



CONTAGIOUS MAX TEAM HANDBOOK 2019

MAX Training Day Plan (may vary between conferences)

09.30 Arrive for Coffee	12.30 Safeguarding
09.45 Introduction to Contagious	13.00 Lunch (BYO)
10.00 Overview of Teaching programme	13.45 SUS training
10.30 Meet your team	15.30 Tea & Coffee
10.45 Refreshments	15.45 Team Planning
11:00 Seminar Overview	17:00 Home Time

Why Contagious?

Our Vision is to bring glory and praise to God by being...

- **Passionate about God's Word** – declaring the good news of Jesus
- **Serious about Young People** – encouraging them to be faithful followers of Jesus
- **Committed to Local Church** – recognising its role in making disciples of Jesus

Where and When?

CENTRAL 28 July – 3 Aug 2019 Kingham Hill School, Oxfordshire	SCOTLAND / NORTH 28 July – 3 Aug 2019 Barnard Castle School, Co. Durham	WEST 3 – 9 Aug 2019 Pioneer Centre, Shropshire	EAST 17 – 23 Aug 2019 Royal Hospital School, Holbrook, Ipswich
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All team please arrive 10.30am prompt. We will have a team meeting at 11:00am, a quick tour of the site, and then set up for arrival and registration. **Lunch will be provided for leaders on the first day!** A small number of us will be arriving on the Friday night so we can get everything set up for the rest of the team arriving on Saturday.

The **young people will start arriving from 2pm onwards** on the first day. The first afternoon and welcome is really important. It is our desire that yp and parents are greeted well, offered a drink and introduced quickly into the group and their leader. We also need to manage the parents who may need to be reassured by our welcome and organisation so that they can leave confident that their youth will be well looked after. All delegates, TEAM and CREW need to **Register on arrival** and will then be allocated to their accommodation and issued with a lanyard that must be worn at all times. The TEAM need to organise welcome activities and refreshments for the delegates to relax and meet others in the group. Later that afternoon, they will be shown to their rooms before a **Welcome meeting** at 4.30pm in the main hall.

Departure:

On the last morning (* may vary between conferences) we are inviting parents/siblings to join us for our last **Response Meeting** (11am) and then have a picnic(*) with us. This will give us an opportunity to chat to the parents about the week and give some feedback about what their young people have been learning. The aim is for all yp and parents will leave by 1.00pm on the last day. Team will need to clear up our area and also make sure that yp are safely collected. We will probably be away no later than 2.30pm.

Venues

Contagious MAX Central	Contagious MAX Scotland /North	Contagious MAX West	Contagious MAX East
Kingham Hill School Kingham, Chipping Norton, OX7 6TH	Barnard Castle School Barnard Castle, County Durham, DL12 8UN	Pioneer Centre, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8JG	The Royal Hospital School, Holbrook, Ipswich, Suffolk, IP9 2RX

Accommodation:

The young people's rooms are generally in small dormitories with bathrooms nearby (some single rooms and some have en-suite facilities). 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, but there are some rooms that have just twin beds. 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 yp to fully engage with the teaching. In order to help them get the most out of the teaching and the 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 but not towels. Please bring a mug and water bottle as it can be tricky to get drinks when you want them.

There are several common rooms located around the venue, which we can make a good hangout place for the young people. There are TV and a table tennis tables available but you will need bats and balls. Please bring some board games or indoor activities to make these spaces comfortable and fun for the yp.

Meal times:

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

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). The groups are called 'SUS groups' which 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, 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 and 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 team.
- At all times point the young people towards Christ.
- Check all your group attend all applicable sessions, meetings and seminars.
- 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 team.
- 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 team.
- 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.

Teaching and Meetings

We teach the Bible in several ways in order to help yp with a variety of learning styles, 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 guys 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'd be happy to help.

Seminars

After the SUS small group, we will divide into three age streams for 'Seminars'. These are interactive teaching sessions that fill most of the morning and include mini talks, bible referencing, question/answer 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 table leader it is your job to be enthusiastic, keen to understand and lift the energy levels of your group. You can do this by raising your own energy and setting an example, 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 yp as the Word is explained, Jesus is glorified and truth is applied countering our secular culture. Often leaders are challenged as much as yp, 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 yp. Remember the safeguarding disclosure procedures in the Safeguarding policy.

Musicians

A list of songs will be submitted by the beginning of July. Team are to give suggestions. Please let [Nick Jackman](#) know if you are a musician. There will be someone co-ordinating the music.

Safeguarding Training

As a Contagious MAX leader or member of CREW (aka. TaskForce) 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 role at Contagious MAX. 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 policy.

Contacts

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

CCPAS Helpline **0303 003 11 11**

Nick Jackman **07933 068667**

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 CREW 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

A: Toni was photographed in his/her underwear while changing in the dorm. Sam, who took the photo, is teasing Toni saying that he/she is going to share it on social media. Toni is angry, upset and wants you to deal with the situation – what do you do?

- Gently reassure Toni that you will take action, but tell him/her not to do or say anything to Sam. Immediately find the Safeguarding Officer/Senior leader and report what you have heard to them.
- The Safeguarding Officer and SUS leader will quickly ask Sam to a quiet room and then ask for his/her phone. Contact his/her parent in the presence of Sam to explain the seriousness of the situation and ask if it is ok to keep the phone for the remainder of the conference (may be allow supervised calls home).
- Ask about the image (do not seek to look at it, copy it or share it). Try to find out:
 - if it's an image, video or message
 - who sent it
 - who is featured in it
 - how widely has the image been shared and with whom
 - if there were any adults involved
- If the image does not involve adults and is not of an extreme nature, then a Senior Leader of the same sex should delete the image from all devices including back up cloud services and remove all posts wherever possible from social media. If the image does involve adults and is of an extreme sexual nature, then do not look at the image but contact the police.
- Contact the parents of Toni and explain the situation and the action you have taken. Provide ongoing pastoral support to Toni and link with other support services at home if necessary.

Extract from NSPCC: <https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals/#heading-top>

If a child speaks out about sexting

If a young person tells you they've been involved with sexting, it's important to remain calm and be understanding. You should follow your organisation's policy and procedures and make your nominated child protection lead aware of the situation as soon as possible.

Try to find out:

- if it's an image, video or message
- who sent it
- who is featured in it
- how widely has the image been shared and with whom
- if there were any adults involved
- if it's on an organisational or personal device
- how the young person is feeling.

The College of Policing recommends that safeguarding should be the main concern of any investigation into a sexting incident and that we should avoid criminalising young people unnecessarily.

> [Read the College of Policing's briefing on police action in response to sexting \(PDF\)](#)

If the images were not intended to cause harm and the young people involved have given consent, your organisation may decide to handle the incident within your organisation. However you must make a child protection referral if:

- there is any adult involvement
- any coercion or blackmail is involved
- the images are extreme or violent
- the child involved has already been identified as vulnerable
- any of the children involved are under 13
- there is an immediate risk of harm to a child.

Never view any sexting images. If the image is on a device belonging to your organisation, you need to isolate it so that nobody else can see it. This may involve blocking the network to all users.

You should never copy, print or share sexual images of a child or young person (Childnet, 2016; UKCCIS, 2017a and 2017b).

You should only search devices if the child is at immediate risk of harm. The Department for Education (DfE) provides guidance for head teachers, staff and governing bodies in England on [searching electronic devices](#) (DfE, 2018).

The nominated child protection lead should make a written record of the incident and the actions taken.

Following a sexting incident, your organisation will need to review what happened and how it was dealt with to ensure that you learn and improve procedures.

Continued support for children and young people

It's essential all children and young people involved in sexting receive ongoing support. You should also involve parents, unless there's a risk. It may also be appropriate to make a referral to a counselling service.

The [NSPCC helpline](#) is available to anyone worried about a child. Children can contact [Childline](#).

B: During a one to one conversation, Terri discloses that he/she is feeling depressed. You ask how they felt in the darkest moments and they reveal they thought about suicide. They now report they are not feeling suicidal and that their parent knows they are feeling down. What do you do?

- Assure the yp that you have listened, that you care and you will be seeking advice (do not promise confidentiality)
- Report conversation to the Safeguarding Officer and complete a **SAFEGUARDING REPORT FORM**.
- The Safeguarding Officer will contact the helpline and probably contact local church to check that ongoing support is in place. All communications will be recorded on the **SAFEGUARDING COMMUNICATION FORM** and sent to Nick Jackman via the safeguarding@contagious.org.uk email.

C: Terri tells you quietly, 'My Uncle likes to get into bed with me'.

- 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 including 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.

Types of Abuse.

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

Discussion about Discrimination: (extract from Safeguarding Policy)

Abuse Type	Definition	Prevention
Discrimination	Any form of racist, sexist or ageist verbal abuse or verbal abuse with regards to a delegates sexual orientation or physical disability. It also includes withholding of any reasonable service to any delegate because of their race, sex, age, sexual orientation or disability.	Contagious Bible Ministries recognises the need for each delegate to be treated as an individual, also the need to realistically take into account the specific needs of a person, including any factors that may make an activity unsafe for them. It will never be the case that all those at Contagious event can be treated in exactly the same way, but an effort should be made, as far as is reasonably practicable.

We get a wonderful variety of people attending Contagious from many different backgrounds. We need to consider carefully how we ensure everyone is included in activities, able to engage in teaching, participate in games and not feel discriminated against.

There will be yp who have views that do not conform to our conservative Christian teaching. Whilst we are obligated to teach the Bible clearly, we do so thoughtfully and carefully, not making those of a different opinion feel isolated, stupid, exposed or mocked. When applying teaching we should allow space for individuals to continue to question, disagree or hold their position, even if we disagree with their view. We need to carefully refer to individuals or groups of people in our society who hold different views/ethnicity/religion/sexual orientation/disability with respect, compassion and love without using derogatory language.

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 safe guarding team as soon as possible.

First Aid and Safety

Each group will have at least one Medical Supervisor who will have a First aid kit. The Medical Supervisor will be responsible for distributing medication and minor first aid issues. 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 available on the website: <https://contagious.org.uk/policies-and-forms/>

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. I
- 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 YP), but DON'T store images if they have not been shared publicly.
- DO collect phones in at night-time for GO conferences (11-14s).

Social Networks

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

Data Protection and Privacy

The General Data Protection Regulations 2018 are designed to protect the personal data of all individuals. We have policies and procedures at Contagious the you should be familiar with see: <https://contagious.org.uk/policies-and-forms/> We all need to act as follows:

- **Delete all past Personal Data** (pre 2019 conference) from your computers, folders, phones, that includes the names of yp or past leaders, emails, addresses, personal notes etc.
- If you wish to keep any Personal Data (pre 2019 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 2019 conferences, **must be deleted from your computers or devices** or paper copies shredded by the end of 2019. Essential records will be securely stored by the CBM admin team.

Activity Programme

As a team we will be responsible for most of the activities outside of the teaching, including spending time/supervision of yp between slots. Their downtime is not always our downtime and 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 outdoor, 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/another team member can provide. If you need to spend some money on your activity, please check first with the [Conference Coordinator](#) that we have enough in the budget.