

KIDS TEAM
HANDBOOK

Psalm 127:3
Children are a gift from
the Lord; they are a
reward from him.

Meet the... **TEAM!**



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Welcome to... **KIDS CHURCH!**

A massive hello from us. If you are reading this handbook then you have taken the step in joining an amazing ministry where we get to impact the lives of kids here at Life Church, Bradford. We believe that it is an honour that God entrusts us with the opportunity to help shape the next generation of young people who will lead our future church.

Kids Church is a place where our children can learn about God in a creative, fun and safe environment; where they are believed in, encouraged and empowered to be all that they can be in God. Our desire is that you feel part of a team of people who are making this happen together and that you receive as much as you give. We have written this handbook to help and encourage you and guide you in your preparation for Kids Church.

We also have a book to explain the why behind what we do. It gives insight into child development, different ways we can work with our kids and help them connect with Jesus and grow in their relationship with him. It's a simple read and a great resource to equip you as Kids team and see how the ministry can really shape the future of the Church! It's exclusively available on Amazon Search for "Kids of Jesus" and you will be able to get hold of your copy.



Check out our...

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Kids Church **OUR MISSION...**

AT LIFE CHURCH OUR MISSION IS TO HELP OTHERS OF ALL AGES:

- . BELIEVE in Jesus**
- . BELONG in God's house**
- . BECOME all that they can be**

HOW CAN WE HELP OUR KIDS BELIEVE, BELONG AND BECOME?

BELIEVE

As Kids Church Life Group Leaders we can help our kids BELIEVE by giving them a weekly opportunity to make a decision to follow Jesus. Our curriculum will point and encourage our kids to follow Jesus more each week and will help them to understand how to outwork their faith.

BELONG

As Kids Church Life Group Leaders we can help our Kids BELONG by creating opportunities within our Sundays to help them make new friends and find activities which they enjoy. As Kids Church Life Group Leaders we bring belonging for our kids with our welcoming environment and creating a fun, safe and Godly Church experience which they can call home.

BECOME

As Kids Church Life Group Leaders we can help our kids BECOME by encouraging the God given gifts and abilities in each of our kids. Through the Bible, prayer and encouragement we can help our kids understand who they are in God and help them become all that they can be now and in their future.

KIDS TEAM GOALS...

WE PRAY...

As a Kids Team, we believe prayer is powerful & that we can make a difference in the lives of our Kids when we pray for them!

Ephesians 6:18

Pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people.

WE PLAN...

As a Kids Team, we believe to plan is to have passion for our Kids to connect with God & to have a real understanding and relationship with him.

Psalm 127:3

Children are a gift from the Lord; they are a reward from him.

WE PREPARE...

As a Kids Team, we believe God has prepared good works in advance for his people. Our desire as a team is to prepare GREAT SUNDAYS for our kids.

Ephesians 2:10

For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do

WE LOVE SUNDAYS

LIFE KIDS CURRICULUM

As a Kids Team we believe part of our role is to create Sunday lifegroups for our kids, a place where they can come and meet other kids in their lifestage and develop their relationship with God together.

As a Kids Team we believe our role is to be life group leaders to our kids, to lead them with age related teaching , prayer and fun; to help our kids develop a real, authentic faith.

Our Life Kids Curriculum has been developed to give our kids key foundational truth and an understanding of the Bible which will equip them for a lifelong relationship with God.

We pray our curriculum equips our kids to apply the Bible to all areas of their LIFE and we as LIFE GROUP LEADERS have the opportunity to help our kids outwork their faith in their daily lives. We pray in Kids Church that we can create an environment where our kids can experience God and enter into an active relationship with Him.

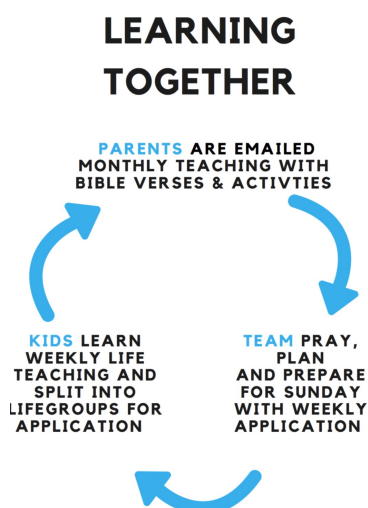
Our curriculum runs over 2 years and each month relates to an application for LIFE.

We pray our curriculum impacts you as Kids Lifegroup Leaders in your walk with

God. Thank you for making the decision to serve our kids, we appreciate you!

LEARNING TOGETHER

As Kids Church we want to create a culture of *LEARNING TOGETHER* with our Parents, Team & our Kids. Please check out our learning together flow chart below:



WE LOVE SUNDAYS

LIFE KIDS CURRICULUM!

Please see below our 2 year programme for Kids Church.

YEAR 1



LIFE KIDS CURRICULUM

2 YEAR PROGRAMME

LEARNING TOGETHER: PARENTS - TEAM - KIDS

YEAR 1 2018 : AGES 1-11

1. JAN // CHURCH THEME
2. FEB // The Bible helps my LIFE
3. MARCH // Following Jesus all of my LIFE
4. APRIL // God's Love is for LIFE
5. MAY // Living a LIFE of Worship
6. JUNE // MY LIFE Identity
7. JULY // SUMMER TEACHING
8. AUG // SUMMER TEACHING
9. SEPT // CHURCH THEME
10. OCT // A LIFE of Faith
11. NOV // A LIFE of Forgiveness
12. DEC // CHRISTMAS TEACHING

YEAR 2



LIFE KIDS CURRICULUM

2 YEAR PROGRAMME

LEARNING TOGETHER: PARENTS - TEAM - KIDS

YEAR 2 2019 : AGES 3-11

1. JAN // CHURCH THEME
2. FEB // The Bible helps my LIFE
3. MARCH // LIFE with Father God
4. APRIL // LIFE with Jesus
5. MAY // LIFE with Holy Spirit
6. JUNE // LIFE in God's Family
7. JULY // SUMMER TEACHING
8. AUG // SUMMER TEACHING
9. SEPT // CHURCH THEME
10. OCT // Trusting God in my LIFE
11. NOV // LIFE for others with Jesus
12. DEC // CHRISTMAS TEACHING

HOW DO I USE THE CURRICULUM?

- Life Kids Curriculum - Ages 1-3 runs over a repeated 1 year cycle
- Life Kids Curriculum - Ages 3-11 runs over a 2 year cycle
- Please see example Curriculum Setlists on the next page!

WHAT IS CHURCH THEME?

Each January & September we will join the theme running throughout Church to encourage learning together between Kids Church & Parents.


WHAT IS SUMMER & CHRISTMAS TEACHING?

Each Summer & Christmas we run a theme in Kids Church, the curriculum for each theme will be created and sent out ahead of time.

WE LOVE SUNDAYS


HERE ARE EXAMPLES OF OUR PROGRAMME FOR SUNDAYS!

TODDLERS Ages 1-3



LIFE KIDS CURRICULUM
March: Following Jesus all of my LIFE
WEEK 1 & WEEK 2

LIFE




LIFE TEACHING:
LIFE VERSE: JOHN 3:16 ICB
LIFE TEACHING THEME: Following Jesus all of my LIFE
LIFE WORD: When I choose a life with Jesus, I choose a life of forgiveness and eternity with God.

LIFE TEACHING:
Following Jesus all of my life actions: Following (Running on the spot) Jesus (point to the ceiling) all of (big circle action) my life (point to yourself).

TODDLER LIFEGROUP APPLICATION:
Prayer: LGL pray with kids with actions before snack time each session. God loves me, I love God, God hears my prayers and he loves my family.
Toddler Fundamentals of Faith:
As LGL we can develop our toddlers best when we make some key fundamentals of faith our culture and weekly involvement within our sessions. These FOF will help us to also develop and strengthen our programme.
Our fundamentals of faith are;
• Settling well
• Welcome Song
• Worship
• Prayer
• Encouragement, love and affirmation
• Repetitive teaching, including actions and rhymes
• Safe and fun environment
• Play
****NEW** Life Teaching Stations:**
Within the toddler sessions, application stations will be best developed by stations been shared out by the team.
Craft & Conversation: Heart Craft: LGL help kids decorate a heart shaped card, using red crayons and LGL give out heart stickers. LGL write on "God loves me so much I can live forever with him" JOHN 3:16
LGL hole punch and add ribbon to each heart so kids can take home and hang up!
Worship: Each week the Kids Worship Team will come into Toddlers and play age related worship songs. Worship team will also sing worship songs to help with monthly theme.
This month's song: I have decided to follow Jesus (Chorus) Hillsong
Story: LGL read book to kids each week with kids during snack time and throughout session.
This month's book is: "Jesus calling" for little ones by Sarah Young.
Game: LGL include kids in a game: Following Jesus - LGL share with kids one of you will be Jesus and they need to follow you wherever you go. LGL share with kids, when we follow Jesus we live forever with God. LGL ask kids who would like to be Jesus and take it in turns for kids to follow Jesus. LGL share with kids Jesus wants us to follow his actions, play a game of "Jesus says" (Simon says game).
Play: Play is fundamental for kids learning, socialising and provides comfort for kids leaving parents for the session. LGL encourage kids in monthly scripture and encourage them to join a station.


RUNNING ORDER:
8:15am - ACTIVITY & LIFEGROUP SET UP
9:00am - CAMPUS TEAM MEETING
9:05am - KIDS: PRAY, PLAN & PREPARE
9:15am - FINAL ACTIVITY & LIFEGROUP SET UP
9:45am - REG & KIDS CHURCH OPEN
10:10am - FREE PLAY
10:30am - HELLO SONG
10:35am - LIFE WORSHIP
10:45am - LIFE TEACHING STATIONS
11:15am - HOMELIFE
• Parent Collection
• Parent Connection
11:25am - Set down & pack away Toddler Resources

PRESCHOOL & RECEPTION Ages 3-5



LIFE KIDS CURRICULUM
March: Following Jesus all of my LIFE
WEEK 1

LIFE




LIFE TEACHING:
LIFE VERSE: JOHN 3:16 ICB
LIFE TEACHING THEME: Following Jesus all of my LIFE
LIFE WORD: When I choose a life with Jesus, I choose a life of forgiveness and eternity with God.

LIFE TEACHING:
Following Jesus all of my life actions: Following (Running on the spot) Jesus (point to the ceiling) all of (big circle action) my life (point to yourself).
How do I teach?
LGL ask for kids to help you stretch out a parachute, encourage kids to pull out and sit down on the edges. LGL leaders share with kids today we are going to pretend this parachute is the world!
LGL ask kids who created the world? ANS God
LGL how ask kids what is in our world?
ANS - people/ animals / houses / families
LGL share with kids God loves the world SO MUCH; he gave his only son Jesus. Sometimes we don't make good choices, but when we say sorry Jesus forgives us and we can live forever with Him.
Salvation prayer: LGL lead kids in Salvation prayer and explain to the kids how we can say sorry to God and be forgiven when we don't make good choices.
****NEW** Prayer: Life: Prayer & Praise Report**
LGL lead kids in prayer and encourage kids to pray out loud this will grow their faith. LGL ask kids what is their ask of God this week, (prayer report) and what is their thank you for God (praise report). LGL encourage kids to pray out loud, pastors use this time to encourage and teach kids about prayer. Encourage kids to stretch out their hands as they pray for each other and to agree in prayer by saying "Amen" and "Thank you God". Wrap up prayer with weekly theme encouraging kids to put into action.
****NEW** Life Application Stations:**
Craft & Conversation: "NEW" craft to only be put out on craft tables after Life Teaching, craft is one of our Preschool & Reception applications after Life Teaching. During Life Teaching, LGL share the link to why we are doing the craft and give the kids the opportunity together to make the weekly craft.
Make a world craft - give each child a white plate and help them with green and blue crayons to create their world. After kids have coloured in their world in black pen pastors write on bible-verse. Also use hole puncher and add ribbon so kids can hang up at home.
Bible Pictionary: A great way for kids to learn in P&R Life group is through describing words and pictures. LGL teach the bible-verse through drawing pictures and explaining the verse in more detail.
Ask your Leaders: LGL give the kids opportunity to ask their leaders questions about the bible or weekly theme. LGL if you don't know the answers let the kids know you will find out and let them know. Kids in P&R Life group learn well with question and answer.
Story: LGL read books to kids each week during the session.
This month's book is: "I will follow Jesus" by Judith & Chelsea Smith - each week Life group leaders choose a different story from the book to share with kids. Each story comes with following Jesus application.
Play: Many of our kids in P&R Life group will want to continue playing after upfront teaching. LGL connect with kids as they play and encourage them with the weekly theme.


RUNNING ORDER:
8:15am - ACTIVITY & LIFEGROUP SET UP
9:00am - CAMPUS TEAM MEETING
9:05am - KIDS: PRAY, PLAN & PREPARE
9:15am - FINAL ACTIVITY & LIFEGROUP SET UP
9:45am/11:45 - REG & KIDS CHURCH OPEN
10:10am/12:10pm - HELLO GAME
10:25am/12:25pm - LIFE WORSHIP
10:35am/12:35pm - LIFE TEACHING
10:40am/12:40pm - LIFE APPLICATION STATIONS
11:15am/1:15pm - HOMELIFE
• Parent Collection
• Parent Connection
11:25am - RESET ROOMS FOR 12PM SERVICE
1:25pm - Set Down Lifegroup Rooms

TODDLER, PRESCHOOL & RECEPTION Ages 1-5



LIFE KIDS CURRICULUM
March: Following Jesus all of my LIFE
WEEK 1 & WEEK 2

LIFE




LIFE TEACHING:
LIFE VERSE: JOHN 3:16 ICB
LIFE TEACHING THEME: Following Jesus all of my LIFE
LIFE WORD: When I choose a life with Jesus, I choose a life of forgiveness and eternity with God.

LIFE TEACHING:
Following Jesus all of my life actions: Following (Running on the spot) Jesus (point to the ceiling) all of (big circle action) my life (point to yourself).

TODDLER, PRESCHOOL & RECEPTION LIFEGROUP APPLICATION:
Toddler, Preschool and Reception - fundamentals of Faith:
As LGL we can develop our toddlers within our 1.5 age range best when we make some key fundamentals of faith our culture and weekly involvement within our sessions. These FOF will help us to also develop and strengthen our programme.
Our fundamentals of faith are;
• Settling well
• Worship
• Prayer
• Encouragement, love and affirmation
• Repetitive teaching, including actions and rhymes
• Safe and fun environment
• Play
****NEW** Life Application Stations:**
Within the toddler and preschool & reception sessions, application stations will be best developed by stations been shared out by the team between age groups.
Craft: Heart Craft: LGL help kids decorate a heart shaped card, using red crayons and LGL give out heart stickers. LGL write on "God loves me so much" JOHN 3:16
LGL hole punch and add ribbon to each heart so kids can take home and hang up!
Worship: Each week the Kids Worship Team will come into Toddlers and play age related worship songs. Worship team will also sing worship songs to help with monthly theme.
This month's song: I have decided to follow Jesus (Chorus) Hillsong
AGE GROUP STORY TIME: (Both groups to work at the same time)
Prayer: LGL pray with kids with actions before snack time each session. God loves me, I love God, God hears my prayers and he loves my family.
Toddler Story: LGL invite kids to have snack and listen to a story. LGL use the toddler book of the month: "Jesus calling for little ones" by Sarah Young.
Preschool & Reception Story: LGL read monthly book to kids during circle time, using interactive actions. This month's book is: "I will follow Jesus"
Prayer: LGL ask kids to share any prayer and praise reports, pray together as a group and then wrap up by praying over weekly theme.
Play: Play is fundamental for kids learning, socialising and provides comfort for kids leaving parents for the session. LGL encourage kids in monthly scripture and encourage them to join a station.


RUNNING ORDER:
11:20am/5:25pm - ACTIVITY & LIFEGROUP RESET
11:30am/5:30pm - KIDS: PRAY, PLAN & PREPARE
11:40am/5:40pm - FINAL ACTIVITY & LIFEGROUP SET UP
11:45am/5:45pm - REG & KIDS CHURCH OPEN
11:45am/5:45pm - FREE PLAY
12:30pm/6:30pm - HELLO GAME
12:35pm/6:35pm - LIFE WORSHIP
12:45pm/6:45pm - LIFE TEACHING STATIONS
7:30pm - HOMELIFE
• Parent Collection
• Parent Connection
1:25pm - RESET FOR 6PM SERVICE

SCHOOL YEARS 1-6 Ages 5-11



LIFE KIDS CURRICULUM
March: Following Jesus all of my LIFE
WEEK 1

LIFE



LIFE TEACHING:
LIFE VERSE: JOHN 3:16 ICB
LIFE TEACHING THEME: Following Jesus all of my LIFE
LIFE WORD: When I choose a life with Jesus, I choose a life of forgiveness and eternity with God.

LIFE TEACHING:
Following Jesus all of my life actions: Following (Running on the spot) Jesus (point to the ceiling) all of (big circle action) my life (point to yourself).
Questions: LGL ask kids how can we follow Jesus all of our lives? What does it mean when you choose to follow Jesus - does your life look different? E.g. kind to others / share with friends
Prayer: Life: PRAYER & PRAISE REPORTS! LGL begin weekly session praying into the weekly theme/scriptures. Then LGL ask kids to share their prayer and praise reports in a large group or small groups - pastors write these down on kids Praise & Prayer cards.
YEAR 1&2:
Application: Life group leaders teach kids the monthly Life Teaching Theme: "Following Jesus all of my life" LGL encourage kids to do actions Following (Running on the spot) Jesus (point to the ceiling) all of (big circle action) my life (point to yourself).
YEAR 3&4:
Application: LGL split kids into 2 groups and give each group a large roll of paper. LGL ask kids to draw around their feet on the roll of paper and think about one step they are going to take to follow Jesus more this week? LGL encourage kids to write their step onto their footprint. LGL bring groups around the room and give the kids the opportunity to share their step and to agree in prayer by saying "Amen" and "Thank you God".
Prayer: Life: PRAYER & PRAISE REPORTS! LGL begin weekly session praying into the weekly theme/scriptures. Then LGL ask kids to share their prayer and praise reports in a large group or small groups - pastors write these down on kids Praise & Prayer cards.
YEAR 5&6:
Application: Group discussion: LGL ask kids after learning the scripture what helps us follow Jesus more and what can stop us or distract us from following Jesus in our lives. LGL end session by asking kids where are they going to choose to follow Jesus over distractions this week? E.g. turn TV off and read their bible
Prayer: Life: PRAYER & PRAISE REPORTS! LGL begin weekly session praying into the weekly theme/scriptures. Then LGL ask kids to share their prayer and praise reports in a large group or small groups - pastors write these down on kids Praise & Prayer cards.

RUNNING ORDER:
8:15am - ACTIVITY & LIFEGROUP SET UP
9:00am - CAMPUS TEAM MEETING
9:05am - KIDS: PRAY, PLAN & PREPARE
9:15am - FINAL ACTIVITY & LIFEGROUP SET UP
9:45am/11:45 - REG & KIDS CHURCH OPEN
10:00am/12:00pm - CHURCH NEWS
10:05am/12:05pm - LIFE WORSHIP
10:20am/12:20pm - MC & BRING CHANGE
10:25am/12:25pm - LIFE TEACHING
10:40am/12:40pm - LIFEGROUPS
11:15am/1:15pm - HOMELIFE
• Parent Collection
• Parent Connection
11:25am - RESET ROOMS FOR 12PM SERVICE
1:25pm - Set Down Lifegroup Rooms

POLICY & PROCEDURE

WHY ARE POLICIES AND PROCEDURES IMPORTANT?

Policies and Procedures are important in Kids Church because we want our kids ministry to reflect the heart of God. Within our Sundays we want to create an environment of love, care and safety as set by government guidelines for us as a registered charity. As Kids Church we believe we can provide an excellent environment for kids to grow in their faith. So in addition to the government guidelines, policies and procedures we as Kids Life have our own policies to ensure the very best for our kids.

SAFE TEAM RECRUITMENT

As part of sharing the heart of God through everything we do we have a safe team recruitment policy which includes;

- **DBS CHECK**

We ask all of our team to have an enhanced DBS check every 2 years.

- **APPLICATION FORM**

We ask for an application form from all of our team, this helps us know more about you!

- **REFERENCES**

We ask for references when you join Kids Church.

- **WHATSAPP CONSENT FORM**

We ask you to agree to use of Whatsapp groups.

- **ONLINE SAFEGUARDING COURSE**

We ask you to complete an online Safeguarding course to help you in your Kids Church serving.

SAFEGUARDING AT LIFE CHURCH!

Life Church is committed to developing a culture in which people of all ages find a place to belong, grow and flourish as they explore the expression of their faith. We take safeguarding seriously and have a dedicated safeguarding team working in partnership with local agencies across our locations. Our desire at Life Church is to provide a safe environment in which children and adults with additional care and supports needs can develop physically, intellectually and spiritually.

“Working Together to Safeguard Children”

This guidance is:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

POLICY & PROCEDURE

"WE BUILD OUR GOOD PRACTICE ON POLICES & PROCEDURES"

Our policies & procedures are fully supported by the Life Church leadership team. Anyone who does not follow these policies or procedures will be dismissed from Kids Church or any other children's activity within Life Church.

RECOGNISING POSSIBLE SIGNS OF ABUSE

To ensure the kids in our care are protected and we as the team are aware of possible signs of abuse please continue to read the below possible signs of abuse. Also please be aware of any changes in a child's normal behaviour pattern.

PHYSICAL ABUSE:

Action should be taken if there is reason to believe that there has been a physical injury to a child where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

- *Bruising*
- *Injuries in an area that is not usual for a child e.g. fleshy parts of the arms and legs, back, wrists, ankles and face*
- *Fabricated / induced illness – this is an illness that is fabricated by adult carer or an exaggeration of a real illness of symptoms*

EMOTIONAL ABUSE:

Action should be taken if there is reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

- *Extreme discipline; where a child is shouted at or put down on a consistent basis*
- *Lack of emotional attachment by a parent*
- *Parents/careers placing inappropriate age or developmental expectations upon child*
- *Extreme emotion e.g. child avoiding the adult who brought them to Kids Church, become withdrawn, aggressive or clingy in order to receive their love and attention*

SEXUAL ABUSE:

Action should be taken if there is reason to believe a child has indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language.

- *Acting out sexual activity on dolls/toys or in the role play area with their peers*
- *Drawing pictures that are inappropriate for a child*
- *Talking about sexual activities or using sexual language or words*

NEGLECT:

Action should be taken if there is reason to believe there is persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

- *Child persistently arriving to kids church unwashed, unkept, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them)*
- *A child may show signs of been persistently hungry if a parent is withholding food or not providing enough for a child's needs.*
- *Crave love and support*
- *Clingy and emotional*

POLICY & PROCEDURE

WHAT TO DO IF YOU HAVE A CONCERN?

As Kids Church we follow the Life Church “Escalation Safeguarding Procedure”.

The steps we need you to follow are highlighted below;

If at any time you are not sure if you should say something or are worried about what to do. Please speak to Anna, one of the Kids Church Leaders or contact the Life Church Safeguarding Team on 01274 303000 or via safeguarding@lifechurchhome.com.

Escalation steps;

1. OBSERVE

If you notice anything or if a child tells you something that concerns you, please make a brief note of it .

2. SPEAK

to Anna Wilson or your Kids Church Team Leader and they will help you. Never feel you cannot speak up, the team are here to help you and direct you to our Safeguarding team if necessary.

3. CONTACT...The Life Church Safeguarding Team!

You may be asked to fill in a cause for concern form detailing what you have seen or heard. You can find this form on our website www.lifechurchhome.com/safeguarding. This form will go directly to the Safeguarding Team who will review and take appropriate action in the best interest of the child. If you are not sure what to do speak to the Kids Church Team.

You may be contacted by the Safeguarding Team to clarify something or to ask for more information. The Safeguarding Team will liaise with the relevant authorities when required .

Head of Safeguarding at Life Church: Rob Hutcheson
Trustee Head of Safeguarding: Phil Manchester

If a child is in IMMEDIATE danger please use the below contact details;

If a child is in imminent danger of harm or injury you should contact:

- During office hours Children’s Social Care: 01274 437500
- At all other times Social Services Emergency Duty Team: 01274 431010

Or contact the police on 999.

Safeguarding is everyone’s responsibility. If you are concerned about anything, please speak to your Kids Church Leader or contact the Life Church Safeguarding Team who are in place to help you.

POLICY & PROCEDURE

Toileting

Toileting should always be done in teams of at least two people. You should NEVER take a child to the toilet on your own. This is to provide full accountability for volunteers, and to do all that we can to significantly minimize the risk of exposure to situations involving incidents or allegations.

Younger children (approximately up to the age of 4yrs):

We DONOT change nappies; parents are to be called from the main service by the team pastor if nappy changes are required within the session. When toileting, children should be encouraged to do so independently without assistance. If a situation arises where assistance is required for a child, first alert your team pastor and then ONLY in pairs assist child.

Staff are to work in pairs at ALL times when toileting, and to remain at the main doors of the toilets never inside the cubicles.

Older children (aged from 5 upwards):

Leaders should ALWAYS take children to the toilets in pairs, and NEVER alone. Pastors should hold both doors open of toilets for accountability to each other and to uphold Kids Church Values. Leaders are then to supervise children to wash their hands.

If a situation arises where assistance is required for a child, first alert your team pastor and then ONLY in pairs assist child.

Lone working

What is lone working? Any situation or location in which someone works without a colleague nearby, or when someone is working out of sight or earshot of another team member. Kids Church must be sure that we take all possible means to ensure that we are not with children on their own or away from the main area of work, as in such circumstances, there may be an increased risk of exposure to situations involving accidents or allegations. If it is necessary to remove a child or there is a need to speak to a child, it is essential that lone workers keep in contact with colleagues and ensure they make another colleague aware of their movements.

Team members MUST NOT put themselves or a child at risk by isolating themselves in a locked room, out of sight or earshot.

Mobile phones & social media

To protect and safeguard our kids & team we ask for mobile phones not to be used whilst serving in kids church. This includes taking pictures, making phone calls and text messaging throughout a Sunday session in kids church. The use of social media with kids church content is only to be posted through @Lifechurchhome Instagram and Facebook with parental permission of taking pictures of kids.

As team please can we help our parents and share our mobile phone and social media policy and the importance to safeguard our children well. If you see parents taking pictures when registering or collecting children please ask them not to do so and delete any content they have taken.

POLICY & PROCEDURE

Registration process

On arrival, all children have to be registered. It is really important that all children are welcomed well and made to feel at home. The registration team will be responsible for the running of Kids Church Registration.

New Children

All new visitors should be taken to the Kids New Registration point where our team will help parents register kids on iKnow and communicate with parents on procedure for Kids Church.

Registration

- All regular children will be registered by their parents at the relevant age group registration points.
- Parents will find their child's details on our Churchsuite registration when they enter their child's name.
- All Kids will receive a sticker for their name & a matching wristband for both Parents/Guardians and Children which will have correlating numbers for collection.
- Kids who are staying whilst Parents/Guardians are in Growth Track will need a sticker "I'm staying for Growth Track" so Kids Team know which Kids will be signed out.
- Optional registration for parents who would not like their child to have pictures taken or have images posted of their child on social media, yellow wristbands help our camera team identify children

On collection the following procedure must always be followed:

- Adults coming to collect children MUST present their matching wristband before registration and team leader can sign children out of Kids Church.
- When the adult has collected the child then we MUST cut off wristbands as kids leave their age groups.
- Children can ONLY be signed out from Kids Church with a matching wristband and collected by an adult (Parent/Guardian only) adult must be over 18 years old.
- Children MUST not be allowed to leave by themselves
- Once a child has been collected they should not be allowed back into kids church

New Children

Life Church has many visitors week in and week out. As a team, we want to ensure that visitors get a warm welcome and clear communication, making their experience as easy as possible. Here are a few guidelines for new children and families.

- Give them a huge welcome and smile - find out their names
- Take new children and families over to the Kids Church Registration point.
- At the Kids Church Visitors and Information Area give a full explanation to the new children and their parents/carers about Kids Church.
- All team members should always be on the lookout for new children.
- Take the proactive steps of introducing them to other children and including them in activities.

POLICY & PROCEDURE

Emotional children

It is a parent's responsibility to ensure their child is in a fit state physically and emotionally to attend Kids Church. If a child has come in an emotional state and doesn't want to stay, it can be disruptive for other children and so while we do our best to love and support children, this has to be in partnership with parents.

Possible solutions for emotional children to be offered are:

- Parent to make suggestions to workers on what might help settle the child.
- Parent to provide any comforters / soft toys which may help.
- Parent to stay in with child until they are settled.
- Parent to take child into parenting room (if child is young).
- Parent to take child into main church (if child's behavior is appropriate).
- Parent to talk with Anna Wilson to work on a further appropriate strategy or solution.

Missing child

In the event that a child in the care of Kids Church is found to be missing then the following procedure is to take place:

- Age Group Pastor of the child is to inform Anna Wilson straight away.
- Team Pastor will then take the responsibility of starting a search while other children are being safely supervised.
- On-site security and managers to be informed.
- All areas of the campus including outside areas are to be searched by team and security with direction from the Team Pastor.
- If the child has not been found after covering all these areas and the child in question is still missing then the Team Pastor will report to Anna Wilson.
- If the child is not to be found then the Team Pastor will inform the parents/carers and carry out further search.
- If the child is still not found with the cooperation of parents we will call the police:

Please note: At all times it is best practice to stay calm and focused before panicking parents. Avoid notifying them unless it is absolutely necessary, as it is very rare that a child would go off-site.

Parental involvement

Parental involvement is highly encouraged in Kids Church, as we believe greatly in the role of parents in a child's development. We believe it is a great investment for a parent to make to share their church experience with their child and therefore encourage parents to join Kids Church as a team member.

Kids Church PROCEDURES

Under-18 team members

We encourage young people with a genuine passion to join our kids team via the recruitment process (excluding the DBS where it is not age applicable). We view under-18s as team members, but because of our duty of care, team members who are under the age of 18 must not be given the sole responsibility for the welfare of children and must be supervised at all times. However, that does not mean they cannot take a Group Pastor role within the team.

Ratio recommendations

Recommended ratios for Kids Church

Age Group	Ratio: Adults/Children
Toddlers	1 Adult up to 4 Children
Preschool/Reception	1 Adult up to 6 Children
Year 1-6	1 Adult up to 8 Children

These are the ideal recommended ratios for volunteer organizations. Source NSPCC SafeNetwork factsheet April 2013

Outside play

Below is an outline for good practice when taking the children outside.

- Ensure the outside environment is safe and well-contained or staffed appropriately.
- Ensure we count kids out when exiting the building and count kids back in when entering again.
- Ensure the kids are suitably clothed for the weather conditions, using sun cream where necessary.

Personal belongings

We ask all team and children not to bring personal belongings to Kids Church. We especially request children do not bring expensive electrical items such as mobiles or tablets.

Lost property:

All lost property is to be handed in to main reception

Kids Church Behaviour MANAGEMENT

Kids Church believe that as adults we play an important part in shaping children's behaviour, values and attitudes. Children of all ages will copy adults when in our environment; therefore we aim to provide children with good role models. Pastors must model to children how to speak appropriately to one another, take care of our environment and equipment, and use positive language with each other. If Pastors show a Spirit-led positive attitude in the Kids Church environment, this will naturally reflect in the children's behaviour.

Children need to have self-value and self-respect. This is achieved through a consistent approach with secure and clear boundaries, so that children feel safe, valued and loved.

We recognise that children are all of individual characters and have an innate need to explore and experiment in order to learn about God, grow in spirit, and develop to reach their own potential in all that they do. We have realistic expectations of children and set achievable limits.

We encourage good behaviour by:

- Working together with parents/carers, sharing ideas and information about what we are providing in Kids Church.
- Using praise and positive reinforcement for children when they display appropriate behaviour.
- Reflect and evaluate our practice and the environment regularly.

We use clear boundaries to encourage appropriate behaviour:

- We love each other.
- We respect each other and the environment we are in.
- We display the Fruit of the Spirit in our attitude and behaviour.

This helps children to know their routines and what is expected of them.

It is normal from time to time for children to display challenging behaviour or that which is inappropriate. This is part of their growing and testing their own boundaries or communicating their issues or distress in a non-verbal way. If we are not consistent with boundaries or do not set any expectations, this causes the child confusion and can make them feel unsafe and insecure. Most of all children on the whole want to behave, but their behaviour is a way to communicate things they cannot always articulate. This is why when there are behavioural issues we **MUST** take the time to intervene and listen to the children, also using questioning to help them understand their feelings and behaviour.

Methods used to manage general behaviour are:

- Distraction, intervention and re-directing the child's attention. (esp young children or minor issues)
- Observe and assess possible 'triggers' and what may need changing or helping with a child's attitude or environment.
- Use positive language and praise positive solutions to show that value and positive interaction is gained through good behaviour.

What to do if children misbehave:

If a child is found to be un-disciplined and is causing a disturbance, or is violent towards other children/adults, then the following steps must be taken:

- Use language appropriate to the child's level of understanding and development.
- Help the child takes responsibility for their own actions and behaviour.
- Confidently and quickly intervene in the issue

ASK them

- ASK don't TELL, as it helps them understand and enables them to take responsibility for their behaviour. This process may take up to 10mins (especially if you have to wait for them to answer) but see it through as it builds values and methods to help them cultivate healthy relationships.
- ASK the child why you have had to intervene
- ASK the child why that behaviour is unacceptable
- ASK the child how that has effected the other people (how it made them feel)
- ASK the child if there was a better way to have handled the situation and feelings they were experiencing.
- Spend time discussing this until you feel they have a suitable understanding.
- Where appropriate we encourage the use of Biblical truths to help guide children in what is appropriate behaviour. Pastors can pray with children if it is appropriate and if the child shows a desire to do so through signs of repentance.
- ASK the child if there is anyone they need to forgive, then pray to do so.
- ASK the child if there is anyone they need to say sorry to, go with them to do so.

Voices are never raised in dealing with behaviour, nor will we physically mistreat children. Children will never be placed in isolation, labelled negatively, or humiliated. We welcome shared practice with parents and other practitioners, teachers, and those who work with children to keep improving our behaviour procedures.

Anna Burton has overall responsibility for the implementation, monitoring and supervision of this policy.

Named Persons:

The named team on the first page are the named persons responsible for overseeing this and ensuring that the policy is carried out by all Kids Church. Their roles include:

- Liaising with Anna Wilson in the event of behaviour issues that need addressing with parents. This will enable Anna to carry out communication with parents and discuss further issues or any incidents which have happened within the session.
- Making sure that behaviour incidents are appropriately recorded and shared with parents.
- Developing strategies and working closely with parents and team leaders to provoke the best response and help children to flourish and behave well in a safe environment.

Bullying

In Kids Church we promote that bullying is unacceptable; we educate children to look after each other and show love and consideration to each other. Bullying must be reported to team pastors. Bullying is dealt with quickly and parents are always involved in finding a solution to the problem.

HEALTH & SAFETY

Risk assessments

Risk assessments are put into place to ensure children's safety at all times. Team members need to be familiar with areas that may involve risk to themselves and others.

In addition to this, Kids Church will need to:

- Ensure that the environment is clean, comfortable and welcoming.
- Ensure proper storage and disposal of waste.
- Ensure all volunteers have access to health and safety training as required.
- Ensure the environment is maintained, reporting and removing all broken equipment, making regular checks on sharp objects and corners removed or covered.
- Ensure that environmental health regulations are complied with by checking food, the fridge and temperatures each day, and keeping appropriate records.
- Ensure that staff and children are aware of fire evacuation procedures.
- Ensure that cleaning materials and chemicals are inaccessible to children.
- Make aware of no smoking on the premises.
- Make aware of no hot drinks in the rooms registered to care for children.
- Make sure there is children are supervised at all times.
- Make sure volunteers who have not yet shown evidence of a clear DBS check are NEVER left alone with children.
- Make sure children are kept secure by clear identification of all adults (Kids T-shirts) on the premises and that security procedures are followed.

Fire Safety

Smoke alarms and extinguishers are checked and maintained on a regular basis. All team members will be trained in what to do in the event of a fire. Please see guidelines below:

Kids Pastors

1. Stop any activities and background noise.
2. Assemble the children with the leaders to nearest possible fire exit and leave the building as quickly as is safely possible.
3. Congregate at the nearest fire point.
4. Liaise with registration team and perform a roll call for each child.
5. Once each child is accounted for then contact the site manager to find when it is safe to re-enter the building.

HEALTH & SAFETY

Registration team

1. Collect all registers.
2. Leave the building via the nearest possible fire exit.
3. Liaise with the kids team at the designated fire point.
4. Distribute the age-appropriate registers to team leaders for a head count.

Each child of appropriate age will be shown their escape routes and where to meet in case of a fire.

All children will be advised what to do in the event of a fire or fire drill.

Accident Procedures

Because children are still growing and developing their physical skills, accidents happen regularly for children. As much as possible, we carry out risk assessments to ensure that risks and accidents are minimized. These are fully reviewed both yearly and as different circumstances arise or change.

Should a child have an accident whilst in our care, we ensure that the following steps are taken:

The child is assessed by a first aider which is requested through the service co-coordinator, following action will be decided at the extent of the injury and appropriate attention will be given.

- A full accident record is filled in and signed by the team member who witnessed the accident.
- The child's parents must then be informed of the accident on collection of their child and they must also sign the accident sheet.
- The accident record then must be kept for a total of 21 years according to the health and safety requirements.

Lifting and Handling

At Life Church we want to ensure your safety is paramount, so when lifting in Kids Church please know we have trolleys available to move heavy equipment. Also please speak with a team leader before heavy lifting and to ensure correct lifting is in place.



