



 CONTAGIOUS

LEADERS HANDBOOK 2018

Why Contagious?

Our secular world wants to separate the 'real world' – the scientifically proven, universally experienced and tangible by all world – from the 'unreal world', that of faith, fanciful belief and spiritual world. Some might think that a summer camp is a chance to get away from 'real life' and be filled up with 'the spiritual'. At Contagious, we want to expose the lies of our secular culture and equip young people to live for Jesus. The Bible shows us that God's kingdom is more real, trustworthy, life-giving and longer lasting than anything in this world. If we ignore God's Word, and chase after the things and experiences of this world, we will miss out on true life now and eternal life after death. By understanding the Bible, young people will gain a deeper knowledge of God their creator, Lord, Saviour and generous Father. We will show how the gospel of Christ has set us free from slavery to our material world. We will grow in our dependence on the Spirit to change us, equip us and empower us to serve Jesus in our lives and give glory to God the Father.

The Distinctive Qualities of Contagious:

- **Bible Teaching** - leaders committed to study, various ways of teaching to engage various learning styles, non-apologetic nor avoiding difficult doctrine. Bible not watered down but broken down to digestible pieces that over the week build to a huge banquet of truth.
- **Engaging with Cultural Issues** - we expose the lies of the devil that so many young people are fooled by. We are not afraid of talking about current issues. We apply the Bible in practical ways to equip young people to live genuine Christian lives in the secular world.
- **Discipleship** - with experienced leaders of good character who teach the Bible, share their stories and build relationships with the young people. One-to-ones, SUS groups, mealtimes, mixing alongside each other in the activities are all opportunities for discipleship.
- **Community** - enjoying the blessings of building friendships, sharing life, praying for each other, laughing, crying, being crazy and eating together. We are made for community, so don't avoid it, make the most of it.
- **Worship** - where the head knowledge of God becomes a heart response in praise and in serving with our hands. Great music and songs, sung with genuine passion and love for God. Opportunities to serve in TaskForce or as a leader.
- **Training** - training leaders, modelling Bible centred youth ministry. Training young leaders in TaskForce. Equipping young people in Exalt etc.

Practical Details about the Conference

Venues

We enjoy good quality venues that provide us with full catering, cleaning and excellent facilities so that our leaders can focus on delivering a great conference.

Most bedrooms have between 1 and 6 beds. We try to accommodate SUS groups together in two or three rooms with their leader in a room nearby. Leaders will be accommodated in similar rooms. We discourage leaders and young people sharing the same bathroom and shower facilities, but in some situations this is unavoidable. If you wish to share with someone (e.g. spouse), please make this known to the admin team and we will try to accommodate your preference. Sleep is important for the young people to fully engage with the teaching. In order to help them get the most out of the teaching and each day's activities, we will start to send them to bed at 10:30pm with lights out at 10:45pm. We ask leaders also to get the sleep they need to fulfil their responsibilities and enjoy the whole week.

All bedding is provided. Towels are not provided.

There are several common rooms, which we can make good hangout places for the young people. Please bring some board games or indoor activities to make these spaces comfortable and fun for the young people.

Meals:

At mealtimes everyone goes to the dining room and queues at one of the serving points. A wide choice of fresh food and a salad bar is available. The kitchen will cater for any particular dietary requirements.

Conference	Where	Arrive	Depart
Central	Kingham Hill School Kingham, Chipping Norton, Oxfordshire, OX7 6TH	Saturday 21 st July 2018 Leaders arrive at 10.30am for an 11am meeting and then set up. Young people arrive at 2pm.	Friday 27 th July 2018. Young people leave from 1.30pm. Leaders leave about 2.30pm.
Scotland	Strathallan School Forgandenny Perth PH2 9EG	Saturday 21 st July 2018 Leaders arrive at 9.30am for a 10am meeting and then set up. Young people arrive at 2pm.	Friday 27 th July 2018. Young people leave from 1.30pm. Leaders leave about 2.30pm
West	Pioneer Centre Clebury Mortimer Kidderminster DY14 8JG	Saturday 4 th Aug 2018 Leaders arrive at 10.30am for an 11am meeting and then set up. Young people arrive at 2pm.	Friday 10 th Aug 2018. 11am Joint parents/young people Response Meeting and picnic. Young people leave from 1.30pm. Leaders leave about 2.30pm.
East	Royal Hospital School Holbrook Ipswich Suffolk IP9 2RX	Saturday 18 th Aug 2018 Leaders arrive at 10.30am for 11am meeting and then set up. Young people arrive at 2pm.	Friday 24 th Aug 2018. 11am Joint parents/young people Response Meeting and picnic. Young people leave from 1.30pm. Leaders leave about 2.30pm.

Teaching and Meetings

We teach the Bible in several ways in order to help young people with a variety of learning styles; these include SUS groups, seminars, question times, exalt and Big Teaches

SUS Groups

SUS (Scripture Under Scrutiny) Groups are your small groups for the week. These are the young people you will pray for, care for and teach throughout the week away. Each morning from 9.10 - 10 am you will take your small group to an assigned room/space and work through the SUS group materials that will be provided for you. Also, use the time to see how they are getting on with the main teaching, how they are enjoying the week and to pray with them. If you would like any help on how to lead a small group, please ask one of the leadership team - we'll be happy to help.



Seminars

After the SUS small group, we will divide into smaller groups for 'Seminars'. These are interactive teaching sessions that fill most of the morning and include mini talks, bible referencing, questions & answers and creative ways of engaging with the teaching points e.g. drama, art, song etc.

The seminars are lead by the Teaching Leader but you will need to prepare, as you will be sitting around a table with your SUS group helping them throughout the morning. You might be surprised how hard we work the young people, but our experience shows that the more work you put in, the more benefit you get out.

As a SUS Group leader it is your job to be enthusiastic, keen to understand and to lift the energy levels of your group. You can do this by raising your own energy and setting an example by verbally encouraging your group, constantly praising them for trying hard and providing sugar incentives (a packet of Haribo later on in the week works wonders!). Also, encourage your group to engage with the material (not just fill in boxes) by asking questions and sharing how you are applying the truth to your own life.

Big Teach

Each evening we all come together for worship, Bible readings, prayer and a big preach. These are often the highlight for the young people as the Word is explained, Jesus is glorified and truth is applied, countering our secular culture. Often leaders are challenged as much as young people, which is great, but please be acutely aware of your SUS Group during the Big Teach. You could observe how engaged they are, pray for them, listen for issues that might affect your group and write notes so that you can refer back to the talks with your SUS Group the next day. If one of your SUS Group becomes emotional after the talk, please prioritise their wellbeing and seek to understand how they are feeling. Always avoid being alone with a young person. Remember the Safeguarding Disclosure Procedures in the Child Protection Policy.



Musicians

A list of songs will be submitted by the beginning of July. The team are to give suggestions. There will be an assigned person co-ordinating the music. Please let the Coordinator know if you are a musician.

SUS Leader Roles

The large group of young people will be divided into small groups of 6-12 people of the same sex (we have occasionally tried mixed groups in the oldest age groups, but this is the exception). The groups are called 'SUS Groups'; SUS stands for 'Scripture Under Scrutiny'.

Each group will be assigned two adult SUS Leaders. SUS Leaders will be responsible for a small group of young people of the same sex, encouraging them to participate in the teaching and activities, caring for their practical needs, teaching them in SUS time and praying for them.

SUS Leader 1 Responsibilities

- For your SUS Leader 2; that they are performing uprightly in conduct and attitude to the group. Training them in leading a bible study, caring for the group needs and motivating them in the teaching and activities.
- Sharing the delivery of the SUS group Bible studies with your SUS Leader 2, depending on his or her experience and competence. Guide them in preparing the studies, Bible exposition, and ideas to engage the young people. Support them as they deliver the study, prompting and encouraging without taking over. Provide simple, short and encouraging feedback with one thing that was well done and one thing to work on next time.
- Ensuring 1-1 work takes place between every member of the SUS group and a leader.
- For the safety and discipline of the young people in the group.
- At all times point the young people towards Christ.
- Check all your group attend all applicable sessions, meetings and seminars. Take the SUS Register every day and hand the completed register into the conference co-ordinator at the end of the week.
- Allocate responsibility between leaders for keeping in touch with your SUS group at least three times throughout the year.
- Before Contagious, prepare five/six SUS group Bible Studies using the Contagious Teaching Material (including those allocated to SUS Leader 2). Prepare well, including good Bible exposition, creative ideas to engage and thoughtful applications to teach, challenge and encourage the young people in their lives. Work with others to share thoughts, ideas and test your own.
- Pray for your SUS group before, during and after the conference.

SUS Leader 2/3 Responsibilities:

- Support the SUS Leader 1 in leading the group.
- Aid the SUS Leader 1 in group time and the care of the young people in your SUS Group.
- In conjunction with the SUS Leader 1, undertake 1-1 time with every young person in the SUS group.
- For the safety and discipline of the young people in the group.

- At all times point the young people towards Christ.
- Keep in touch with allocated members of the team at least three times in the coming year.
- Before Contagious, liaise with your SUS Leader 1 regarding SUS group sessions and prepare a study as discussed with your SUS leader 1. Prepare well including good Bible exposition, creative ideas to engage and thoughtful applications to teach, challenge and encourage the young people in their lives. Work with others to share thoughts, ideas and test your own
- Pray for your SUS group before, during and after the conference.



Safeguarding Training

As a Contagious leader or member of Task Force it is important that you **read the Safeguarding Policy** that has been agreed by the Contagious Trustees. **The Safeguarding Policy and all forms are available on the website: www.contagious.org.uk/safeguarding/**

Below is a summary of that policy – detailing the parts that particularly impact you in your role at Contagious. This summary is not intended to replace or negate the need to read the full version. However, this document is intended for quick reference and could be used during the conference as a reminder of the main points of the Safeguarding Policy.

Contacts

If, during the conference, you have concerns regarding a safeguarding matter then please speak to:

CCPAS Helpline **0303 003 11 11**

Local Safeguarding officer: _____

Local Safeguarding officer: _____

Safeguarding Lead: **Nick Jackman** **07933 068667**

Safeguarding Trustee: **Ian Fry** **07906 913953**

Email all safeguarding forms, notes and records to safeguarding@contagious.org.uk

Mission Statement

The Contagious Leadership is committed to protecting and caring for the young people who attend Contagious events. We are also concerned to protect leaders and Task Force from acting in ways that could be misunderstood or leave them open to allegations of abuse.

As a Christian charity, Contagious must endeavour to ensure that everything is done in such a way as to honour God and commend the gospel. Conversely, nothing should be done or allowed which brings the name of the Lord into disrepute.

Scenario's for discussion

Nicki (36) is greeting young people with open arms and giving them a prolonged hug.

- Avoid unhelpful physical contact. Leaders, do not instigate hugging young people and be careful hugging other leaders.
- Tell the **Safeguarding Officer/Senior leader** to gently challenge the leader.
- Stay observant, do not gossip.
- If a young people tries to hug you, don't be rude or dismissive, but try to step sideways for a one arm embrace and release quickly. Big smile and engage quickly in conversation.
- Do not hesitate to report any concerns you might have about another leader's behaviour to the **Safeguarding Officer**.

Terri (17) jumps on you in the corridor for a play fight.

- Avoid unhelpful physical contact that could easily be misunderstood.
- Don't be angry or dismissive but rather ease yourself away from the situation.

- Never be alone with a young person in a room, otherwise this would be a reportable incident if found by another leader (even if they were jumped on).
- Never retaliate or organise pranks on the young people that could be misinterpreted.

Billi (18) is caught by two leaders running around naked in the corridor as a late-night dare.

- This is a serious incident that needs to be reported.
- Both leaders need to complete the **SAFEGUARDING REPORT FORM** and report to the safe guarding officer.
- Safeguarding officer to call CCPAS help line for advice.
- Safeguarding officer to complete **SAFEGUARDING COMMUNICATION FORM** and send to Nick Jackman.

Sam (12) tells you casually, ‘My Dad likes to hug me in bed’.

- Stay calm, ask open questions like ‘Please tell me more about that...’
- Listen. Accept what the young person is saying. Be clear about what you have seen or heard. Write it down as soon as you can, include names, dates, time, physical marks and name other witnesses etc.
- Don’t ask leading questions. Don’t press for information. It is not your job to investigate.
- Reassure the young person you are there to listen and don’t promise absolute confidentiality – let them know you will need to share the information with others on a need-to-know basis.
- Ensure they will not return to a dangerous situation.
- Contact the Safeguarding Officer and complete a **SAFEGUARDING REPORT FORM**. Do not speak of the incident to anyone else unless agreed with the Officer.
- Keep any other hand-written notes securely with the formal paperwork.
- Safeguarding officer to call CCPAS help line for advice.
- Safeguarding officer to complete **SAFEGUARDING COMMUNICATION FORM** and send to Nick Jackman.

Leo (17) admits in your one to one that he/she has taken Cannabis.

- Stay calm, ask open questions like ‘Would you tell me more about that...’
- Listen... [*same as above*].

Types of Abuse.

Refer to the table in the Safeguarding Policy for detailed list of types of abuse. Abuse may be found in many forms – including physical, sexual, emotional, financial, discriminatory and spiritual abuse.

Discussion about Spiritual abuse:

Definition: Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:- manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.

At Contagious no individual should feel trapped or coerced into a decision or disclosure. A leader may ask open questions to a young person but always give them the opportunity to remain silent or provide a ‘way out’. When applying the teaching to a young people’s life, there will be challenges to change, but always try to provide an alternative like, ‘... some of you may like to think about this more.’; or, ‘...some of you may not feel ready....’; or, ‘...some of you may have further questions, that’s okay...’.

Reporting of Disclosures

If a young person discloses information that may potentially lead to complaints of abuse being made against someone at Contagious (leaders, etc.) or another person (parents, family, friends, etc.) the following procedure should be implemented:

- Stay calm and relaxed as much as possible.
- Let the young person talk freely and do not press for any information.
- Never promise to keep information confidential but make assurances that information will only be passed to people involved in solving the problem.

- Do not try and investigate the alleged abuse yourself.
- Immediately following the disclosure write down as much information as possible. Note the time, date and the names of persons present who may confirm the truth or otherwise of any allegation.
- Report the incident to the Safeguarding Officer as soon as possible.

First Aid and Safety

Each group will have a First Aider who will have a First Aid kit. The First Aider will be responsible for distributing medication and minor First Aid issues. The local person in charge of First Aid and medical matters at Contagious is _____ Mob: _____.

All accidents/incidents/near misses, however minor, should be recorded on an **INCIDENT FORM**. This form is not restricted to accidents.

All activities require a **RISK ASSESSMENT** to be completed according to the guidelines in the Safeguarding Policy.

Electronic Communication

Contagious acknowledges that electronic communications are a legitimate means of communicating with delegates, but particular diligence needs to be applied when Leaders and Task Force use electronic devices to communicate with young people. Please see the full safeguarding policy for all details about electronic communication. Below is a summary:

Phone Messaging

- DO use Group chat with another leader e.g. SUS Whatsapp Group, so that communication is in a multi-person group domain.
- DO use it for simple non-emotional communication.
- DON'T engage in a personal/emotional communication with a young person.
- DON'T engage in banter online.
- DON'T communicate after 10pm.
- DO share happy images (not if they embarrass a young person), but DON'T store images if they have not been shared publicly.
- DO collect phones in at night-time for Nano conferences.

Social Networks

- DO use positively but cautiously.
- DO maintain a good Christian witness on your platforms.
- DON'T seek out young people to follow or like their pages. Avoid 'liking' or affirming young people's posts.
- DON'T focus attention on any young person.
- Where a delegate and a Leader/Task Force are linked to the same church then the guidelines of that church take priority.



Data Protection and Privacy

On 25th May 2018 the new General Data Protection Regulations come into force. We are developing new policies and guidelines for holding and processing data.

We all need to act as follows:

- **Delete all past Personal Data** (pre 2018 conference) from your folders, computers and phones that includes the names of young people or past leaders, email addresses, addresses, dates of birth, personal notes etc.
- If you wish to keep any Personal Data (pre 2018 conference) then you must complete a **DATA PROTECTION AUDIT FORM**, so that we are aware of the location of the data.
- All Personal Data that is shared with you for the 2018 conferences, **must be deleted from your computers or devices** or paper copies shredded by the end of 2018. Essential records will be securely stored by the CBM Admin Team.

Activity Programme

As a team we are responsible for most of the activities outside of the teaching, including spending time/supervision of young people between slots. Their downtime is not always our downtime, so let's be on the lookout for guys who are on the fringe or looking bored and may be get a game going with them and some others. It also helps to provide a good structure of activities to keep them going.

Arranging Activities

Each organised activity will have one recognised leader.

That leader must:

- take into account any medical condition and/or any Special Needs of those taking part
- wherever possible ensure that there are both male and female leaders present
- carry out a **Risk Assessment** (always to be carried out if the activity is outdoors, high risk, involves food or when catering for those with disabilities or Special Needs.) Consider whether a First Aider should be present.

The suggested minimum ratio for any activity is **2 leaders for every 20 young people (then 1 extra leader for every 1-10 young people above the first 20)**.

If you are down to organise an activity, please make sure you are bringing everything you need for that activity or that everything you need will be on site or brought by another team member. If you need to spend some money on your activity, please check first with [Nick Jackman](#) that we have enough in the budget.