



This handbook was last updated on 22nd June 2021

There are additional policy documents and “how to” information posted in the Tool Box at www.lighthousecentral.org.

Lighthouse is a faith activity and our prayer is vital. Please try to get Lighthouse on the prayer agenda of your church and to pray faithfully for all our volunteers, for the children and for God’s blessing over the whole week.

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Contents

- 1. What Lighthouse is About.....4
- 2. Lighthouse 2021: COVID-19.....4
- 3. The Lighthouse Day for Children.....8
- 4. Summary of Roles and Responsibilities9
- 5. Believe, Belong, Behave: Code of Conduct10
- 6. General Information for ALL Lighthouse Volunteers & Helpers11
- 7. Lighthouse Registration & End of Day12
 - a. Volunteer Registration12
 - b. Children’s Registration12
 - c. Children’s End of Day13
- 8. Notes for Lighthouse Keepers & Lamplighters.....13
- 9. How to support children with Additional Needs.....14
- 10. Notes for Lighthouse Age Group Leaders and Age Group Teachers15
- 11. The Lighthouse Discovery (Teaching) Programme.....15
 - a. Teaching Notes and Aims15
 - b. The importance of following and guiding the children15
- 12. Discovery (Lighthouse Group) Sessions.....16
- 13. Other Lighthouse Activities16
 - a. Mainstage16
 - b. Drama (needs to be updated when we know more)16
 - c. Craft17
 - d. Games17
- 14. Our Policy for Managing Behaviour.....17
- 15. Guidance for Volunteers18
 - a. Keeping safe18
 - b. A word about touch18
- 16. Tips for Praying with Children19
- 17. Children Who Want To Know More19
- 18. Safeguarding Information20
 - a. Dealing with an allegation of abuse.....20
 - b. Important things to remember20
- 19. Fire & Emergencies21

1. What Lighthouse is About

Lighthouse is a holiday week for children run by Christians from local churches. 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 children to explore the Bible and to give opportunities for them to accept Jesus as their Saviour and special friend.

It is our clearly stated aim that no child should be harmed, or endangered, whilst at Lighthouse. It is important that all helpers should read the sections on *Safeguarding* and *Guidance for Volunteers* in this handbook. We rely on the care and vigilance of all our helpers to ensure that children are kept safe from harm.

We are immensely grateful to the churches who give permission to hold Lighthouse on their site, and for the help they have given at every stage. It is up to every single person to make sure that we are welcomed back again next year!

2. Lighthouse 2021: COVID-19

Lighthouse this year will be different from what you may have experienced before. This information is based on what we know at time of publication (22nd June 2021) – things may change so please make sure you read any emails you receive from Lighthouse.

Lighthouse Cressex will take places on two sites this year:

- Church of Christ the Servant King (CSK) (ages 8, 9, 10+ and little Lighthouse including the 4s)
- The Avenue Methodist Church (AMC) (ages 5, 6, 7).

Please make sure you go to the correct venue.

Helpers, please note that there is no parking at either of the sites as the car parks need to be used for Sports. However, parking has been arranged at Our Lady of Grace Church, Squirrel Lane, HP12 4RY. This is a 10 minute walk from CSK and a 20 minute walk from AMC.

- Parents will not be allowed to enter the buildings but volunteers will welcome the children and ensure that they reach their age groups safely.
- For all those aged 12 and over we would ask that you take a lateral flow test on the Sunday evening or Monday morning BEFORE coming to Lighthouse and again on the Wednesday morning. Please bring the result of your test with you for our records.
- What to do if you test positive – please stay at home and notify your AGL or group leader – numbers will be provided on the training day. You must then follow the government rules on self-isolating for 10 days from the time of your test.
- What to do if you display symptoms of COVID 19– please stay at home and notify your AGL or group leader. Please get a Covid-19 test and inform the leader of the result. If you test positive, you must follow the government rules on self-isolating for 10 days from the time of your test. If you test negative, please do NOT come into Lighthouse as it could be a false negative as you have symptoms.
- We ask that you follow all hygiene regulations on site, wash your hands regularly and use the available hand sanitiser. If someone in your Lighthouse sneezes onto a tissue, please dispose of the tissue in one of the bins with lids and ensure that they wash their hands/use the hand sanitiser.
- Where possible, there will be a one-way system on site, please make sure you are familiar with this and follow it at all times.

- To help with congestion and minimize contact between age groups, the following arrangements will be in place at each of the sites:

At CSK:

- a) Parking will be available for drop off at CSK but is limited so parents will be asked to come on foot if possible.
- b) Mothers and Toddlers (including 4s and their parents) will be held in the Hall. They will have their own door for entry (near the kitchen) and a different door for exit (out into car park). They will generally have use of the toilet beside the hall only. If there is an exception where they have to use the main toilets, they must be accompanied by a LH helper in order to safeguard the children attending Lighthouse.
- c) Other Children attending LH
In the morning, parents can go to the door and queue up outside with their children. They will be registered and then met by their lamplighters who will take the children to their LH room:
 - The 8s will meet at the Creche Fire Exit
 - The 9s will meet at the Youth Room Fire Exit
 - The 10s will meet at the main entrance

In the afternoon, when leaving, parents can wait near the same doors and Lamplighters will bring their children out to them and mark in the register as the children are handed over to the parents.

- d) Children will have Craft in their classroom.
- e) Children will go to the Worship Area for Mainstage.
- f) Children will go to the Marquee for Drama.
- g)** They will use the main toilets. There is very little room in the CSK toilets and it will not be possible to reserve the toilets for specific bubbles. We will have a toilet attendant who will clean the toilets between bubbles and will ensure that adults are not in the toilets at the same time as children.
- h) When going outside for Sport:
 - The 8s will go out into the garden via the Creche Fire Exit
 - The 9s will go out of the Youth Room Fire Exit and round to the front of the building
 - The 10s will go out of the Worship Area Fire Exit.

At AMC:

- a) As the car park at AMC has a single entry/exit, no parking is available at AMC so as to avoid congestion on the road outside. Parents will be asked to come on foot or park in a nearby side street and walk to the church to drop their children off.
- b) Again, parents will not be allowed inside the building.
- c) If the weather is good, there will be 4 tables for registration in the car park outside the main doors to the church. One table will be for each of the 3 age groups and one table for queries. Lamp lighters for the 3 age groups (5, 6 and 7) will be waiting at the tables with the registration staff to take the children into their rooms when they are registered. After handing their children over to the lamp lighters, parents will be asked to leave the site.
- d) If it is raining, the children will be met at the door by their lamplighters and taken into their room to be registered by their AGL.
- e) As all of the fire doors are up a flight of stairs, it is thought to be more risk to allow the children to have separate entrances into the building via fire doors than the risk of having all of the bubbles going through the main door. So, all will enter through the main door, ensuring adequate spacing between children of different bubbles.

The 5s will turn sharp left as soon as they go through the main door and will walk a few metres to their classroom. They will be the only ones who use this part of the foyer to get to and from their room.

The 6s will walk straight ahead, keeping left and turn left into their classroom. This door will be used by them and by helpers accessing the refreshments area at their breaks. Helpers are asked to give way to the children and stand well-back until the children have gone into their room. The door handles will be wiped regularly.

The 7s will walk straight ahead, keeping to the right and take the door on the right just behind the reception desk.

- f) There are more toilets at AMC than at CSK. In the large hall which is to be partitioned to make classroom areas for the 5s, the 6s and the helpers' refreshments, there is a door through to 5 children's toilets and a separate door to an adult toilet. The children's toilets will only be used by the 5s and the 6s and we will try to allow only people from one bubble in at any one time. As in CSK, the toilets will be cleaned between children of different bubbles.

The adult toilet will be used by helpers of the 5s and 6s only – the adults will be asked to wipe surfaces after them to avoid risk of cross contamination of people from different bubbles.

There are dedicated toilets for the 7s children which can be reached by leaving the 7s room by the 2nd door, walking straight out and then following the corridor round to the left. There is one room with 2 toilets for the boys, one room with 3 toilets for the girls, and one adult toilet – this will have to be used by the 7s helpers and all other helpers apart from the helpers for 5s and 6s. Again, wipes will be available in the adult toilet for people to wipe surfaces after use.

- g) Children will go to the Worship Area for Mainstage and Drama and will be separated into their bubbles.
- h) Sport will be held in the front carpark and when going outside for Sport the children will all have to leave via the main doors reversing the route they originally took to their classroom.

- In order to keep people separated for COVID19 safety, each age group will constitute a "bubble" of children and helpers. Since 17th May, there is no upper limit on the bubble size so most of our bubbles will be about 20 children plus their helpers. The 10+ group will have 30 children plus helpers. It is important that people from different bubbles do not mix at any time during the day, including at breaks.
- At each site all of the children will be allowed to arrive at the same time rather than staggering times for age group bubbles but they will stand in their Lighthouses while waiting to be taken in as described above.

However, in order to allow parents time to drop children off or pick children up at both sites the start and end times at each site will be staggered:

9.45am – 2.35pm at the Avenue

10.15am – 3pm at CSK

End of day arrangements

At CSK:

The children will be brought out in their Lighthouses at the end of the day to the same door where they were dropped off in the morning. As parents arrive, they can collect their children from their lamp lighter. Parents will be asked to leave the site as soon as possible after picking their children up due to shortage of parking.

At the Avenue:

- The children will be brought out in their Lighthouses at the end of the day to the place where they were dropped off in the morning. As parents arrive, they can collect their children from their lamp lighter. Parents and children will be asked to leave the site via the gates to the small car park.

- Helpers' children

- At AMC:

Helpers' children will go to their Age Groups on arrival after registering like all other children.

However, in the afternoons, the children will stay in their classrooms with their lamplighters until their parents can collect them, especially if their parents are helping at CSK which finishes half an hour after the Avenue.

- At CSK:

Helpers' Children will be looked after in the marquee in the morning while their parents attend the morning worship session. They will be kept in their bubbles.

In the afternoon, there will be no special provision for helpers' children. They will just wait with the other children in their bubble until their parents collect them.

- Age-group bubbles: Children will stay in Age Group Bubbles throughout the day and not mix with other Age Groups. Generally, they will stay in their classroom but they will need to move to Drama, Mainstage, Sport and lunchtime play.
- Cleaning: Each area will be thoroughly cleaned between each day (either in the evening after everyone has left or in the morning before everyone arrives). During the day lamplighters or members of the site team will be asked to clean "high contact" surfaces.

Each bubble will have its own sports equipment which will be cleaned at the end of the day but need not be cleaned between sports sessions.

Items used in Drama would have to be cleaned after each session ***unless it is possible to have a set per bubble.***

After Little Lighthouse each day, all of the toys and surfaces will be cleaned and the hall cleaned thoroughly ready for the next day.

- Mainstage – there will just be one Mainstage event per day at each site: at CSK this will be in the morning; at the Avenue it will be after lunch.
- Children with Special Educational Needs (SEN)
Will be allocated their own dedicated helper if necessary. The aim will be to provide the same helper for the whole week.

- Volunteer refreshments

Throughout the day free refreshments will be provided for the volunteers.

At CSK, volunteers should go to the hatch in the atrium for hot drinks NOT the one in the Hall. Volunteers are asked to observe distancing while waiting.

Tables will be reserved for volunteers from each bubble in the atrium.

Each table will have a jug of squash for volunteers to serve their own cold drinks and a sealable box of biscuits. The lids should be put back on the jugs and the biscuits after people have helped themselves. People will be asked to bring their own cups for use throughout the day but some plastic cups will be available if required.

When people have finished with their mug, they can leave it on a tray to be collected by kitchen staff and washed in the dishwasher.

At AMC, volunteers should go to the hatch in the hall containing the classroom areas for the 5s and 6s.

Tables will be reserved for volunteers from each bubble at the end of the hall.

As there is no dishwasher at the Avenue, we will decide whether people should bring in their own mugs or whether we should use disposable cups this year.

- Replenishing children's water bottles

Children will be asked to bring their own refillable water bottles with their names on.

Periodically, a Lamp Lighter from the children's bubble will take the bottles to the kitchen for the refreshments team to refill with water. Some spare bottles of water and labels to name them will be available in case children forget to bring a bottle.

- Children's lunches

Children will be asked to bring a packed lunch and water in a named water bottle.

At both sites, if the weather is good, children can eat outside in their bubbles and then have a time of outdoor play. If the weather is bad, children will have to eat in their classroom.

3. The Lighthouse Day for Children

A detailed timetable and site map will be issued at final briefings.

Children spend most of the day in their own year-group under the supervision of an Age Group Leader (AGL).

Each year group constitutes a "bubble". 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 one, or more, younger helpers called Lamplighters (LL). Each day at Lighthouse has the same basic shape:

- At the start of the day at CSK, and after lunch at The Avenue there is a mainstage session including the daily theme, worship songs, competitions and games. ***Under current restrictions only 6 people can sing in a room – this would allow the band to sing but not the children.*** The rest of the day is split into four 35-minute sessions – 1 x Discovery (teaching), drama, craft and games – plus 1 hour for lunch.
- Little Lighthouse: There is a separate morning programme for parents, toddlers and young children (including 4 year olds) that runs from 10.15 am to 12.15 pm. There is no need to book (***although under current restrictions only 30 adults could be admitted***).

4. Summary of Roles and Responsibilities

There are lots of different roles at Lighthouse. There is a full list, including briefs at www.lighthousecentral.org. Here are some to give an overview:

Trustees	<ul style="list-style-type: none"> ▪ Overall Management of Lighthouse ▪ Overall responsibility for Safeguarding Policy enforcement
Age Group Leaders (AGL)	<ul style="list-style-type: none"> ▪ Co-ordinate activities for year-group. ▪ Work with Age Group Teachers to implement teaching programme for year-group. ▪ Lead and support Lighthouse Keepers and Lamplighters in year-group.
Age Group Teachers (AGT)	<ul style="list-style-type: none"> ▪ Prepare and deliver two whole-year Discovery sessions each day. ▪ Review the provided teaching materials for Lighthouse sessions and enable LHKs to use these materials with children.
Lighthouse Keepers (LHK)	<ul style="list-style-type: none"> ▪ Oversees a 'Lighthouse' of 10-15 children throughout the week. ▪ Work with the AGL/AGT to deliver Discovery sessions each day. ▪ Support and manage Lamplighters (assistant leaders) in group.
Lamplighters (LL)	<ul style="list-style-type: none"> ▪ Assist LHKs in looking after children in group throughout the week.
Special Needs Helpers	<ul style="list-style-type: none"> ▪ Work 1:1 with a child to help them access Lighthouse
Teaching Co-ordinator	<ul style="list-style-type: none"> ▪ Plans teaching themes for the week. ▪ Works with Age Group Teachers to implement themes for teaching sessions suitable to each year-group.
Craft Co-ordinator	<ul style="list-style-type: none"> ▪ Plans craft programme consisting of one session each day for each year-group. ▪ Leads crafts team.
Drama (Performing Arts) Co-ordinator	<ul style="list-style-type: none"> ▪ Plans Drama programme consisting of one session each day for each year-group. ▪ Leads Drama team.
Sports Team Co-ordinator	<ul style="list-style-type: none"> ▪ Plans games programme consisting of one session each day for each year-group. ▪ Leads games team, which delivers the games programme. ▪ Organises sports team to help with volunteers' children at the beginning of the day, taking the children to their groups after the early morning volunteers' meeting.
Music Co-ordinator	<ul style="list-style-type: none"> ▪ Selects appropriate songs for the week. ▪ Organises music, copyright etc. for the band. ▪ Leads band which delivers worship for main stage each day.
Stage Team Co-ordinator	<ul style="list-style-type: none"> ▪ Leader of the team that prepares and delivers the main stage sessions.
Site Manager	<ul style="list-style-type: none"> ▪ Liaises with church staff to plan in advance for site layout and managing the site for the week. ▪ Liaises with outside suppliers / contractors on all matters regarding site. ▪ Ensures that all health and safety requirements are met. ▪ Organises stewards, site crew and security for smooth running of programme.

Site Crew, Stewards, Security	<ul style="list-style-type: none"> ▪ Work with Site Manager to ensure smooth running of programme on-site. ▪ Carry out a range of stewarding, maintenance and DIY tasks during Lighthouse week. Can be part-time or full-time.
Techies Team Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the sound and stage at Lighthouse.
Helpers' Refreshments Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the helpers' comfort zone which serves tea, coffee and squash throughout the day.
Parents Welcome Zone Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the Parent Welcome Team. - <i>What welcoming can we do this year for parents – friendly people in the car park marshalling them?</i>
Registration Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the registration of children on arrival.
Shop Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the Lighthouse shop – we are unlikely to have a physical shop this year as not feasible with the COVID restrictions.
First Aid Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinates first aid facilities for helpers and children.
Parents & Toddlers Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinates morning Parent & Toddler sessions.
Admin Co-ordinator	<ul style="list-style-type: none"> ▪ Overall responsibility for administration during Lighthouse.

5. Believe, Belong, Behave: Code of Conduct

Our Code of Conduct is how Lighthouse expects all our volunteers to conduct themselves at training sessions and during the Lighthouse week. Please read this carefully. If you are a Volunteer we make the assumption you have read it and agree to fully abide by it.

TOGETHER WE BELIEVE THAT:

- Children at Lighthouse should experience the best week possible
- Every child and volunteer should be able to meet together in an open, positive and accepting environment where they are safe, valued and happy
- Their safeguarding and well-being is our Number One priority
- Lighthouse should be an unashamedly Christian week filled with fun and friendship

TOGETHER WE BELONG TO OUR LIGHTHOUSE BECAUSE WE WILL:

- Fulfil the job we have volunteered for to the best of our abilities
- Support our Team Leader to work together as a team
- Be attentive to the children's welfare at all times
- Be aware of and comply with Safeguarding practices
- Tell our Team Leader if we have any issues or concerns about a child or another helper
- Help the children enjoy themselves and join in with the various activities
- Take a break only when our Team Leader organises it and return promptly
- Read the Volunteers Handbook and understand the information in it
- Act and speak appropriately, with no bad language
- Dress appropriately including footwear, wear our red shirt and badge at all times, clearly visible, not covered up and no fashion statements
(no bare midriffs, wearing shirts off the shoulder, builder's bums, very short skirts or shorts)
- Be on time for all meetings including any before Lighthouse
- Not use our mobile phones except during breaks and never photograph or film a child or take a photograph of any helper without their permission
- Not smoke or bring alcohol on site

TOGETHER WE BEHAVE:

Towards others as we expect them to behave towards us

- With respect
- Politely
- Responsibly
- Safely
- With care, kindness and love

6. General Information for ALL Lighthouse Volunteers & Helpers

Morning Meeting/ReFuel – The morning meeting is for ALL volunteers (except essential security and staff looking after volunteers' children) in the Worship Area of CSK. This meeting is important for our spiritual and practical preparations, and is not optional! Please arrive promptly *at 8.45 a.m.*, ready to begin worship. ***During this meeting, there are special arrangements for volunteers' children of Lighthouse age– please refer to the site map for venue.***

The session will end at 9.05 am to allow time for those helping at the Avenue to get there (perhaps including time to park their cars at Our Lady of Grace Church on the way).

Those staying at CSK will have an hour to spend – on debriefing from the previous day, preparing for the current day and praying whereas those helping at the Avenue will not have much leeway as they will need to start very soon after arriving.

Refreshment (Comfort) Zone & Pastoral Care – The volunteers' refreshment zone 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 as directed by AGLs. Lighthouse provides pastoral cover for any helpers (young or old) who find that they need help or would value prayer for personal issues during the week, and someone from the prayer team can be contacted via the office or the Prayer Area. Please read the details about Helpers Refreshments in Section 2 and comply with the COVID restrictions which are in place.

Child Safety & Protection – Please make sure that you wear your official Lighthouse badge and T-shirt at all times. Your t-shirt must be on top of other clothing (e.g. other shirts) so that it is visible. Be ready to challenge (firmly, but politely) any adult without a badge, especially anyone spending a long time staring at the activities going on, trying to talk to the children / younger helpers, or doing anything else which you think is suspicious; or notify Lighthouse security, the site manager or AGL.

Please read and note the sections on Safeguarding / Guidance for Volunteers/ Behaviour Policy guidelines later in this manual.

Leaving site – No volunteer or child should leave site without clearance from their AGL. If you are not part of a year group, then speak to your team co-ordinator. If a child needs to leave the site, AGLs, please co-ordinate with the Admin team so that a 'phone call can be made to the child's parent/guardian. If you are less than 16 years old, for legal reasons we need you to stay inside the Lighthouse boundary fence or tape at all times.

First Aid – A Qualified First Aider will be present in the first aid rooms on both sites. Please be aware of qualified First Aiders in your teams. Children who are injured, or unwell, should normally be taken to the First Aid area.

Incident Book – AGLs and the site office will each have an incident book in which to record anything serious that happens during the day and whether it affects a child or a helper. This does not apply to First Aid, as the First Aid team will make a record, one copy of which will be sent home with the child and one will be kept by LH. The incident books need to be kept with the AGL at all times as they may contain confidential information. A copy of

the report should be given to the parent at the end of the day. At the end of the week these books should be returned to the site office who will return them to Lighthouse Admin.

Dress and general conduct – We ask that all helpers at Lighthouse act, speak and dress appropriately. For example, no bare midriffs, wearing shirts off the shoulder, builder's bums, miniskirts or other fashion statements! Please don't decorate or cut the provided helpers red T-shirts (or other Lighthouse clothing). Replacing them annually is expensive, and they are primarily a security measure. Shoes should always be worn on site.

Don't feed the children! – If you want to give your group a "treat", please check with the AGLs. From experience, we have learnt to be very cautious about food allergies, etc. For some children, merely handling some types of food can cause illness. Please don't bring any nuts to Lighthouse as some of the other children who attend can have severe allergic reactions.

Mobile phones and photography – Please do not use mobile phones on site except in the Refreshment Tent and wait until a break. Due to Safeguarding issues, **no photography of children** is allowed. General pictures for the web site and publications will be taken by a nominated photographer on behalf of the Lighthouse. This is a necessary precaution for everyone's protection.

Appreciation and commitment - Each year Lighthouse gets wonderful feedback and appreciation from children and parents thanks to the effort and enthusiasm of our helpers. Please remember that this is a holiday week for the children, not the helpers! Do support each other in your Lighthouses and other teams; don't leave other team members to struggle on alone. *If you need to leave the group at any time, make sure that your children are cared for and that someone else knows where you have gone.*

Electrical testing – If you need to use any electrical equipment (CD player, etc.) that plugs into mains electricity, please take it to be safety tested by the Techie team BEFORE you use it. Even if it is brand new!

Smoking – No smoking on site please.

Chewing gum – Please dispose of chewing gum thoughtfully in the bins provided, not in the toilets!

Cars and bikes – No cars, motorbikes, bicycles, or other vehicles are allowed on site except during set up and break down, except with the Site Manager's permission. Please use the parking areas provided.

7. Lighthouse Registration & End of Day

a. Volunteer Registration

Please ensure that you sign in and out as you arrive/leave the venue. This is particularly important so that we know who is on site in case of fire.

b. Children's Registration

Registration documents will be printed in advance and parents will be asked to collect them from CSK on Sat 24th July. The registration documents include bar-coded entrance and exit tickets for each child for whom they are responsible (one set for each day). ***(Lighthouse Cressex does not have a barcode reader so we shall not use the barcodes).***

On arrival, children come with their parents to the Registration Point(s) outside the venue as described in Section 2. There will be a 'Fast Track Check-In', which can be used by any child with a bar-coded entrance ticket.

There will also be a check-in for children who have not printed their tickets or who have lost their tickets, and other enquiries. Children will be welcomed by a team of LLs and taken to the room where their age group is based. Here they will meet their AGL and LHKs. On Monday AGLs will allocate children to individual groups. Children's badges will be provided for each age group and should be laid out in advance so that they can be picked up by LHKs/LLs once children are allocated their group.

AGLs, please be aware that occasionally children turn up at the wrong Lighthouse and/or the wrong age group. If a child is not on your age group register, please DO NOT accept them as the AGL in the group where they are expected will be told they have arrived on site but will not be able to find them! Please refer the child and parent to the site office; they may be able to transfer once the administration team has established that this is acceptable to all parties.

LHKs will be given a blank form for the week to fill in the names of their children and to confirm their attendance day by day. They should use this list throughout the day to check that they still have all their children with them. This will also be checked by the AGL against the list of children provided by Admin prepared using the bar-coded entrance tickets. AGLs – if children have registered at Lighthouse but are not in their Lighthouses, please contact the site office immediately.

Special Needs children will go through registration as normal. Parents will be introduced to the child's helper for the week and the child will be taken into their Lighthouse room by the helper.

There is a representative of First Aid at registration to take medicines as appropriate and to answer any queries from parents. Sick children should not be sent to Lighthouse and the parents have been notified of this in the documentation. A form is filled in by the parents for any children requiring medicines during the day - dosage, permission, storage, what happens at the end of the day etc. Inhalers and Epipens will always be kept with the Lighthouse, or by the child themselves, if they are deemed old enough and responsible by the parent. Other medicines will be kept by First Aid, either in the First Aid room or the fridge if appropriate.

c. Children's End of Day

As parents will not be entering the premises, they will be asked to wait outside the venue for their children to be brought out to them.

As well as entrance tickets, parents will be issued with five collection tickets for each child for which they are responsible (one for each day). The parents will have clear instructions that if they do not have their collection ticket, they are likely to be delayed. They may give the collection ticket to another responsible adult to pick up their child if they wish.

When the adult arrives at the group to pick up their child, LHKs and LLs check, but do not take the collection ticket before letting the child go. Ask the adult collecting the child to initial the register. AGTs stationed at the Lighthouse collection positions in the carparks will re-check and collect the ticket before letting the child and parent/guardian leave the premises. All available staff (Techies, Craft, Security, etc.) are expected to help supplement security by joining AGLs and AGTs at the entrance/exits to the carparks.

Adults without a collection ticket should be asked to wait in a separate area until the rush has ended. At this point, AGL and AGT, please confirm the identity with the child, and issue a substitute collection ticket only if you are totally satisfied that it is safe to do so. Otherwise, please escort the child to the site office so that a telephone call can be made to the contact numbers we have on the database.

8. Notes for Lighthouse Keepers & Lamplighters

Children spend most of the day in their own age group under an Age Group Leader (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 one, or more, younger helpers called Lamplighters (LL). **You are at the heart of Lighthouse.**

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

- Meeting them at Registration and taking them to their room.
- 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, and being attentive to their welfare.
- Eating with the children at lunch.
- Providing drinking water as necessary.
- Taking them to the toilet, where necessary.

LHKs, it's helpful to give specific responsibilities e.g. one LL responsible for the water and the other responsible for the children's workbooks.

Be prepared to help and join in with all the activities (drama, games, Discovery, craft) under the direction of the Team Leaders. There are more notes on the various activities further on in this handbook. LHKs and LLs have a particular role in the Discovery sessions, using materials and activities planned by the AGL and Teacher 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.

What You Need To Bring – On the first day each LHK should bring a LARGE, sturdy box to store the lunchboxes for their Lighthouse and rugs / blankets for the whole Lighthouse to sit on. Each LHK will also need to bring a large, shallow, and stackable fruit box to hold their group's craft. Your Lighthouse also needs a banner indicating the age and name of the group, e.g. Lion or Twix, for the Lighthouse to follow when moving between activities.

All LHKs and LLs should bring: a watch, a notebook, a Bible where possible, plenty of pens and pencils, tissues and/or wet wipes, a water container, a pair of scissors, bum-bag or shoulder bag and very importantly, this HANDBOOK! A hip pocket sized piece of stiff card (12 x 9 cm) with the timetable written on one side and the names of your group on the reverse is very useful.

Break Time – For LHKs and LLs this is during *Games* and *Drama* sessions for their age group, at the direction and discretion of the AGL/LHK. During each of these sessions, half the helpers take a *15-minute break* and then swap with the other half, without disturbing the session. There is a Refreshment (Comfort) Zone especially for helpers with free coffee, tea and squash. There may be an opportunity to have a short break at lunchtime if you team up with another Lighthouse - **will this be allowed if we are having bubbles?**

Toilet runs – Volunteers must never be alone with a child. This is for your protection (from allegation) as well as theirs. Wherever possible, encourage the children to go to the toilet between sessions. Otherwise, where individuals need to go two volunteers must accompany the child. AGLs, we suggest that you arrange individual Lighthouses to "team up" so that one LL from each Lighthouse can do the toilet run at each occasion.

Remember, if you have a problem of any kind that you cannot cope with, your AGL is there for you to turn to.

9. How to support children with Additional Needs

All children are individuals and will need different amounts of help to engage in the activities at Lighthouse. Even children with the same type of special needs will be very different and it is important that you respond to their individual needs.

Clear instructions, given one at a time, will help every child to listen more carefully to what you're saying.

Clear boundaries will help children to know what they can and cannot do. For example, we're not allowed to run now but you can run in our games session. Make sure the children know what is expected of them- for example when they need to sit and listen. You can use words like 'Now' is time to sit and listen 'Later' you can play with your friends.

Rewards help every child to engage, particularly children with behavioural problems. You could try giving children stickers and aim to getting 10 stickers for a prize at the end of the week.

Praise and Encouragement is good for every child. If you have a particularly difficult child make sure you always encourage them when they do something good (no matter how small this is).

ADHD – Attention Deficit Hyperactivity Disorder means that a child will have difficulty concentrating and may find it hard to sit still.

ASD – Autism Spectrum Disorder means that a child will have difficulties in social communication skills, this means an unstructured environment can be very scary. It can help to tell children with ASD exactly what’s happening in the day, and give them five-minute warnings before they have to change activity.

Downs Syndrome – Children with Downs Syndrome have particular outward features that identify their disability. Children with Downs Syndrome often take a little bit longer to learn things than other children, this means they may need a bit more help to carry out activities.

Sensory problems – Everybody experiences the world through their senses. Some children find the information their body gains about the world around them difficult to process. This means they might not take in what you say to them straight away or may run around and jump up and down as a way of helping them process information.

10. Notes for Lighthouse Age Group Leaders and Age Group Teachers

AGLs will be issued by email:

- A database report of the special needs of children in their groups. Please treat this report as confidential, but pass on necessary details to LHKs and LLs.
- A list of children expected, and who have registered on each day
- Blank registers for Lighthouses to use
- Allocation sheets to assist in the allocation of children to groups on Monday

Preliminary database reports will be sent weekly by email from the Lighthouse database, but are subject to change as allocation of places continues up to the beginning of Lighthouse as some children drop out, and others on the waiting list are given places.

If you do not have facility to print reports at home, please contact your Admin team.

Any reports that you print out **MUST** be treated as confidential and securely destroyed when no longer needed.

The Admin team will issue you with an incident book on site before Lighthouse.

AGLs please do not brief LHKs and LLs in front of the children, especially if there is something to discuss that “we need to improve on”!

For consistency, all Lighthouse age groups from the 5s through to the 10s are required to follow the main theme of teaching for each day as agreed by the Lighthouse Trustees. How these are applied is down to the individual age groups.

11. The Lighthouse Discovery (Teaching) Programme

a. Teaching Notes and Aims

Teaching notes will be shared in the meetings before Lighthouse. It’s important that you become familiar with the stories and teaching aims. Then take some time to pray, it can be simple and not long, just ask ‘what does God want to say to your Lighthouse through you and the teaching material?’ Ask Him to guide you as you lead the children through the week.

b. The importance of following and guiding the children

Knowing the material is vital because it’s down to you to bring the message of the day home: to take it to a personal level and help them apply that directly into their life situations. We will provide worksheets in the activity books along with the puzzles and pictures. These worksheets will help you to take the children through the day’s teaching and find how it is meaningful for their lives.

Remember what the main points are for each day and what you see God is trying to say to them. Your goal for your Discovery session is that the children understand the main point of the day and what it means for them. Think carefully about the main points. Do you have any stories and experiences from your or your family’s life

that would apply? Personal application is quite important as it demonstrates that the point being made also works in our lives. Asking the children questions can be helpful to them. What do you think ___ means? Can anyone tell me when ___ can help us? Where and when can we use this in our lives? Tailor your questions to get the children to the place where they understand the main point of the day. The worksheets will be handy here as some of them will be conversational and question based. Think about other volunteers in your group. Make sure everyone gets an opportunity to contribute.

Pray for the children and don't be afraid of praying with them. It's a good idea to set the scene by using prayer, open up and close your chat about the teaching by saying a simple prayer; you could even encourage the children to pray. There are lots of ways to make prayer fun, just think that prayer is not a monologue, but rather a creative and interactive conversation. Prayer within the group should include everyone. Do not force a child to pray, but insist that if they choose not to pray they must respect those who do. They do this by being quiet and still when the rest of the group are praying.

12. Discovery (Lighthouse Group) Sessions

The afternoon Discovery session is a time for the daily teaching theme to be reinforced through a variety of activities. It is a time when relationships can be built within the Lighthouse.

With direction from the AGT the LHKs and LLs lead much of the session within their group. It's a good opportunity to talk with the children about the theme. To find out what it means to them, help them explore it and apply it using the various activities offered. It is 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 other's names) that can be done quickly within the space and without creating undue disturbance to their groups.

The 10+ Lighthouse sessions are workshop-based.

13. Other Lighthouse Activities

a. Mainstage

There will be one mainstage session at each of the sites.

That at CSK will be in the morning. The one at the Avenue Methodist Church will be after lunch.

All of the children on the site will attend mainstage together and will be kept in their bubbles. ***Appropriate distancing will be kept between the bubbles and COVID19 safety measures regarding group singing will be observed.***

At mainstage sessions, we all meet in the main hall for a mixture of songs, games and the day's theme. The Stage Teams rely on LHKs and LLs to set an example to the children by not talking and concentrating on what is happening on stage. Please help them to keep the children focused; a gentle tap on the shoulder and a 'Shh' is normally all that is needed. Other teams please don't talk outside the mainstage hall. If you need to have a conversation, please leave the hall. Please note, if you are in the mainstage session, taking part is obligatory – doing the song actions is not optional!

The Stage Team will plan to start and finish on time according to the programme. They are allowed to overrun in special circumstances when they feel that it is important to allow more time for what God is doing in the session. If this happens, then the following session is shortened to make up the time.

Please note that the stage, backstage and the band area are out of bounds. Please keep children and parents out of these areas.

During mainstage, please ensure the fire exits are kept completely clear.

b. Drama

Each day 5-9s have one session of Drama. 10+ have their own activities.

At CSK Drama will be in a marquee. At AMC Drama will be held in the main worship area.

c. Craft

Craft is always one of the children's favourite sessions and you do not need to be particularly talented to take part, because the activities are designed to be simple enough for children to carry them out with minimal assistance and clear instructions are always provided. Please note that the craft programme depends on participation of LHKs and LLs to help children complete their project in the time available.

Please note the special arrangements for the different Age Groups.

Due to limited space and the aim to avoid too much moving around the sites, craft sessions will be in the lighthouse classrooms. Members of the Craft Team will plan and supply craft instructions for the Lighthouse helpers to action with the children.

All LHKs and LLs will need to stay with their Lighthouse throughout the craft sessions. A Craft Table Head will be responsible for demonstrating the craft, but often children, especially the younger ones, need assistance to complete the craft. Others may require an additional activity, which will be available, if they finish early.

Each LHK will need to bring a large, shallow, and stackable fruit box to hold their group's craft. This should be clearly labelled.

Children can take their craft home each day.

d. Games

A programme of sports and games has been organised for the week. Each age group will attend one session each day. All children should be encouraged to participate. Children who do not want to join in can watch.

To avoid badges getting caught, please encourage children to wear badges under their shirts during the games sessions.

The Sports team also help to look after volunteers' children at the beginning of the day. (Tbd)

Each Lighthouse will have its own ear-marked equipment for sport which will be cleaned at a convenient time through the day ready for the following day.

14. Our Policy for Managing Behaviour

Within Lighthouse there are standards of behaviour that everyone is expected to observe:

- Children may not hurt themselves, hurt others, or damage equipment or surroundings.
- Smacking or hitting a child is NEVER acceptable at Lighthouse.
- Our overall aim is to encourage good behaviour through praise and rewards (e.g. stickers etc.)
- We will ensure that all children understand how they are expected to behave. Some children may need several reminders and appropriate early intervention by volunteers.
- Should children continue to exhibit unacceptable behaviour, the LHK will talk to them and say why that behaviour must stop. This will be done as calmly as possible and without humiliation.
- Should further action be necessary, a child should be temporarily separated from friends, or whatever is encouraging the difficult behaviour. They could be moved to a different place within the group, perhaps next to a LL or LHK.
- If the problem continues, the AGL should be involved to talk to the child and reinforce what the LHK has said.
- The next step would be for the child to be removed from the whole activity and to sit at the side and watch for a period.

- Finally, they will be given a warning that if their behaviour does not improve, they will be sent home from Lighthouse. If they are given this warning, the AGL will talk to their parent/carer at the end of the day and agree that if the unacceptable behaviour continues, the child will be sent home and will not be able to return to Lighthouse.
- If a child's behaviour is causing immediate harm to themselves or others, leaders from the management team will restrain the child to keep them safe. This will only be used as a last resort. Parents of children needing restraint will be called immediately and the child will be sent home. Appropriate documentation (incident form, letter to parents) must be filled in following restraint, copies will be kept by the office in line with the data protection policy.

The above policy is to give an idea of the procedure in dealing with unacceptable behaviour. As LHKs get to know the children in their group they will know how to apply these steps in the most appropriate way for each child.

The Quiet Area is available for children who are over-tired, or over-excited. This, however, should not be used as a disciplinary measure.

15. Guidance for Volunteers

a. Keeping safe

We will do all we can to ensure that children and young people are treated with respect, as individuals. The welfare of the child is paramount. The following recommendations provide a framework within which children should be safe from harm, and adults protected from false allegations or temptation.

Do treat all children and young people with respect.

Do watch your speech, tone of voice and body language.

Do praise and encourage the children.

Do set clear boundaries for children and make them aware of the consequences of stepping over those boundaries. (See the Lighthouse policy on behaviour.)

Where possible there should be a gender balance among volunteers.

Don't invade a child's privacy whilst washing or toileting. Younger children may ask for help with clothes. If they can manage on their own then respect their independence.

Don't play rough, physical, or sexually provocative games. *Don't* give piggy backs, swing the children, or let them use you as a climbing frame. Accidents do happen and a child could get hurt, and so could you.

Don't be sexually suggestive about, or to, a young person, even in fun.

Don't touch inappropriately, or intrusively.

Don't scapegoat, ridicule, or reject a child or young person.

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.

Don't go outside the shared areas of Lighthouse with a child. *Don't* be alone with children in potentially vulnerable situations. If a one to one chat or prayer is requested, make sure you are in clear view of others.

Don't permit abusive peer activities (e.g. ridiculing, bullying, rough physical games, etc.).

Don't allow unknown adults access to children. All Lighthouse Team Members can be easily identified by their badges and RED t-shirts. No stickers on badges please. Authorised visitors on site will be wearing Visitor badges.

b. A word about touch

Some children, especially younger ones, are very affectionate. Touch is part of the way we express love to others. We don't want to keep children at arm's length, but we must be sensitive and realise our responsibilities. Holding hands, or a hand on the shoulder, is often enough for children to feel your care.

16. Tips for Praying with Children

Praying is part of being a friend of Jesus and it's great to pray with the children that we are working with in the Lighthouses. Here are just a few guidelines to consider and help you when you pray with the children.

- Be friendly and encouraging.
- Don't go anywhere on your own to pray with a child. Make sure you are in clear view of others.
- Don't lay your hands on a child.
- Listen to what the children want to pray about.
- Don't laugh at or dismiss what the child/children want to pray for, even if it is for a pet!
- Speak slowly and clearly without using Christian jargon.
- Keep your prayers short and simple so that you know they have been understood.

Bear in mind that praying is allowed to be fun! At Lighthouse, we often finish our prayers with a 'Twirly Whirly' Amen. This helps the children to see that praying is exciting and will help them to want to do it more often.

Praying can take many forms; you can get the children to say their prayers; you can encourage the children to write their prayers down on paper and 'post' them to God by putting them into a box; or you can ask the children to draw their prayers. These are just examples, praying can be done in so many ways and it is great to encourage the children to experiment with the way they pray.

17. Children Who Want To Know More

We have a fantastic opportunity at Lighthouse to share the love of Jesus with children who don't know him and to help those who do, grow. The children have the opportunity to hear about Jesus and respond to what they hear. Jesus emphasises how important response is (Matthew 7:24) but this must be done very sensitively and appropriately with children.

Here are the 'Coming to Faith' steps recommended when a child expresses an interest in becoming friends with Jesus to someone in the age group:

1. Speak to the AGL explaining that you have a child who is interested in knowing more about being friends with Jesus.
2. The AGL will arrange someone from the Coming to Faith Team to talk to the child.
3. The trained leader will talk to the child about what it means to be friends with Jesus.
4. If the child decides that they want to be friends with Jesus, and the leader feels they are ready and understand this, then the child will have the opportunity to do so and pray together with the leader.
5. If a child expresses that they would prefer not to receive a book or an email sent to their parents about their interest in being friends with Jesus, please relay this to the AGL so that no follow-up is done.
6. The child's name will be given to the AGL; they will then arrange to have a 'Coming to Faith' booklet, bookmark and parent information slip given to the child, at deregistration at the end of the day (see bullet point above for exceptions).
7. The AGL will forward the child's name to the onsite LH Office; the onsite Admin Office will send the parent/guardian an email explaining the interest their child has expressed in becoming friends with Jesus and that Lighthouse will be sending details of local churches children's programmes in case the family is not already connected to a church.

Notes: Please only use people who have been trained to lead children to faith. If, during the week, you need more people to help lead children to faith, please talk to your AGL who will know who on the management team to ask. Some children who have already become friends with Jesus when younger may want to do so again. This is OK and it is a good opportunity for the children to recommit themselves to Jesus.

Some children may just be interested in what it means to be a friend with Jesus. However, through talking with them it may be apparent that they are not ready to make a commitment. This is fine as we do not want to put any pressure on any child to make a response to Jesus; the choice and decision is theirs.

18. Safeguarding Information

a. Dealing with an allegation of abuse

Abuse falls into four categories, which can be defined as follows:

1. *Physical Injury* - Any injury to a child or young person, which may be caused by a family member or other person with responsibility for their care.
2. *Neglect* - A failure to meet a child or a young person's basic needs for food, warmth, protection and care.
3. *Emotional Abuse* - The persistent, severe emotional ill treatment, or rejection, that severely affects the emotional and behavioural development of a child or young person.
4. *Sexual Abuse* - The use of a child or young person to meet an adult's sexual needs.

The most important consideration for all Team members is to safeguard and promote the welfare of the children and young people in our care. Any allegation of abuse must be taken seriously and Lighthouse has a duty to report it to the relevant statutory agencies. Allegations may come from a child, or young person, themselves and may relate to abuse from a family member, or someone outside the family that could be a teacher, youth leader, pastor etc. No group of people are exempt from being abusers.

If a child or young person begins to tell a Team member about abuse, it is VITAL that you do the following:

- Never promise to keep it a secret and not to tell anyone.
- Listen carefully but do not press for information.
- Reassure the child, or young person, that they have done the right thing by telling someone.
- Pass the information immediately to your AGL who will inform the Safeguarding Officer. This is confidential information; do not discuss it with anyone else.
- It is the responsibility of the AGL and Safeguarding Officer to write-up the information as soon as possible, using the child's own words to describe the abuse.
- During Lighthouse, the AGL must then contact the Site Office. From there, the Safeguarding Officer is responsible for any further action.

b. Important things to remember

- It is not the responsibility of Lighthouse to investigate the truth of any allegation. This is the responsibility of the Police and Social Services.
- What has been disclosed is very confidential and should only be shared with others on a need-to-know basis. The first person to be told of the abuse may be asked to provide a statement for the Police.
- After telling of abuse a child or young person can be distressed, frightened and worried about what will happen next. They should be reassured that they have done the right thing and should not be left on their own.
- The best interest of the child or young person, and the need for the abuse to stop, comes before the interests of the organisation or the abuser.

19. Fire & Emergencies

Please ensure that Fire Exits are kept completely clear at all times.

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

If it becomes necessary to clear all the marquees and buildings, the following repeated announcement will be made in all venues with PA, and a *written message* brought directly to Age Group or Team Leaders in other areas.

ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. EVERYONE MUST VACATE THE BUILDING. PLEASE MAKE YOUR WAY QUIETLY, BUT PROMPTLY, TO YOUR EVACUATION AREAS.

Children should be taken in Lighthouses to THE AGREED FIRE ASSEMBLY POINTS. It is important for volunteers to remain with their children and ensure that all are accounted for. *There will be no movement of cars permitted during the emergency.*

When the emergency is over, the following announcement will be broadcast.

ATTENTION PLEASE. IT IS NOW SAFE TO RETURN TO NORMAL ACTIVITIES.