



## **HOPE**

**Monday 2 August – Friday 6 August 2021**  
**Holy Trinity School, Wethered Road, Marlow SL7 3AG**

This handbook was last updated June 2021

There are additional policy documents and “how to” information posted in the Tool Box at [www.lighthousecentral.org](http://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 helpers, for the children and for God’s blessing over the whole week.

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1.	What Lighthouse is about .....	4
2.	The Lighthouse day for Children .....	4
3.	Summary of Roles and Responsibilities.....	4
4.	General information for ALL Lighthouse helpers.....	6
5.	Lighthouse registration and end of day.....	8
5.1.	Helper Registration.....	8
5.2.	Children’s Registration.....	8
5.3.	Children’s end of day.....	9
6.	Notes for Lighthouse Keepers and Lamplighters.....	9
7.	How to support children with Special Needs .....	10
8.	Notes for Lighthouse Age Group Leaders.....	11
9.	The Lighthouse Discovery programme – notes for AGTs, AGLs and LHKs.....	12
9.1.	Teaching notes and Aims .....	12
9.2.	The importance of following and guiding the children.....	12
10.	Discovery afternoon sessions.....	13
11.	Other Lighthouse activities .....	13
11.1.	Mainstage.....	13
11.2.	Drama.....	13
11.3.	Craft.....	13
11.3.1.	Craft with the 4s and Trinity House .....	13
11.3.2.	Craft with 5-9s .....	13
11.4.	Sports.....	14
12.	Our Policy for Managing Behaviour .....	14
13.	Guidance for all helpers on keeping yourself safe.....	15
13.1.	Keeping safe from Covid-19.....	15
13.2.	Safe interaction with children.....	16
13.3.	A word about touch.....	16
14.	Tips for Praying with children .....	16
15.	Children who want to know more.....	17
16.	Safeguarding information .....	17
16.1.	Dealing with an allegation of abuse.....	17
16.2.	Important things to remember .....	18
17.	Fire and other emergencies .....	18
18.	Evacuation areas and site map .....	19
19.	Daily timetable.....	20

## 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 allow children to explore the Bible and 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 helpers on keeping yourself safe* 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 Holy Trinity School who give permission For Lighthouse Marlow 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. The Lighthouse day for Children

For a detailed site map and timetable see sections 18 and 19.

In 2021 children will spend the day in their own year-group. Within each age-group of the 5-9 year olds they are split further into small groups of about 10 children, called Lighthouses. Each Lighthouse is run by a Lighthouse Keeper (LHK) with one, or more, younger helpers called Lamplighters (LL). The Lighthouse Keepers are supported by an Age Group Leader (AGL).

Each day at Lighthouse has the same basic shape:

- At the start and end of the day there is a Mainstage session where the daily theme is introduced with worship songs and other activities.
- The rest of the day is split into five 35-minute sessions – two Discovery (teaching) sessions, drama, craft and games – plus lunch.
- 10 and 11 year olds will be together in a group called Trinity House. They have a separate programme but join everyone for the morning and afternoon Mainstage sessions.
- The 4s will be based in the creche tent but will have their own programme. The 4s join everyone for the morning and afternoon Mainstage sessions.
- Some of the children and helpers from the creche also join in the Mainstage sessions.

## 3. Summary of Roles and Responsibilities

There are lots of different roles at Lighthouse. There is a full list, including briefs at [www.lighthousecentral.org](http://www.lighthousecentral.org). See below for examples of roles and responsibilities and the names of the leaders in these areas at Marlow this year:

<b>Trustees</b> Chairman – Sarah Jones	<ul style="list-style-type: none"><li>• Overall management of Lighthouse</li><li>• Overall responsibility for safeguarding policy enforcement</li></ul>
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<p><b>Age Group Leaders (AGL)</b>  Le Fours (4s) – Zoe Bailey  Reception (5s) – Anne Morse  Year 1 (6s) – Wendy Beckett  Year 2 (7s) – Clare McLoughlin  Year 3 (8s) – Charlie Brown  Year 4 (9s) – Ness Hill  Trinity House 10+ – Rachel Norris</p>	<ul style="list-style-type: none"> <li>• Establish a team of LHK and LL's (general helpers for TH and 4s)</li> <li>• Lead and support Lighthouse Keepers and Lamplighters or other helpers in their year-groups</li> <li>• Be familiar with the programme and teaching material before the event starts</li> <li>• Responsible for any discipline issues, both children and Lamplighters</li> <li>• Welcome and organise sign out of children</li> </ul>
<p><b>Age Group Teachers (AGT)</b>  Reception (5s) and Year 1 (6s) – Matt Clarke   Year 2 (7s), Year 3 (8s) and Year 4 (9s) – Claire Bills   Trinity House 10+ - Kenneth Claassen</p>	<ul style="list-style-type: none"> <li>• Review the provided teaching materials for Lighthouse sessions and enable Lighthouse Keepers to use these materials with children</li> <li>• Prepare and deliver two whole-year Discovery sessions each day for each age group; connect teaching to material presented in mainstage</li> <li>• 10+ teacher responsible for leading /facilitating spiritual/activity workshops as per the timetable</li> </ul>
<p><b>Lighthouse Keepers (LHK)</b></p>	<ul style="list-style-type: none"> <li>• Oversee a 'Lighthouse' of around 10 children throughout the week</li> <li>• Work with the AGT to deliver Discovery sessions</li> <li>• Support and manage their Lamplighters.</li> </ul>
<p><b>Lamplighters (LL)</b></p>	<ul style="list-style-type: none"> <li>• Assist Lighthouse Keepers in looking after children in group throughout the week.</li> </ul>
<p><b>Craft Co-ordinators</b>  Jonny Ruffle and Sandra Lutz-Brown</p>	<ul style="list-style-type: none"> <li>• Plan craft programme consisting of one session each day for each year-group</li> <li>• Lead crafts team.</li> </ul>
<p><b>Drama (Performing Arts) Co-ordinator</b>  Donna Richardson</p>	<ul style="list-style-type: none"> <li>• Plan drama programme consisting of one session each day for each year-group</li> <li>• Lead drama team.</li> </ul>
<p><b>Sports Team Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>• Plan games programme consisting of one session each day for each year-group</li> <li>• Lead sports team.</li> </ul>
<p><b>Music Co-ordinator and Worship lead</b>  Gill Taylor</p>	<ul style="list-style-type: none"> <li>• Select appropriate songs for the week</li> <li>• Organise music, copyright etc. for the band</li> <li>• Lead band which delivers worship for main stage each day.</li> </ul>
<p><b>Mainstage lead</b>  Cat Sweet</p>	<ul style="list-style-type: none"> <li>• Lead team that prepares and delivers the Mainstage sessions</li> <li>• Together with band, deliver Mainstage worship and the Dedication service.</li> </ul>

<b>Helpers Children Co-ordinator</b>	<ul style="list-style-type: none"> <li>Leads team to entertain volunteers' children in their age group tents until other children arrive at 10am.</li> </ul>
<b>Site Manager</b> Barrie Lynch	<ul style="list-style-type: none"> <li>Liaise with school staff to plan in advance for site layout and managing the site for the week</li> <li>Liaise with outside suppliers / contractors on all matters regarding site</li> <li>Ensure that all Health and Safety requirements are met</li> <li>Organise site crew and security for smooth running of programme and provision of 24/7 security of the site.</li> </ul>
<b>Site Crew, Security</b>	<ul style="list-style-type: none"> <li>Work with Site Manager to ensure smooth running of programme on-site</li> <li>Carry out a range of stewarding, maintenance and DIY tasks during Lighthouse week</li> <li>Secure the site throughout the week.</li> </ul>
<b>Tech Team Co-ordinator</b> Tim Ashburner	<ul style="list-style-type: none"> <li>Co-ordinate sound, light and all technical aspects.</li> </ul>
<b>Helpers' Refreshments Co-ordinator</b>	<ul style="list-style-type: none"> <li>Co-ordinate the helpers' comfort zone which serves hot and cold drinks throughout the day.</li> </ul>
<b>Registration Co-ordinator</b> Ian Branch	<ul style="list-style-type: none"> <li>Co-ordinate the registration of helpers and children on site.</li> </ul>
<b>Pastoral team Co-ordinator</b> David Downing	<ul style="list-style-type: none"> <li>Pastoral help and support to leaders and helpers during the week.</li> <li>Includes listening, praying, follow up and practical support too if relevant and possible.</li> <li>Liaise with prayer co-ordinator.</li> </ul>
<b>First Aid Co-ordinator</b> Claire Street	<ul style="list-style-type: none"> <li>Co-ordinate first aid facilities for helpers and children.</li> </ul>
<b>Admin Co-ordinator</b> Wendy Beckett	<ul style="list-style-type: none"> <li>Overall responsibility for administration before and during Lighthouse.</li> </ul>

#### **4. General information for ALL Lighthouse helpers**

*Start of the day* – Please be on site by 9am. The creche will be open for young children and 4-year olds. Older children of helpers will, this year, go to their Age Group tent where they will be supervised.

*Morning briefing* – The morning team briefing and information on the day's theme and worship will, for 2021, be held in Age Group Tents. Craft, Drama and Sports teams will arrange their own briefings.

*Refreshment zone* – The helpers' refreshment zone serves hot and cold drinks throughout the day. Activity team members can take breaks as agreed with the team leaders. LHKs and LLs have short breaks during the day as agreed with AGLs.

*Pastoral Care* - Pastoral support for helpers is provided by the pastoral care team, team leaders, Trustees and the prayer team. Anyone who needs help or would value prayer or pastoral care for personal or Lighthouse-related issues during the week, should go to the Prayer tent.

*Child Safety & Protection* – Please make sure that you always wear your official Lighthouse badge and t-shirt. 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 and notify your Team leader, Registration, the Site Manager or AGL.

*Please read and note the sections on Safeguarding / Guidance for Helpers/ Managing Behaviour later in the handbook (sections 16, 13 and 12).*

*Leaving site* – No helper should leave site without clearance from their team co-ordinator. Helpers less than 16 years old for legal reasons must stay on site at all times unless written parental permission to leave the site for a valid reason has been provided. Once on site the AGL has overall responsibility for all children in their age group. If a child needs to leave the site, for example due to illness, the AGL, First Aid or Registration team must call the child's parent/guardian. If a child needs to leave the site for a planned appointment the parent/guardian should make the registration team aware of this in advance.

*First Aid* – Qualified medical staff will be present in the medical area. Please also 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, other team leaders and the Admin office will each have an incident book in which to record anything serious that happens during the day to a child or a helper. The First Aid incident book will also provide a copy of the incident to be sent home with the child. The incident books always need to be kept secure as they may contain confidential information. At the end of the week these books should be returned to the Admin Co-ordinator.

*Dress and general conduct* – We ask that all helpers at Lighthouse act, speak and dress appropriately. Your Lighthouse t-shirt or hoodie must be worn on top of any other clothing to be clearly visible. Please don't decorate or cut your red t-shirt (or other Lighthouse clothing). No bare midriffs, wearing shirts off the shoulder, very short skirts or shorts, or other fashion statements! Shoes should always be worn on site.

*Allergy alert!* – There are likely to be people on site with severe food allergies etc. DO NOT bring any nuts or nut-containing product to Lighthouse.

*Mobile phones and photography* – Please do not use mobile phones on site except in the Refreshment tent when on 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.

*Appreciation and commitment* - Each year Lighthouse gets wonderful feedback from children and parents thanks to the effort and enthusiasm of our helpers. Do support each other in your Lighthouses and other teams. *If you are a LHK/LL and 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 check with the Tech team BEFORE you use it. Even if it is brand new!

*Smoking etc* – No smoking or vaping, alcohol or non-medicinal drugs are allowed on site.

*Chewing gum* – Please dispose of chewing gum thoughtfully in the bins provided.

*Cars and bikes* – No cars, motorbikes, bicycles, or other vehicles are allowed on site except during set up and break down and, by prior arrangement, when there are no children on site. If you come by car please use the limited parking areas provided; we recommend walking or cycling.

## **5. Lighthouse registration and end of day**

### **5.1. Helper Registration**

Registration for helpers is at the entrance to the site. Please sign in/out as you arrive/leave during the day. Sign in/out is done with a scanner using your barcoded badge. This is particularly important so that we know who is on site in case of fire or another emergency.

### **5.2. Children's Registration**

Children whose parents or carers are helpers at Lighthouse on that day may arrive with their carer at 9am. No other children will be admitted until 10am.

Parents will be sent their children's registration documents by email to enable them to print their bar-coded registration tickets (entrance and exit) before they arrive at Lighthouse.

This year children will enter and exit the site through the main Registration tent and the top gate onto the playing field. Entrance and exit times will be staggered for the different age groups. At both entrances children with a bar-coded entrance ticket can enter. There will also be a check-in at the Registration tent for children for people who have not printed or lost their tickets, and other enquiries.

Children will be welcomed by a team of LLs and taken to the marquee where their age group is based. Here they will meet their AGL and LHKs.

Children's badges will be provided to LHKs for children allocated their group.

AGLs, please be aware that children do occasionally turn up at the wrong age group. If a child is not on your age group register, or you are concerned that the child should not be in your age group, please advise the Admin office as soon as possible.

LHKs will be given a list of their children in their Lighthouse 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. Any concerns about extra or missing children, please contact the Admin office immediately. Do not move the child to another group yourself.



A representative of First Aid will be present in the Registration area on Monday to take medicines as appropriate and to answer any queries from parents. Sick children should not be sent to Lighthouse; parents will have been notified of this in the documentation. Any medicine that a child brings onto site will have a form filled in by the parent. Inhalers and auto-injectors will be kept by the child, in a bum-bag provided by Lighthouse with a copy of the form. Other medicines that have to be given during the day will be kept in the First Aid tent and will be administered as necessary by a first-aider.

### **5.3. Children's end of day**

Parents will not be allowed onto site this year.

As well as entrance tickets, parents are issued with five collection tickets for each child, one for each day. If a parent does 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.

At the end of the afternoon Mainstage session children will remain in their Age Group tent until their collection time. They will then be escorted by their AGL, LHKs and LLs to the appropriate exit for their age group. This will be the main registration area or the top gate of the field. AGLs stationed at exits will check and collect the ticket before letting the child exit to join the parent/guardian. Adults without a collection ticket will be asked to wait until all other children from that age group have left, or go back to the Registration area to obtain a replacement ticket. Unless a replacement ticket has been obtained the AGL must confirm the identity of the adult with the child. If the AGL has concerns they should escort the child to the admin office so that a telephone call can be made to the contact number(s) we have on the database.

Children of helpers will remain in the age group tent supervised by two or more lamplighters until their parents are able to collect them.

## **6. Notes for Lighthouse Keepers and Lamplighters**

Children aged 5 to 9 will, in 2021, spend all 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 about 10 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 the Age Group Tent
- Counting them (before and after lunch and sports sessions)
- 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 (parents have been asked to provide children with refillable bottles)
- Taking them to the toilet.

LHKs should ensure that all children in your Lighthouse are engaged and that no child is favoured. It may be helpful for LLs to each have specific responsibilities.

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 an important role in the Discovery sessions, using materials and activities planned by the Age Group Teacher to reinforce the teaching theme through the small groups. This is a good opportunity to get to know the children and build relationships with them. It is important that you remain with your Lighthouse in these sessions to maintain adult:child ratios.

Each Lighthouse Keeper (or LHKs sharing a group) needs:

- A LARGE, sturdy box or bag to store the lunchboxes and coats for their Lighthouse
- Rugs/blankets for the whole Lighthouse to sit on
- A large waterproof box or bag with the Lighthouse name on it to hold their group's craft

Each Lighthouse will be provided with tissues, antibacterial wipes, scissors, felt pens and pencils/crayons.

The bags/boxes and rugs must be brought to Lighthouse on the Monday morning (or dropped off on the Sunday). We do not expect anyone to buy things especially for Lighthouse. If you don't have any of these items please contact Lighthouse Marlow as soon as possible as we do have spares that we can lend.

*Break time* – For LHKs and LLs these are taken at the direction and discretion of the AGL/LHK. When taking a break during a Lighthouse session this should be *15-minute maximum* and then swap with your LHK/ LLs, without disturbing the session. There is a Refreshment tent for helpers with free hot and cold drinks. There may be an opportunity to have a break at lunchtime provided you ensure all children in your Lighthouse are looked after.

*Toilet runs* – Helpers must never be alone with a child. This is for your protection (from allegation) as well as theirs. Please encourage children to go to the toilet in groups between sessions. Two helpers must always accompany a child or group of children. Lighthouses can “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.*

## **7. How to support children with Special 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.

*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.

If a child is proving particularly challenging with their behaviour, or you think may require 'time out' from the normal Lighthouse activities please speak to your AGL who will assess the situation.

## **8. Notes for Lighthouse Age Group Leaders**

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
- Registers of children in each Lighthouse.

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.

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 4s through to 10s (Trinity House) 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.

## **9. The Lighthouse Discovery (teaching) Programme – notes for AGTs, AGLs and LHKs**

### **9.1. Teaching notes and Aims**

Teaching notes will be shared with AGTs and AGLs well in advance of Lighthouse. It's important that you become familiar with the stories and teaching aims.

The AGTs will share their plans for the day at the morning Team Briefing in the age group tent and may seek volunteers to help deliver the sessions.

This year we're focusing on HOPE. Hope is a fundamental concept in our belief, requiring us to both trust in the promises that God has laid down for us and also rely on each other for strength and comfort. Hope is the light in the darkness, a point for us to focus on. But what does it mean to have hope? What promises has God laid out for us, and what can we hope to look forward to? How can we carry each other forward and be a beacon of God's love to those around us? We'll look at what it means to have hope and why it's one of God's most important gifts!

Each day has a theme and a story from the Bible to illustrate it.

Monday's theme is 'I am brave' – story is that of Noah (Genesis 7-9)

Tuesday's theme is 'I am not afraid' – story is David and Goliath (1 Samuel 17)

Wednesday's theme is 'I can make a difference' – story of the good Samaritan (Luke 10:25-37)

Thursday's theme is 'I am not alone' – story of the Last Supper (Matthew 26:17-35)

Friday's theme is 'I have hope' – story of the disciples following Jesus' death (John 20:19)

### **9.2. 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 and try to use stories and experiences from your or your family's life to show that the point being made also works in our lives. Asking the children questions can be helpful to get them to think of how it could apply to them. Tailor your questions to help the children 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 helpers in your group. Make sure everyone gets an opportunity to contribute.

If you are comfortable doing so, pray for the children and don't be afraid of praying with them. AGTs may wish to open and close their teaching by saying a simple prayer; and may encourage the children to pray. There are lots of ways to make prayer fun, prayer can be a creative and interactive conversation. Prayer within the group should include everyone. Do not force a child to pray but they must respect those who do. They do this by being quiet and still when the rest of the group are praying.

## **10. Discovery afternoon 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 with support from the AGL. It's a good opportunity to talk with the children about the theme. Help them explore it and apply it using the various activities offered. It is also an opportunity to talk with the children about believing, trusting and following, in ways appropriate to the age group. Each child has a workbook linked to the Lighthouse theme and daily message to use during the Lighthouse sessions, which contains activity materials appropriate to the child's age. Workbooks should be kept by LHKs through the week and taken home by children on Friday (or the last day the child is known to be attending) as a permanent reminder of the week.

The Trinity House Lighthouse sessions are workshop-based.

## **11. Other Lighthouse activities**

### **11.1. Mainstage**

At the beginning and end of the day the Mainstage session will this year be delivered into the Age Group tents. As usual it will include a mixture of songs, games and introduction of the day's theme.

### **11.2. Drama**

Each day 5-9s have one session of Drama or other performing arts activity which, this year, will be based in or around the Age Group tent. Trinity House have their own activities.

### **11.3. Craft**

Craft activities are designed to be simple enough for children to carry them out with minimal assistance and clear instructions are always provided.

Please note the special arrangements for the different Age Groups given below.

#### **11.3.1. Craft with the 4s and Trinity House**

The 4s have craft as part of their activities each day. Children in the 10+ group may opt to take part in craft sessions.

#### **11.3.2. Craft with 5-9s**

In these age groups, there is a different craft activity available each day. Craft activities will take place this year in the Age Group Tent. Each Lighthouse will use two tables which must be thoroughly cleaned after use.

All LHKs and LLs will probably need to stay with their Lighthouse throughout the craft sessions. A Craft team member will lead the session and 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.

The large waterproof box or bag, provided by the LHK to hold their group's craft, should be clearly labelled. LHKs/LLs should ensure that the children take their craft home on the last day they attend.

#### **11.4. Sports**

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 but must remain under the supervision of a LHK.

### **12. 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 (eg stickers)
- We will ensure that all children understand how they are expected to behave. Some children may need several reminders and appropriate early intervention by helpers
- 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 appropriate action will be taken to keep themselves and others safe.

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.

### **13. Guidance for all helpers on keeping yourself safe**

#### **13.1. Keeping safe from Covid-19**

Lighthouse this year will be different in a number of ways. As well as no Mainstage tent, there will be no large craft or sports tents. All activities apart from sport (which, we hope will be outside) will take place in and around the Age Group tent. The following precautions against spreading Covid-19 infection are proposed. *This information is based on Government guidance at the time this handbook is written. If we make any changes we will let you know at your training session.*

*Promoting good practice.* Volunteers will receive training and will understand the need for the following procedures. Posters will be displayed on site as reminders of what is expected.

*Lateral flow testing* – we ask all volunteers to do a test the day before their first volunteering session. For most this will be on Sunday with another on Wednesday evening for those also helping on Thursday and Friday.

*Suspected infection* – any child or volunteer displaying symptoms which could be Covid-19 at Lighthouse will be immediately isolated and may be assessed by the First Aid team prior to being sent home. They must then follow the Government guidance. This includes self-isolation and taking a Covid-19 PCR test. If children or volunteers experience any symptoms of Covid-19 they must not attend Lighthouse until all symptoms have gone and they feel well.

*Handwashing and hand sanitising* – all volunteers and children should sanitise their hands on arrival, after using the toilet, before lunch and at regular intervals throughout the day

*Age group ‘bubbles’* – children will stay with their age group all day, including lunch time. Their LHKs and LLs should not mix closely with volunteers from other age groups or other teams. Arrival and departure times for children will be staggered to reduce queuing and mixing.

*Activity teams* – volunteers in craft, drama and sport teams should try to maintain a distance from the children they are interacting with. If close contact is required then the volunteer should wear a mask.

*Volunteer’s children* will go straight to their Age Group tent on arrival.

*Cleaning* - All hard surfaces will be cleaned several times throughout the day and any shared equipment (such as pens, crayons, scissors, sports equipment etc) will be wiped with antiviral wipes after use. Toilets will be cleaned during the day as well as at the end of the day.

*Restrictions on visitors* - Parents will not be allowed on site and visitors will only be allowed if previously agreed with the Lighthouse Chairman.

*Helpers Refreshments* – The refreshment area will be set out with socially distanced tables and seating. No more than 6 people may sit at a table. Tables and chairs will be cleaned after each use.

### **13.2. Safe interaction with children**

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 section 12 on Managing Behaviour*)

Where possible there should be a gender balance among helpers.

*Try to avoid close contact with children and 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. As well as risks from spreading the Covid-19 virus, 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* scapegoat, ridicule, or reject a child or young person.

*Don't* show favouritism to any one child. Some children will want to sit on helpers' 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 out of sight of others with a child. Don't be alone with children in potentially vulnerable situations.

*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 Lighthouse t-shirts. No stickers on badges please. Authorised visitors on site will be wearing Visitor badges.

### **13.3. 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. This year we need to be extra cautious, instead of holding hands with a child, a hand on the shoulder, or a kind word is often enough for children to feel you care.

### **14. 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 if 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!

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.

## **15. 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.

## **16. Safeguarding information**

### **16.1. 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, 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. 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.

## 16.2. 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.

## 17. Fire and other emergencies

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

Please familiarise yourself with the Evacuation plan at the start of the Lighthouse week.

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 Reception through someone with a 'Walkie-Talkie radio' or go direct to the Admin Office. (Make sure that any children you are responsible for 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.

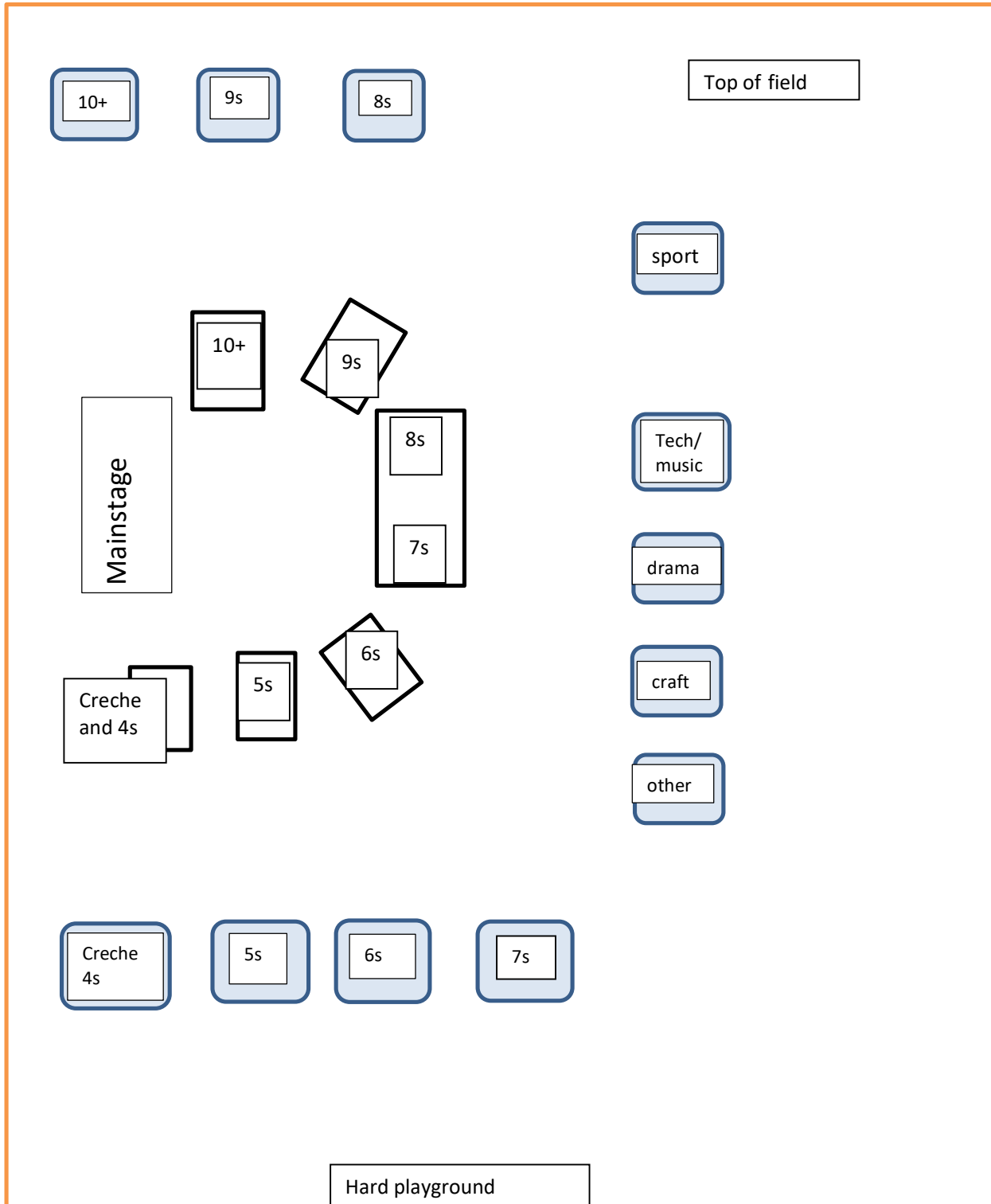
**'Attention please. Here is an important announcement. Everyone must vacate all marquees and buildings. Please make your way quietly, but promptly, to your evacuation areas.'**

*Children should be taken in Lighthouses to the top of the school field. It is important for helpers 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.'**

18. Evacuation areas (in blue) and site map showing age group tents (black)



## 19. Daily timetable

	Reception 5s	Year 1 6s	Year 2 7s	Year 3 8s	Year 4 9s	Y 5/6 10+
	Helpers children go to appropriate age group when they arrive. Notices and Team Briefings. Introduction to the day's story.					
Arrival staggered	10.20 Gate A (registration)	10.10 Gate A	10.00 Gate A	10.20 Gate B (top gate)	10.10 Gate B	10.00 Gate B
<b>10.30-10.55</b>	Mainstage in age group tent					
<b>11-11.35</b>	Discovery 1	Craft	Drama	Sport	Discovery 1	10+ programme
<b>11.40-12.15</b>	Drama	Discovery 1	Sport	Discovery 1	Craft	
<b>12.20-12.55</b>	LUNCH	Drama	Discovery 1	LUNCH	Sport	
		LUNCH (12.35-1.15)				LUNCH (12.35-1.15)
<b>1-1.35</b>	Discovery 2		LUNCH	Craft	LUNCH	10+ activity sessions
		Drama (cont)				
<b>1.40-2.15</b>	Sport	Discovery 2	Craft	Discovery 2	Drama	
<b>2.20-2.55</b>	Craft	Sport	Discovery 2	Drama	Discovery 2	
<b>3-3.30</b>	Mainstage					
Departure staggered	3.40 Gate A	3.50 Gate A	4.00 Gate A	3.40 Gate B	3.50 Gate B	4.00 Gate B
<b>Lunch breaks:</b> Craft 12.20-1.55 Sport 1-1.35 Drama 12.35-1.15 KS1 AGT 12.20-1.55 KS2 AGT1-1.35			Children in Lighthouses eat lunch with LHK and LLs in, or adjacent to, their tent during first 20-25 min of lunch break. Then have 'free play' for 15-20 min. Final 5 min for toilet breaks, tidying up etc.			

## **BELIEVE | BELONG | BEHAVE**

### **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 or drugs 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