



CREW HANDBOOK 2019

CREW Training Day Plan

10.00 Arrive for Coffee	13.15 Safeguarding
10:15 Introduction to Contagious	13.45 Small Group Training
10.30 Overview of Teaching Aims	14.45 Team Planning and Prayer
10.45 Meet your team. SUS Bible Study	15:30 Home Time
12.30 Lunch (BYO)	

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 and CREW 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.

MAX Teaching Programme

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	Big Read: Acts 3-6	Big Read: Acts 7-11	Big Read: Acts 12-15	Big Read: Acts 16-19	Big Read: Acts 20-24	Pack and Tidy
	SUS Acts 3-6	SUS Acts 7-11	SUS Acts 12-15	SUS Acts 16-19	SUS Acts 20-24	Big Read: Acts 25-28
	Seminar 1 The Church	Seminar 2 God's People	Day Off	Seminar 4 God's Family	Seminar 6 Christ's Body	SUS Acts 25-28
	Break	Break	Break	Break	Break	Break
	Seminar 1 cntd The Church	Seminar 3 God's Kingdom	Day Off	Seminar 5 God's Temple	Seminar 7 Christ's Bride	Response meeting
	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Registration	Activities	Activities	Day Off	Activities	Activities	
Welcome Big Read Acts 1&2						
Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
Big Teach The Source of the revolution: GOD'S MERCY ROMS 12:1-2	Big Teach The vehicle of the revolution: CHRIST'S BODY ROMANS 12:3-8	Big Teach The heart of the revolution: LOVE ROMANS 12:9-21	Big Teach The shock of the revolution: LAW-KEEPING! ROMANS 13:1-14	Big Teach The maintenance of the revolution: EDIFICATION ROMANS 14-15	Big Teach The faces of the revolution: PEOPLE ROMANS 16	
After Dark	After Dark	After Dark	After Dark	After Dark	After Dark	

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/CREW will be accommodated in similar rooms, in groups. 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.

CREW... Are you Ready?

Contagious is committed to help train and develop leaders for service, both now and in the future; that is the vision that lies behind our **CREW** programme.

CREW (Christian's Ready Equipped and Willing) is our young adult training programme. Our aim for CREW members is for them to be better equipped to serve as leaders at Contagious in the future, as well as being better equipped to serve God within their local church.

AS A MEMBER OF THE CREW WE HAVE:

- **A Personal Faith** – a personal walk with Jesus. We are dependent on God's grace alone for salvation through the person and work of Jesus and we show a deep trust and confidence in the Bible. We are committed to the ministries of a gospel believing local church where we are known to the leadership.
- **Knowledge** – we have a basic understanding of the Christian gospel and are keen to learn and grow in bible knowledge. We affirm the **Contagious statement of faith** (FIEC statement used) without compromise, and demonstrate an understanding of Christian service and ministry.
- **Experience** – We have some experience of Christian service in our local church, either within youth and children's ministry, welcome, practical tasks, UCCF or schools work that demonstrates a willingness to give of ourselves in practical tasks.
- **Checks and References** – We have provided an acceptable DBS/PVG disclosure check as well as two positive references, including one from your local church leader.
- **Personal Commitment** – Contagious conferences require a lot of energy, enthusiasm and some physical ability – it is hugely rewarding and tiring!

BODY, MIND AND HEART FIT FOR SERVICE

BODY

- We need to be in a place where we can physically, emotionally and spiritually give our time, energy and focus to practical tasks and be keen to stretch ourselves to face new challenges.
- We will run some activities for the young people, so with training and encouragement we will be given opportunities to use our gifts in sport, creative arts, administration or music.

MIND

- We need to be willing to listen to instructions, get prepared, be organised and manage our time.
- We will also learn Bible handling skills, lessons in Christian service and some Christian doctrine, so we need to be willing to work hard, engage with the Bible and allow God's word to impact our lives.

HEART

- We will meet with one of the mature leaders during the week to enquire about our Christian walk and encourage us to keep growing in our faith.
- All previous CREW/TaskForce teams speak of their own appreciation and growth under the teaching of Contagious CREW.

CREW ROLES

CREW YEAR ONE

- The CREW group will be divided into small groups of 6-12 people, called SUS groups which stands for 'Scripture Under Scrutiny'. You will be assigned a mature leader who will mentor, teach, train and support you throughout the week.
- Each CREW member will be allocated one of the studies to prepare and lead. We do not expect perfection, but just want you to have a go and use it to learn how to lead studies more effectively. Your mentor will be close at hand to give advice or guidance and they will also meet with you afterwards to give you some encouragement and suggestions to improve.
- We will also divide the group into practical teams to complete the many tasks that we do throughout the week, such as: moving chairs, setting up rooms, tuck shop, bookstall, refreshments, waking up the young people in the morning, running the SUS group Tournament, moving equipment, helping with activities, clearing litter, playing in the band, and many many other small but important tasks.
- The conference you are supporting may have a talent show/battle of the bands where it's tradition for the CREW to perform – be creative, go for it and have loads of fun!
- Your CREW mentor will prepare a brief report on your service throughout the week that will be shared with your church leader (The referee you provided during your application).

CREW YEAR TWO

- Many of the practical tasks in CREW year two remain the same, but you will be expected to take on more responsibility to show the year one's what is required.
- SUS in year two is likely to be different also as we expect year two's to have learned from their year one experience. You may be asked to observe more experienced SUS leaders by observing them teaching the young people in SUS or Seminars. You may be asked to lead one of those SUS groups to young people. You will receive encouragement and one suggestion about how you could improve.
- Your CREW mentor will prepare a brief report on your service throughout the week that will be shared with your church leader (The referee you provided during your application).

CREW LEADER

- The main responsibilities include preparing and delivering the teaching programme for the CREW at Contagious and leading the tasks and activities for the CREW.

PRE-CONFERENCE

- Attend the 24-hour training and prepare a two year teaching programme for the CREW that includes SUS group studies, bible handling workshops, doctrine or apologetics sessions. Allocate teaching responsibilities within the CREW leaders and agree SUS/mentoring responsibilities.
- Communicate to previous CREW year one leaders and encourage them to return for a second year. With the support of the Operations team, communicate to the 19 year olds and encourage them to join the CREW. Monitor the applications for CREW and references, giving approval or seeking more information as required. Write to any CREW applicants that are deemed unsuitable.
- Organise the CREW into SUS groups, allocate CREW leaders to each group.
- Prepare information for the CREW to help them to prepare for their time serving at Contagious, including the allocation of SUS studies and guidance notes to help them.
- Communicate final details with CREW about when to arrive, training, what to bring etc.

DURING CONFERENCE

- Welcome the CREW on the first day, provide them with training and information about the week and then organise the set up tasks.
- Liaise with the Contagious Teaching Leader and Coordinator about the daily tasks required to support the main conference. Identify the gifts and skills of the CREW e.g. music, creative arts, sport, administration, manual handling etc. and then organise the CREW into teams to complete the practical tasks each day. Try to give the year two CREW more responsibility to model servant leadership to the year ones.

- As a team deliver the CREW 2 year teaching programme to complement the main conference teaching and include Bible handling training, servant leadership training, doctrine and apologetics.
- Mentor each CREW member with one to one at the beginning of the week and towards the end. Include support and guidance for them in preparing and delivering their SUS study and provide them with encouraging feedback. Use examples of their activity throughout the week to train them in servant leadership.
- Observe and listen to CREW to identify any issues of concern within the group. If necessary, provide gentle correction or discipline within a culture of encouragement and praise. Look out for any who are struggling, offer support and encouragement or maybe relieve them of some duties in order to maintain a good quality of care throughout the week.
- Build positive team morale with additional times of prayer, communication and social time to encourage CREW members to flourish in a supportive happy environment.

POST CONFERENCE

- Complete a brief encouraging report on each CREW member that is then shared with their church leader. Make clear your recommendations about serving at Contagious/CREW again in the future or suggest other ways for them to serve or receive further training.
- Reflect and review the conference with your regional steering group. Attend the Review and Envisioning meeting to share your experience with other CREW Leaders and learn from other good practices.
- Seek to build good relationships with CREW members throughout the year by praying for them, contacting/meeting them and encouraging them to return the following year. Identify other suitable CREW members and invite them to join Contagious.

Safeguarding Training

As a Contagious CREW member (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.

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](#).

- 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.

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: Lindsey 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 below from 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.

Abuse Type	Definition	Prevention	Possible signs/indicators of abuse
Physical	Where actual or attempted physical harm is done to a young person, or knowingly not prevented from being done.	<p>The level of physical contact must be appropriate to the needs and age of the delegates.</p> <p>As far as possible everything needs to be done in public.</p> <p>Touch should generally be initiated by the delegate and not the Leader or Task Force.</p> <p>Leaders and Task Force may use reasonable force to restrain a delegate, either to protect them from themselves or to protect other delegates.</p> <p>Play fighting between Leaders/Task Force and delegates should normally be avoided</p>	<p>Injuries that are unexplained, unusual or untreated.</p> <p>Reluctance to change for or participate in games or swimming</p>
Sexual	Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, has initiated the act or given consent. The activities may involve	<p>The Bible is clear that all leaders work within a relationship of trust</p> <p>All should strive to give true dignity and respect to delegates, protecting</p>	Excessive, inappropriate preoccupation with sexual matters or detailed knowledge of adult sexual behaviour, evident in words, play or drawings.

	<p>physical contact, non-penetrative acts and may also include non-contact activities, such as looking at, or in the production of sexual images, or sexualised messaging, or grooming a child. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> <p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (as defined above)</p>	<p>them from any forms of sexual embarrassment,</p> <p>Great care should be taken to safeguard the privacy of delegates.</p> <p>No delegate should be disturbed whilst (un)dressing or whilst in the bathroom</p> <p>Only a family member or trained carer to help a delegate with special needs, unless at immediate risk.</p> <p>Avoidance of sexual embarrassment should include the avoidance of innuendo and include wearing modest clothing. Sexualised behaviour or behaviour which can be misconstrued should be avoided.</p> <p>Such behaviour is unhelpful for young people and may place Leaders/Task Force at risk.</p> <p>Any sexual act (as defined) is deemed to be abusive and must be avoided.</p> <p>Any abusive behaviour, if proved true, will result in the leader's suspension and removal from leadership.</p>	<p>Being sexually provocative with adults.</p>
Emotional	<p>Where emotional ill treatment of a child may have an adverse effect on the child's emotional development. Ill treatment may involve threats, conveying to a child they are worthless, unloved, inadequate, or valued if they meet the needs of another person. It may include silencing or 'making fun' of a child. It may involve bullying (including cyber bullying).</p>	<p>Leaders/Task Force should value all delegates as God values all life.</p> <p>All should strive to give true dignity and respect to delegates;</p> <p>Care should be given to the language and tone in which delegates are spoken to and given opportunity to be listened to.</p> <p>Leaders/Task Force should take care to show value to all delegates and encourage respectful interactions between delegates</p> <p>Leaders/Task Force should be alert to signs of bullying and act to stop this.</p>	<p>Changes or regression in mood or behaviour, especially withdrawal, depression, aggression or extreme anxiety. Obsessions or phobias. Sudden under-achievement. Attention seeking.</p>
Neglect	<p>Where there is persistent failure to meet a young person's basic physical and/or</p>	<p>The physical and mental welfare of all those at Contagious event should always be a matter of the greatest</p>	<p>Child/Young Person is not able to fulfil tasks that would be expected of their</p>

	psychological needs, or to protect them from any form of harm or danger, likely to result in the serious impairment of the young person's health or development	<p>priority for Leaders/Task Force. For this reason any delegate should be safeguarded at all times to ensure they are safe and secure.</p> <p>Appropriate Risk Assessments should be undertaken</p> <p>Where a risk is observed this must be acted up</p> <p>The individual needs of each delegate must be considered and met e.g. physical disability</p>	age, or there is maladaptation- socially, physically, emotionally. Possibly evident absence in basic care of child/Young Person and they may look malnourished/unkept.
Financial	This includes the theft or mishandling of a person's finances, borrowing from delegates, and also any pressure with regard to wills or financial transactions, or misappropriation of a person's benefits or possessions.	<p>No Leader/Task Force should agree to look after money for a delegate.</p> <p>Leaders/Task Force should avoid making any suggestions on how their money should be spent which may be guided by selfish intentions.</p> <p>Leaders/Task Force should not lend money to delegates nor should they borrow money from a delegate</p>	
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.	

Discussion about Discrimination

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.

Manual Handling

This is important. Please read carefully and follow the principles:

1. STOP AND THINK

- Where is the load going? Are there any obstacles? Are there any aids to help me?
- Consider the size and weight and shape of the object. Ask for help or decline the lift.
- Consider whether you need extra people, safety equipment or clothing.

2. THE LIFT

- Keep distances to a minimum
- Prepare the area (remove trip hazards or other people/objects from the area)
- Test the load
- Feet apart
- Leading leg slightly forward
- Hips and knees relaxed
- Firm hold from below
- Lead with your head as you lift
- Keep movement smooth
- Keep the load close to your body
- Reverse the procedure when lowering the load.

3. DON'T

- Jerk
- Twist
- Overstretch
- Lift loads which are too heavy



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.

Small Group Training

Why small groups?

- **Reinforce the teaching and respond** – Questions asked more easily, and things explored. Apply the Word and encourage ways in which young people can respond (in their lives or in prayer)

- **Relational** – Deeper trust levels and with everyone involved they are more like to be open and honest. It also gives you a **chance to** share your lives and understand the joys and struggles of those in your care)
- Also...opportunity to train and learn from one another

Think about the Setting:

- Time frame – check how much time you have and plan what you have to do in that time.
- Eye Contact (and body language), circle, comfortable, remove distractions, say hello or speak to each one before you get into groups.
- Sit troublesome ones opposite (not next to you) so that you can see what is going on and stare!
- You face anything that is distracting (like other groups) so that the group have their backs to it

Introduction:

- Remember their names and what they say, react and interact (even jot it down so you can use it in examples later on in the week or chat to them further)
- Opening: Have an opening item that will relax people – joke, light hearted question (describe favourite icecream, what biscuit you would be), game (e.g. 2 truths, 1 lie; 3 items on a desert island), introduce the person next to you, creative,
- Aim: get people talking. Loosen the tongues, build relationships and group identity - be patient, kind and enthusiastic
- Prayer

Questions: Teach the main thing!

- **Observe (What does the passage say?)** Use open Bibles, print text out for them to draw on
- **Interpret (What does the passage mean – about God).** Get to the meaning of the teaching. The big principle that should be summarised by the teaching aim. Make sure the yp understand it e.g. can they summarise in a tweet
- **Apply (What does it mean for us).** Think about the passage: Is there a warning to be heeded, an example to follow, a command to be obeyed or a promise to trust? Personalise the main point: How is this going to affect you this week? Think of 'concrete' ways the truth can be applied in their lives in a relevant way. This is really hard to do well and easy to slip into legalism & moralizing so good to think what does that mean...
 - **Application:** Trust God.
 - **When might they need to do this:** When they are not invited to a party
 - **Why don't they** trust God? They think they know what's best; they think other people are the source of their happiness.
 - **What truth can they remember:** God is good, God loves them, they are invited to the best 'party' ever! etc.

Prayer: Engage each one in prayer:

- You pray then leave a gap for each one to say something in their heads.
- Pass around an object as a prompt to encourage them to pray
- Have something physical for them to engage with, like placing a pebble in a bucket, writing a note, sticky note on a board under headings etc
- Use visuals, pass around the circle different pictures that remind people what to pray for.
- Doodle prayers
- Music
- Prayer diary

<u>DO'S</u>	<u>DON'TS</u>
Do prepare and pray (for individuals as well as study)	Don't be afraid to ask for help
Do ask questions that deal with feelings as well as facts e.g. How do you feel?	Don't ask yes/no questions - rather encourage discussions

<p>Do encourage honesty always – including by example, sharing your own life.</p>	<p>Don't dismiss any contributions. Praise people for their contribution even if it isn't quite what you were looking for.</p>
<p>Do be a good listener</p> <ul style="list-style-type: none"> - <i>Reflect</i> "It sounds like..." , "You mean..." "So you want to..." - <i>Reaffirm</i> "that's pretty important to you.." "that must be difficult for you..." - <i>Request</i> "Tell me a bit more about that..." "So what happened then?" "How did you feel?" 	<p>Don't do all the talking - If they ask you a question, before you answer, first ask them what they understand. Encourage others in the group to answer.</p>
<p>Do ask questions that are relevant and at the right level . Sometimes direct.</p>	<p>Don't assume knowledge and don't use lots of Christian jargon</p>
<p>Do follow up responses with more questions and encourage others in the group to do the same. Be willing to challenge if appropriate</p>	<p>Don't feel you have to answer everything</p>
<p>Do be flexible e.g. it's a quiet group then you could break it down into paired discussions and feed back.</p>	<p>Don't be afraid of silence – rather interpret it - Question too simple? Break down into smaller questions? Have you asked too many questions? Are they thinking or are they dead?</p>
<p>Do use illustrations e.g. own life example, scenarios, quotes, pictures,</p>	<p>Don't forget there are different learning styles so be creative e.g. Application sketch, what happens next..., quiz, write a rap or chant or song, draw a picture, listen to music, film clip (make sure you are supporting and teaching your main aim).</p>

Small Group Do's and Don'ts

Dealing with different personalities

Chattering Charlie

Altogether too talkative & doesn't leave space for other people.

- ❑ Ask, 'What does someone else think?'
- ❑ Give them the job of summarising particular discussions, so that they have to listen to others.
- ❑ Sit next to them to reduce eye contact.
- ❑ Talk to her privately about the problem.
- ❑ If you have lots of 'Chattering Charlies' then have an item which group members must hold/cards they must hand in before they can speak.

Debater Dani

Consistently presents opposition & challenges every point, even when it's contrived.

- ❑ It can be intimidating for others but at the same time can help produce a 'proper' discussion – so aim to direct rather than shut them up!
- ❑ Ask for other suggestions.
- ❑ Break into pairs so that everyone has the chance to express a viewpoint.
- ❑ Set group rule that it's ok to disagree but you can't talk over each other and can't put down those with different ideas.
- ❑ Make sure you stick to main point – have a question time towards the end of the week.

Silent Sam

Quieter & never contributes anything to the group.

- ❑ Try to interpret the silence. Is it shyness? Are they reflecting on some thought? Are they sullen? Don't they understand?
- ❑ Give them chances by asking, "Does anyone want to add anything?" "How about those who haven't spoken yet?" Direct questions sometimes help.
- ❑ Sit opposite to maximise eye contact.
- ❑ Take time to chat outside the meeting and learn interests, so you can 'pitch' questions and illustrations that interest them.
- ❑ Personal encouragement can make all the difference – both outside of group time & thanking for contributions.
- ❑ Don't panic – they may well be a heavily 'auditory' learner, and will learn without having to contribute.

Crisis Chris

Wants attention and everyone to know what they are dealing with all the time.

- ❑ They only really contribute to talk about themselves or make negative contributions, rather than actually responding to other's answers – so chat to them beforehand to hear their 'crisis' or say at the end we'll pray for one another.
- ❑ Help them see that the group is there to help others, not just themselves.
- ❑ If there is a genuine crisis, then be willing to chat about it there/aside and ditch what was planned.

Distracter Dom

Constantly fidgeting and prone to sidetracking.

- ❑ If they are a fidgeter, persistently stifling them will only prove negative, so try to direct their energies e.g. being the scribe, holding something up.
- ❑ If it's a 'red herring' they are distracting with, say, 'Can we follow that one up later? What about the question we were asking?'
- ❑ If they tell a joke, join in but then bring the group back to the discussion. With misplaced humour, ignore the comments and move the discussion on.
- ❑ Try to do some active learning with the group, so you're not just talking every week. At least they'll stop you settling for boring Bible studies!

Churchy Casey

Knows all the answers instantly

- ❑ Remember their knowledge may not indicate spiritual depth and the 'church kids' can be the hardest to reach. Conversely, there will be some who are committed believers and will give the 'right' answer because it is true for them.
- ❑ Don't settle for pat answers – either ask 'why' or play the devil's advocate to get them to think through their opinions.
- ❑ Get them to help you with questions so they engage with the text.
- ❑ Scenarios can help the children think through how they usually react and how they can relevantly apply the passage.