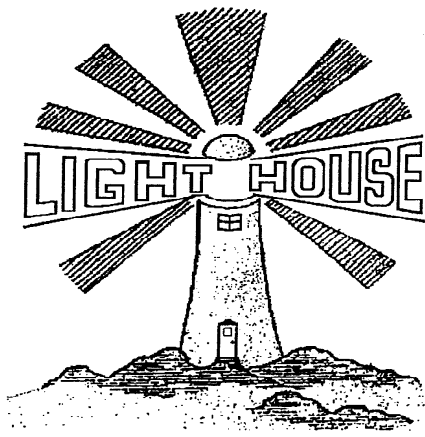


Burnham Lighthouse 2011

VOLUNTEER HANDBOOK



THEME - Seaside Rock

The story of Peter

Sunday 24 July - Friday 29 July 2011

Burnham Grammar School, Hogfair Lane, Burnham

Contact tel no: 0780 4313518

www.lighthouseburnham.org.uk

***Sunday 24th July Launch Celebration at 4.00pm
for all Lighthouse volunteers***

Prepared by the Lighthouse Management Committee.

Please note that no child may leave the site without clearance from a person in authority in the site office i.e. Simon or Gail. A phone call home will be made before permission is granted.

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Keep up to date with events and training by visiting the Lighthouse website

1. WHAT IS LIGHTHOUSE?

Lighthouse is a Christian run holiday week for children run by volunteers from the local churches and community. As Christians we believe that the Bible is God's word to us, that it shows us how to live and above all that God sent His son, Jesus Christ, into the world to die, so that our sins may be forgiven, and to rise from the dead, so that we might know Him. We know from our experience that God is able to provide a peace and a hope which cannot be found anywhere else.

At Lighthouse our aim is for children to discover God's amazing love for us all. We aim to present God the Father, Son and Holy Spirit, to allow the children to explore the Bible and to give opportunities for them to accept Jesus as their saviour and special friend.

We want Lighthouse children to experience fun, acceptance, unbounded patience, fair discipline and lots of love.

It is our aim that no child should be harmed or endangered whilst at Lighthouse. It is important that all volunteers should read the section on **Safeguarding Children** in this handbook (section 10, pages 15-16). We rely on the care and vigilance of all our volunteers to attend our training sessions to ensure that children are kept safe from harm.

BURNHAM LIGHTHOUSE

This will be Burnham's 10th amazing year! Lighthouse began in Great Missenden in the 1980s where now around 1500 children attend each day. In fact, it has grown so large that children have had to be turned away. To allow more children to experience Lighthouse week each summer, other Lighthouses have begun. So as well as Great Missenden there are now Lighthouses running in Hazlemere (1999), Burnham & Princes Risborough (2001), Marlow (our sister Lighthouse 2005), High Wycombe (Royal Grammar) 2007, Thame 2009 and new for 2011, High Wycombe's second site at Cressex. The Lighthouse teams all work closely together and we at Burnham are eternally grateful to all those people from the other Lighthouses for all their help and support. Those who have planned Burnham Lighthouse come from churches in Burnham, Taplow, Hitcham, Cippenham and Eton Wick with volunteers from the surrounding areas

We are immensely grateful to Burnham Grammar School for permission to hold Burnham Lighthouse on their site for the 10th year, and for the help they have cheerfully given at every stage. It's up to every single person to make sure we're welcomed back again next year!

WHERE CAN I FIND.....?

Please use the **Site Plan** in the Site Office to make sure you know your way round. All the Lighthouse Management team can be easily identified by their photos in the Site Office, they will also be wearing the red Lighthouse crew T-shirts which we encourage all volunteers to wear for the children to easily identify the volunteers.

What will happen during the Lighthouse Day?

Each day at Lighthouse has the same basic shape.

- Before the children arrive volunteers gather in their teams at 9am to prepare for the day,
- 9.30am everyone meets in the Main Marquee to join in the group worship and ReFuel session.
- At the start and end of the day all the children gather in the main marquee for the main-stage session with lively children's worship songs, competitions, slapstick, etc. The 4s will enjoy their very own 'Mini Mainstage' in their own Marquee
- The rest of the day is split into five 30-minute sessions - teaching, Lighthouses (small group work), drama, craft and games – plus lunch. Please see the **Timetables** for precise times and venues on the back page.
- The 4s have their own mornings-only programme in another part of the site until 12.30 pm.
- There is a crèche available for volunteers' children only. All children must be pre- registered for this facility. Parents of children in the crèche must remain on site at all times whilst their child is in the crèche.
- After the children have left, teams gather for a short debrief session to feed into the main debrief session, which takes place at 4.00pm, also in the main marquee.

2. NOTES for ALL LEADERS / VOLUNTEERS

Car Parking

A car parking pass will be provided, which should be displayed at all times in the windscreen of your car to make entry onto the site easier. Please write on the car parking pass the age group you are working with, just in case we need to ask you to move your car. On arrival volunteers will be directed to park in a specified area at the back of Burnham Grammar School.

Start and End of Day

Volunteers need to register themselves in the site office from between 8.00 - 8.30 ready for the day to begin at **9am** with Teams having their own briefing and preparation time.

This is followed by a general briefing, **worship and prayer** in Marquee 1 at **9.30 am which we ask EVERYONE to attend**. There are special arrangements for **volunteers' children** of Lighthouse age during this meeting. The Crèche is also available during this time.

Age groups de-brief with their AGLs and AGTs between 3.30 and 4.00pm after the children have left. There is a de-brief each day at 4.00pm in Marquee 2 for **team and year leaders** with the Management Committee. Any others who can stay are welcome to take part.

Volunteers' Refreshments

The volunteers' refreshment area serves tea, coffee and squash throughout the day. Activity teams can take breaks as directed by the team leaders; LHKs and LLs have a short break during drama and games sessions, morning and afternoon. Please be aware that the teams need to split so that every one has 15 minutes each. This ensures the children still have a familiar face with them during all their activities.

Child Safety and Protection

Please **make sure you wear your official Lighthouse badge at all times**. Be ready to challenge (firmly but politely) any adult or youth without a badge, especially any spending a long time staring at the activities going on, trying to talk to the children/younger volunteers, or doing anything else which you think is suspicious. If you do not feel comfortable challenging someone, please **notify Lighthouse security, the site manager, the Lighthouse Chairman or Age Group Leader**.

Incident Book

Age Group and Team Leaders will have an incident book in which should be recorded any incident, accident or injury, and any action taken. This should be signed both by the age group or team leader and by the parent / carer when collecting the child. These books should be handed in to the First Aid co-ordinator every evening and collected each day. At the end of Lighthouse, it is essential that all these books are handed in to the First Aid co-ordinator for safe keeping for one year.

3. SPECIAL NOTES for LIGHTHOUSE KEEPERS (LHK) and LAMPLIGHTERS (LL)

IMPORTANT NOTE

No leader or volunteer should ever be on their own with a child, out of sight of another volunteer. This includes accompanying a child to the toilet.

Children spend most of the day in their own year-group under an Age Group Leader (AGL) accompanied by the Age Group Teacher (AGT). Within each age-group the children are split further into small groups of 10-15 children called Lighthouses. Each Lighthouse is run by a Lighthouse Keeper (LHK) with one or more younger volunteers called Lamplighters (LLs).

What you need to bring

On the first day each **Lighthouse Keeper** should bring a LARGE, sturdy box to store the lunchboxes for their Lighthouse and rugs/blankets for the whole Lighthouse to sit on. If you have any problems with providing any of these items yourself, please talk to your AGL.

All LHKs and LLs should bring: a watch, a notebook, plenty of pens and pencils, tissues and/or wet wipes, a large water container (2-3 litres), paper or plastic cups, labels to name the cups, pair of scissors, pencil sharpener, bum-bag or shoulder bag and very importantly this **Handbook!** It is also a good idea to bring some stickers to encourage good behaviour.

PLEASE DO NOT BRING SWEETS,
BISCUITS OR CHOCOLATE TO GIVE TO THE CHILDREN

YOU are at the heart of the Lighthouse programme.

Your job is to care for the children in your Lighthouse throughout the week.

This entails:

- meeting them at Registration and taking them to the marquee for Main stage or Mini Main stage
- counting them (before and after moving from place to place)
- going with them to the various activities
- helping and joining in with the various activities
- helping them to enjoy themselves
- being attentive to their welfare
- eating with the children at lunch
- taking them to the toilet where necessary.

Be prepared to help and join in with all the activities (drama, games, teaching, craft, Lighthouse sessions) under direction of the team leaders. LHKs and LLs have a particular role in the Lighthouse sessions, using materials and activities planned by the AGT to reinforce the teaching theme through the small groups. This is a particular opportunity to get to know the children and build relationships with them.

Age Group Colour Codes Each age group decides on the names of the Lighthouses in that age group keeping to the theme. All the children's badges have colour-coded dots.

TABLE BELOW TO BE COMPLETED BY LHK & LLS

Age Group	Colour	Theme
4	Pink	
5	Yellow	
6	Blue	
7	Purple	
8	Orange	
9	Red	
Agents	Green	

Break time for LHKs and LLs is during Games and Drama sessions for their age group (one in the morning and one in the afternoon). During each of these sessions, half the volunteers take a 15-minute break then swap with the other half, without disturbing the session. There is a refreshments area especially for volunteers with free coffee, tea and squash and the occasional biscuit or chocolate!

Remember, if you have a problem of any kind which you cannot cope with, you should discuss it with your AGL first. The AGL will talk to a member of the Management Team if they need further help.

First Aid

A qualified nurse or First Aider will be present in the medical room. Please be aware of qualified First Aiders within your teams. First Aiders should be recognised by the green cross on their name badge. For any emergencies, we also have the support of a local GP practice and local medical services.

If it is essential that a child receive a dose of medicine during Lighthouse, oral medicine may be given according to the following guidelines:

1. Two medication consent forms must be completed, with the details of the medication filled out in **section A**. The forms must contain the name of the child, and be signed by the parent.
2. After giving medication, the volunteer, usually from the First Aid Team, must fill out the last section of the medication consent forms.
3. One form should be returned to the parent at the end of the day, the other should be returned to the First Aid Co-ordinator immediately for filing.

The above includes medicines such as antibiotics, and liquid paracetamol (Calpol). Some children have conditions that require medication under certain circumstances, for example an inhaler or epiPen. This may be given according to the following guidelines:

1. Two medication consent forms must be completed at the time of the first visit, giving the details of medication and circumstances under which it is given in **section B**. This is filed by the First Aid Co-ordinator.
2. If medication is given, the volunteer must complete section F on both forms. One of these forms must be given to the parent and the other returned to the Co-ordinator immediately.
3. If the child does not respond in the expected way, or there is any concern, the parent will be contacted.

4. WHO'S WHO AT BURNHAM LIGHTHOUSE

Children spend most of the day in their own year-group under an AGL, within each age-group they are split further into small groups of 10-15 children called Lighthouses. Each Lighthouse is run by a Lighthouse Keeper (LHK) with at least one younger volunteer called Lamplighters (LLs).

The list over the page shows who's who and what they do.

WHO'S WHO AT LIGHTHOUSE?

Role	Summary of responsibilities	Person
Chairman	Has overall responsibility for the smooth running of Lighthouse	Simon Bader
Lighthouse Coordinator	Has overall responsibility for the Lighthouse Teams—Leaders and Teachers, Drama, Sport and Craft	Carol Bader
Age Group Leader (AGL)	Responsible for all children, Lighthouse Keepers (LHK) and Lamplighters (LL) in their age group. Coordinates activities for age group. Leads and supports LHKs and LLs in age group. Work with AGTs to implement teaching programme for the age group.	4 - Michelle Dunster 5 - Christine Taylor 6 - Gaby Koenig 7 - Callum Hughes 8 - Andy Lewis 9 - June Kay Agents - Carrie Pell & Nick Allon
Age Group Teachers (AGT)	Prepares and delivers one teaching session each day for the whole age group. Prepares teaching materials for Lighthouse sessions and enables Lighthouse Keepers to use these materials with children. Assists AGLs in organising age group activities and personnel.	4 - Lucy Dodo 5 - Pauline Poole 6 - Mary Howarth 7 - Jeremy Howarth 8 - Marie Hill 9 - Agents - 10 & 11 - Adam Woods & Laura Wheatley 12 - Sue Hoare
Lighthouse Keepers (LHK)	Oversees a Lighthouse of 10-15 children throughout the week. Leads one Lighthouse session each day. Supports and manages LLs (assistant leaders) in the group.	
Lamplighters (LL)	Assists LHK in looking after the children in the group throughout the week	
Teaching Coordinator	Plans teaching themes for the week. Works with AGTs to implement themes for teaching sessions suitable to each age group	Carol Bader
Crafts Coordinator	Plans craft programme. Leads CRAFT TEAM which delivers the craft programme.	Helen Slaney

Role	Summary of responsibilities	Person
Sports Coordinator	Plans games programme consisting of one session each day for each age group. Leads GAMES TEAM which delivers games programme.	Philip Shaw-Lloyd
Drama Coordinator	Plans drama programme consisting of one session each day for each age group. Leads DRAMA TEAM which delivers the drama programme	Lauren Hughes
Music Coordinator	Organises music, copyright etc. and leads the Lighthouse BAND.	Phil Glenny
Technical Team	Provide all technical support, sound, light and vision and overall responsibility for gunge	Ed Driver
Main Stage Presenters	Plan and front the whole house gathering twice each day	Carol Bader & Luke Simcock
Mini Main Stage	Plans and fronts the mini mainstage gathering each morning for the 4 year olds.	Claire Waters
Site Coordinator	Liaises with school staff to make advance arrangements for the site layout and managing the site throughout the week. Liaises with outside suppliers/contractors on all matters re: site. Ensures Health and Safety requirements are met. Organises SITE CREW and SECURITY for smooth running of programme.	Leigh Cummings Tom Allen
Registration Coordinator	Leads the REGISTRATION TEAM, who register volunteers and children on arrival. Responsible for accuracy of records of people on site during the week.	Gail Beard
Treasurer	Deals with all the finances and accounts	Glenn Hughes
First Aid	Co-ordinates first aid facilities for children and volunteers	CD Ross-Hamilton Margaret Woodley Cheryl Higgins
Volunteers' Crèche	Coordinates a team to look after all volunteers' children who are not able to participate in the normal daily activities, i.e. all under 4 and volunteers' 4 year olds in the afternoon	Julie Richards

5. THE TEACHING PROGRAMME

SEASIDE ROCK! The story of Peter

'The Golden Palace' drama on main stage will be loosely based on Jesus' story of the wise and foolish builders. The two main characters are 'big kids' who live near the Sea of Galilee in more modern times. One is very keen on building and the story unfolds when they are commissioned to build a palace for the king by the end of the week. As you can expect – they don't get very far and have to have some special help on the final day to get it completed. Other characters join the cast and of course there will be lots of silliness & slapstick. Each day the drama will be loosely connected to the theme of the day – but will not make any serious teaching points. There is a fun 'Seaside Rock' song that is very easy to pick up and there will be a memory verse for each day that can be used.

DAY 1 - Peter, the Rock

Aims for the day

To introduce Peter as the main character of the week and to show how Jesus changed Peter's name because of his faith

Peter introduces himself as Simon. He tells how Jesus called him to follow him and eventually renamed him 'Rocky' or Peter

Key Story 1: Jesus calling Peter – Luke 5: 1-11

Key Story 2: Peter's testimony – Matthew 16: 13-20

Key belief: Jesus loves everyone, even tough people like Peter!

DAY 2 – The wise and foolish builders

Aims for the day

To tell the story of the wise and foolish builders and apply it to the children's lives and to show the children they are loved by Jesus

Peter: Peter introduces his house and retells the story of the wise and foolish builders (briefly outlining some of Jesus' practical teaching about anger and bad words from the Sermon on the Mount – two things close to Peter's experience.)

Key Story: The wise and foolish builders - Matthew 7: 24-27

Key belief: Jesus wants us to listen to him and obey

DAY 3 – Jesus heals Peter's Mother-in-law

Aims for the day

To tell the story of Jesus healing Peter's Mother-in-law and to show that Jesus, the Son of God has the power to heal and that he loves families

Peter: Peter tells how Jesus came to his house to see his mother in law and healed her. (Peter also relates one or two other miracles that convince him of who Jesus is)

Key Story: the healing of Peter's mother in law - Matthew 8: 14,15

Key belief: Jesus is powerful and interested in ordinary families

DAY 4 – Peter and the cross

Aims for the day

To tell the story of Peter's denial and Jesus' death and to show that Jesus' death makes it possible for our sin to be forgiven

Peter: Peter tells the story of his denial and Jesus' crucifixion using the symbols of bread and wine – Peter relates how he really let Jesus down and how Jesus died to forgive him!

Key Story 1: The last supper – Mark 14: 12-26

Key Story 2: Peter and the cross of Jesus – Matthew 26: 31-35, 58, 69-75

Key belief: We let Jesus down just like Peter did. Jesus died so that we can be forgiven and know God as our special friend.

Day 5 - The rock that lives

Aims for the day

To tell the story of how Jesus forgave Peter and gave him a special job: to tell the children that Jesus is alive and wants us to follow him: to show that Jesus is the Rock that lives.

Peter: Peter tells us of Jesus' resurrection and how Jesus forgave him on the beach. Peter relates Jesus' warning of persecution and encourages us with his words in 1 Peter that Jesus is the Rock that lives!

Key Story 1: Breakfast on the beach – John 21: 1-19

Key Story 2: Peter's words about Jesus the living Rock – 1 Peter 2: 4-8

Key belief: Jesus is alive today and wants us to follow him, even when others think we are mad and pick on us!

6. LIGHTHOUSE SESSIONS

The Lighthouse sessions are a time for the daily teaching theme for the day to be reinforced through a variety of activities. It is often a time of fun within the Age Group to contrast with some of the more serious aspects of the day.

The sessions are devised by the Age Group Teacher (AGT) who will brief their LHKs and LLs during the early morning team meeting. The LHKs and LLs lead the session within their group. It's a good opportunity to talk with the children about the theme and to find out what it means to them, and to help them explore it and apply it using the various activities offered. It's also a good opportunity to talk with the children about believing, trusting and following, in ways appropriate to the age group. LHKs and LLs should have some easy and fun small-group activities up their sleeves (for example, on the first couple of days something to help the children learn each others' names) which can be done quickly within the space and without creating undue disturbance to other groups.

Each child has a funbook to use during the Lighthouse sessions each day, these include for a summary of the story (written at an appropriate level) and an activity sheet e.g. word search, puzzle, code, colouring. Funbooks should be kept by LHKs through the week and given to children on Friday (or the last day the child is known to be attending) as a permanent reminder of the week.

7. POLICY FOR CHILDREN WHO WANT TO KNOW MORE ABOUT JESUS DURING THE WEEK

During the week of Lighthouse it is possible that some children will want to learn more about Jesus and may have some very searching questions regarding their faith. It is the policy of Lighthouse to welcome everyone, but to advertise the fact that it is a Christian holiday club where children learn about God the Father, Son and Holy Spirit. Children must therefore not be made to feel that they have to come to Christ during the week, but if anyone does want to know more about the Christian faith, we have people available to talk to these children.

It should be stressed that it is NOT the role of Lighthouse to actively encourage, or to put undue pressure on children to make a sudden expression of faith. This is because of the danger of children feeling they have to conform in order to be included in "in-groups" and a fear of exclusion or isolation if they do not. This can particularly be the case with younger children attending Lighthouse. If, however, there are genuine expressions of faith made by some children, then care must be taken to avoid "copycat" expressions by other children. Lighthouse expressly does not seek to count and promote the numbers of "souls saved" and to base its success on numbers of conversions to faith.

PROCESS FOR CHILD WANTING TO KNOW MORE ABOUT CHRISTIAN FAITH



Child expresses an interest by asking some searching questions or simply expressing a desire to know more



LHK to be informed (if Expression of interest was not made to LHK)



If LHK feels confident to answer questions, then discussion takes place during next Lighthouse session **and AGL or AGT** is informed of request.



If LHK does not feel comfortable answering the questions then **AGL or AGT** have the discussion with the child during the next Lighthouse session.



AGL informs parent at picking up time and asks for permission to give a book to the child regarding their faith. The name of the parent giving permission gets noted on the master control sheet for the Age Group and this gets reported back to Gail Beard the next morning (or that evening if it is the Friday!) The AGL can also seek assistance from Sue Hoare (Youth Co-ordinator) Carol Bader (LH Coordinator) or Simon Bader (Chair) to talk to parents at the end of the day if required.



The parent is also informed of all the Christian activities that take place in Burnham that would be appropriate for that child.
(See back of funbooks)



All requests are logged by Gail Beard in a central place

8. CHILDREN'S REGISTRATION

Parents will be issued with a five bar-coded entrance tickets for each child for which they are responsible for (one for each day)

On arrival, children come with their parents to the registration tent. There will be a "Fast Track Check In", which can be used by any child with a bar-coded entrance ticket. Children will be welcomed by a team of LHKs and LLs and taken to the Marquee where their age group is based. Here they will meet their Age Group Leader (AGL) and LHKs. On Monday AGLs will allocate children to individual groups and every effort will be made to keep children with their chosen friends.

LOST TICKETS

Parents who have lost tickets or other enquiries will be referred to the Lighthouse Administrator.

CHILDREN'S END OF DAY

Parents who arrive early will be allowed onto site once all the children are in Main Stage and will be able to watch from outside of the marquee, but AT NO TIME will they be invited in to collect their child(ren). Age groups are directed to designated areas at the end of Main Stage by Carol and Luke. Children then sit in their groups until they are called forward as their parent / carer come to the collection point.

Parents/carers will give a 'code word' on the first day which will be given to the AGL to enable them to collect their child. The parents will have clear instructions that if they do not have the appropriate password, they are likely to be delayed. They may give their password to another responsible adult to pick up their child if they wish. Parents will give the password to appropriate LHK and the child will be ticked off the list. All lists will be given to AGLs and subsequently handed to administrator in main office.

9. FIRE & EMERGENCIES

Please always be on the alert both in sight, sound and smell for anything that might suggest any problems. If you do detect anything, always alert control through someone with a 'Walkie Talkie' Radio, or go directly to the Site Office and make your report. (Make sure your children are cared for and someone else knows you have gone).

If it becomes necessary to clear all the Marquees and buildings a **continuous air horn** will be sounded.

Children should be taken in Lighthouses to the games area and lined up in their age group under the appropriate age group sign. It is important for leaders to remain with their children and ensure that all are accounted for. There must be no movement of cars during an emergency. When the emergency is over the announcement will be broadcast.

EVACUATION DRILL
will happen any time on
TUESDAY

10. SAFEGUARDING CHILDREN—POLICY AND PROCEDURE

Safeguarding Specialist Adviser (SSA)	LOUISE WATSON
Safeguarding Officer (SO)	JANINE EDWARDS
Deputy Safeguarding Officer (DSO)	NICKI JEFFERIES

SSA is responsible for supporting and advising the scheme with regard to local issues and procedures for safeguarding children.

The SO and DSO are responsible for:-

- Ensuring all volunteers are trained in safeguarding
- Advising on day to day concerns
- Notification to the Chairman regarding referral to Local Authority
- Notification to LADO (Local Authority Designated officer) regarding any volunteer concerns
- Liaising with relevant agencies and the Local Safeguarding Children Board about concerns

Lighthouse fully recognises its responsibility for child protection and therefore will endeavour to have an enhanced CRB check for all persons over the age of 16 years in place. It is important that the welfare and safety of children and young people in our care is a priority. Any allegation and suspicion of abuse is taken seriously and Lighthouse has the duty to report it to the relevant statutory agencies.

TEAM LEADERS - It is essential that all team leaders are aware of their responsibility regarding an incident book and the legal responsibility to write down any incidents or concerns. These should be reported to the Safeguarding Officer daily. She will be available at the end of the each day.

There are 4 types of abuse

Physical abuse: A child's body is hurt or injured with force.

Neglect: Where there is a failure to meet a child's basic needs for food, warmth, protection and care, or failure to protect them from danger

Emotional abuse: Where children don't receive love and affection, may be frightened by threats and taunts or are given responsibility beyond their age.

Sexual abuse: Where adults will use a child or young person to satisfy sexual desires from a position of power.

Children often know the person that abuses them and this person is also normally in a position of trust and authority towards the child.

Information regarding our concerns will only be shared with the parent's permission unless the welfare of the child is compromised. The best interests of the child will always be our primary concern when considering sharing information with other agencies. Sometimes this may override the need for the family's consent to share information. Information will be shared in line with the information sharing guidance for practitioners and managers available at: www.everychildmatters.gov.uk/informationsharing.

12. CODE OF BEHAVIOUR FOR VOLUNTEERS AND TRUSTEES

At Lighthouse we value children and young people and will ensure they are treated as individuals and with respect. In order to ensure this and to reduce the likelihood of abuse taking place, all Volunteers and Trustees agree to abide by the code by signing a training record. This records their agreement to:-

1. Follow the Lighthouse Safeguarding Policy, the Behaviour and discipline policy and the code of behaviour.
2. Follow required reporting lines
3. Undertake training specific to their role
4. Model positive examples of behaviour towards children and adults and not make inappropriate, sexual or abusive remarks.
5. Listen to and respect the views of children
6. Recognise that children can be adversely affected by words and actions and sensitively challenge inappropriate, offensive, racist or abusive language and behaviour
7. Ensure that any physical contact with a child is necessary, acceptable to the child, non-abusive and not open to misinterpretation.
8. Understand the potential risks of adults being on their own with children and follow the Lighthouse golden rule of never being alone with a child.
9. Agree all personal care of a child beforehand with the child and their parent/carer, and only undertake it if the child is unable to do this for themselves without assistance. This includes nappy changing and visits to the bathroom or toilet.
10. Report and record all concerns about the behaviour of trustees and volunteers, and act on these in accordance with Lighthouse procedures.
11. Follow the Lighthouse policy for sharing information on children.

Copies of the signed record of Training will be held by the Lighthouse Administrator.

REMEMBER!
If in doubt - ASK!
Lighthouse Keepers
Age Group Leaders & Teachers
Team Leaders
Site Office Team
Management Team

13. BEHAVIOUR AND DISCIPLINE POLICY AND GUIDELINES

At Lighthouse we value children and young people and will ensure they are treated as individuals and with respect. The following guidelines are a framework of appropriate behaviour towards the children and young people.

DOs

- √ Treat children with RESPECT whatever their age, culture, race, background or ability.
- √ Be aware of your LANGUAGE, tone of voice, dress sense and your body language
- √ Do PRAISE and encourage children
- √ Ensure children know how they are expected to BEHAVE
- √ Do set clear BOUNDARIES
- √ Please **do** touch children appropriately, they may need a cuddle; be aware that what is appropriate depends on the child's age. Lighthouse cares for children and one way we share our love is by touch.
- √ Where possible there should be a gender balance and same sex leaders should attend to personal tasks (e.g. taking children to the toilet)

DON'Ts

- X Don't scapegoat, ridicule or reject a child
- X **NEVER** smack a child
- X Do not be on your own with a child (e.g. keep doors open if a child needs help with toileting)
- X Don't invade a child's privacy. Don't help children with things they can do for themselves unless they ask (e.g. with clothes)
- X Don't engage in "rough play" or sexually suggestive games or discussions. Don't give piggy backs or let children use you as a climbing frame. Accidents do happen.
- X Don't show favouritism to any one child. Some children will want to sit on volunteers knees and hold hands. That's fine as long as one or two children don't dominate and take the majority of your attention.
- X Don't allow abusive peer activities, e.g. ridiculing or bullying
- X Don't allow unknown adults access to children
- X Don't leave "Lighthouse premises" without previous consent from the AGL, and in the case of young volunteers, parental consent is also required
- X Children may not hurt themselves, others or damage the equipment deliberately

What to do with challenging situations

The overall aim of Lighthouse is to encourage good behaviour through praise and rewards e.g. Stickers

17. TIMETABLE and VENUES

All volunteers are required to sign in by 9.00am and join their own team briefing sessions, then join in with the worship and ReFuel at 9.30am and whole team briefing at 9.45am, before children are admitted onto site at 10.00am

B4 9.00am	All volunteers register onto site							
9.00-9.30	All volunteers meet in their teams in for individual group briefing sessions (mostly Marquee 1)							
9.30-9.50	All volunteers meet in Marquee 1 for whole team briefing and Worship							
10.00-10.30	10am gates open - Registration of children 4s to Mini Stage M2, Agents to M4 & 5—9s M1							
	4s	5s	6s	7s	8s	9s	Agents	
10.30-10.55	Mini MS. Marquee 2	Meet in Lighthouses in MAIN STAGE - Marquee 1						
11.00-11.30	Own Program until 12.30	Games Field	Teaching Marquee 2	Teaching Marquee 3	Craft Tent	Drama Main Stage	Lighthouse Agents will follow their own program in Marquee 4	
11.40-12.10		Teaching Marquee 2	Games Field	Drama Main Stage	Teaching Marquee 3	Craft Tent		
12.20-12.50		Lunch-outside in centre of site (or Marquee 1)			Games Field	Teaching Marquee 3		
13.00-13.30	No 4s	Craft Tent	Drama Main Stage	Lighthouses Marquee 3	Lunch-outside in centre of site (or Marquee 2)		Lunch-outside (or Marquee 4)	
13.40-14.10		Lighthouses Marquee 2	Craft Tent	Games Field	Drama Main Stage	Lighthouses Marquee 3	Lighthouse Agents will follow their own programme in Marquee 4	
14.20-14.50		Drama Main Stage	Lighthouses Marquee 2	Craft Tent	Lighthouses Marquee 3	Games Field		
15.00-15.30		Main Stage - Marquee 1						
15.30-16.00		Children leave site at 15.30. Individual group debrief sessions followed by AGLs, AGTs and all coordinators meeting in Marquee 2 at 16.00.						

LUNCHTIMES: 5s, 6s, 7s, Craft team & Drama teams have an EARLY lunch
8s, 9s Agents & Sports Teams have a LATE lunch

FRIDAY: *Each session 5 minutes shorter in the afternoon to provide extra time for final Mainstage which will start at 14.45*