a wide variety of creative activities so they can socially interact, build positive relationships, develop life skills, learn about faith in the context of the world around them and hopefully reach their full potential.

Implementing the policy:

- The PCC/church council will be informed by the worker/leader of the session when a serious incident has occurred.
- Records will be kept of all serious incidents relating to behaviour (using incident forms).
- A copy of this policy will be given to all young people along with the annual consent form.
- All workers/leaders and volunteers will be trained and supported in implementing this policy.

At the start of each academic year this policy will be reviewed with workers/leaders and the young people, and any changes will be implemented.

General expectations of Behaviour:

Everyone should display positive behaviour during youth club sessions, when on trips and during residential, and take responsibility for their own actions.



Behaviour Policy Youth club

Ground Rules

PLEASE:

- Respect that we are a Christian organisation and that the workers/leaders are Christians.
- Treat others as you would like to be treated.
- Do not hurt each other in any way physically or emotionally.
- Avoid rushing around the building and putting others in danger.
- Treat everyone fairly and equally (remember we are all different and should be valued for who we are, therefore we will not tolerate any form of discrimination such as bullying, racism, sexism, homophobia etc.)
- Respect other people's space and privacy.
- Refrain from acting in a sexual manner towards one another as it can make others feel uncomfortable.
- Respect other people's beliefs, morals and values.
- Place your litter and chewing gum in bins provided.
- Look after and respect the building and the equipment (any physical damage to the property whether intentional or accidental must be reported to a worker/leader).
- Be honest and tell the truth, even when it is not easy.
- Refrain from swearing or using blasphemous language.
- Do not take videos or pictures with your phones of others during activities without permission.
- Refrain from using mobile phones when important information is being given out.
- Do not ride bikes, skateboards or scooters on the premises as it can be dangerous.
- Do not steal or take anything that does not belong to you.
- Only use soft sports balls when playing games in the building.
- Fire exits are to be used in emergency only.
- Do not mess around in the toilets and please leave them tidy after use.
- Do not bring any type of weapon to youth club as it will be confiscated.
- Do not smoke as this is a smoke free area.
- Do not bring alcohol or illegal substances to youth club as they will be disposed of.

If a young person enters a youth club session/activity and is thought to have taken any illegal substances or alcohol they will be asked to leave immediately (if it is safe to do so). If not, they will need to be picked up by a parent/guardian.

Disciplinary procedures and sanctions

- If a young person's behaviour is not acceptable, they will be taken to one side and asked to stop. If the behaviour continues, they will be given a warning. If the behaviour continues they will be asked to leave and be given a one-session ban.
- If a young person is physically or verbally aggressive towards workers/leaders or another young person, or they deliberately damage equipment or the building they will be asked to leave the session immediately by the worker/leader and given at least a one-session ban.
- It may be possible to issue a longer ban if it is necessary. When this happens it must be made very clear to the young person why they are banned and how long for. They must also agree with any conditions for return.
- Permanent bans should be avoided unless necessary. When this occurs, a detailed record will be kept and a copy given to the young person.
- Where possible always have two workers/leaders present when disciplining a young person, and let the other workers/leaders know what has happened so consistency is maintained.
- Under no circumstances must workers/leaders respond to unacceptable or challenging behaviour with physical force or by using unduly harsh language. Appropriate restraint may be used during a violent incident especially if others are in danger.