

# Gate Church International SCIO

## Children's Church Handbook

### Welcome

Thank you for Volunteering with Gate Church International (GCI) Children's Church. We appreciate your commitment to us and will do the best we can to make your volunteer experience enjoyable and rewarding.

In this booklet you will find all the information that you need to know when you volunteer with us:

- Our Vision and Values
- About Children's Church
- Registration
- Contacting Parents for Assistance
- Child Collection
- Health and Safety
- First Aid Kits
- Medication and Allergies
- Toileting
- Fire and Evacuation
- Child Protection
- Recording Accidents or Other Incidents
- Procedure if Unable to Attend Session
- Other Important Information

**Your point of contact for volunteering is Nicola McDonald, Children's Church Team Leader. If you have any questions, would like more information or need additional support at any time while you are volunteering with Gate Church then please contact Nicola via the church office. You can email [info@gatechurch.co.uk](mailto:info@gatechurch.co.uk) or call on 01382 221222.**

### Our Purpose, Vision and Values

#### **Our Purpose:**

Growing people to bring Christ into our communities

#GetConnected

#### **Our Vision:**

We are building Children's Church that is:

Present : That's accessible, approachable and available for children of all ages

Loving : Where we encourage children to be compassionate and generous who love and serve their communities

Prayerful :Where children are encouraged to talk and listen to God

Passionate : Where children experience God's love and develop a life-long passion for Jesus

Creative : Where children are encouraged to be creative in worship, music and visual arts

Influential : Where children develop the confidence and have opportunities to be a change maker in their communities and beyond A catalyst for change in our society through our community and activities

## **Our Values:**

- We respect our leaders and we respect each other

## **About Children's Church**

Children's Church volunteers serve the children (ages 0-12 yrs.) and their families during the Sunday morning service. Children's Church is split into teams depending on the age of the children with whom they work:

### **Baby Church**

Baby Church is for infants aged between birth and two and a half years old. At Baby Church we seek to demonstrate God's love through singing, story-telling and play.

*The Baby Church Team Leader is VACANT- seeking applications*

### **Mini Church**

Mini Church is for children aged two and a half to five years. Sessions include free play time, a healthy snack, Bible story using the Bible for Kids App curriculum, sing- a- longs and action memory verses, and completing a sticker and colour take home sheet .

*The Mini Church Team Leader is Nicola McDonald*

### **Legends**

Legends is for P1 – P7. Interactive and fun activities are used to explore God's word using the Energise curriculum. A healthy snack is provided.

*The Legends Team Leaders are Sheila Inglis and Eleanor Mackie*

***The Children's Church Leader (overseeing all of the above teams) is Nicola McDonald***

## **Registration**

All children are required to be registered by an adult (parent/carer). Each child will receive a sticker to be worn during the session. If a child does not have a sticker on entry to the room, please register them with a card from the leader's folder and record on the register.

When the Check-In Team bring the register at the start of the session, please identify and count the number of children in your room and cross off or add any child that is not on your register.

Remember this register is a fire register and needs to be kept accurate in case of a fire.

## **Contacting Parents for Assistance.**

Should a parent need contacted during a session please text the back row (the contact number is displayed on the wall in each room) and record the name of the Children's Church group and the **sticker code** on the child/ register. You must not record the name of the child.

E.g. - **Child MX34DS Mini Church** requires assistance

## **Child Collection**

Children should be collected by an adult (aged 16 or above) with the sticker that matches their child's registration sticker.

*If a parent/guardian is unable to locate their sticker please indicate this on the register. Registers should be placed in the Children's Church folder at the end of the session so that they can be collected by church office staff for record keeping purposes*

## **Health and Safety**

Please ensure that you check the safety of your room before the children enter. Please remove or make safe any equipment or furniture that could cause harm.

Please report to the office any issues by responding to the email from Gate church office staff after your volunteering session.

Please ensure that if you are preparing snack for children, you wash your hands and wash any surfaces with anti-bacterial wipes (provided in the Children's Church boxes/ cupboards in each room).

## **First Aid Kits**

Basic first aid kits – such as plaster, antiseptic wipes and instant cool packs are available in each room and can be found in the Children's Church boxes/ cupboards. If additional first aid is required, please contact the parents (see above).

## **Medication and Allergies**

If a child has a known medical condition or allergy this information is shown on that child's registration stickers (bottom left hand corner). This can be seen on both the sticker worn by the child and on the group register.

## **Toileting**

Please escort children to the toilet and wait outside to return them to the group. Please encourage children to be independent in washing themselves. Should a child seek assistance, please inform a parent of the assistance you gave them at collection time. If a child requires their nappy changed, please inform a parent in the manner detailed above.

## **Fire and Evacuation**

Please ensure you are familiar with fire exits in the room you are volunteering.

### **St Marks building**

In the event of an outbreak of fire you should raise the alarm to alert everyone within the building by shouting FIRE. If the fire is within the Upper Hall, Stage Hall, Visitor's Lounge or Baby Church Room, ensure you also break the fire emergency glass on exiting the building to trigger the fire alarm.

On hearing a fire alarm, you should collect the register and escort the children out to the nearest safe fire exit, please check toilets as you exit. Take the children to the designated fire assembly point – Springfield

Place ( across road from main church entrance) You must wait with the children and the fire register until the fire marshal, who can be identified by a high-visibility jacket, arrives

### **Gardyne Theatre**

On hearing a fire alarm, you should collect the register and escort the children out to the nearest safe fire exit, please check toilets as you exit.

Please take the children to the grass area outside the dance studios. Once you have counted the children on your register, please take them to the designated fire assembly point (backstage carpark).

The DSM for the theatre will make sure that everyone backstage is aware of their nearest fire exit.

The Caretaker on duty will make sure that everyone gets out safe using the nearest fire exit.

You must wait with the children and the fire register until the fire marshal, who can be identified by a high-visibility jacket, arrives

### **Child Protection**

You will be required to attend a Child Protection training and subsequent annual refreshers for Child Protection. Please see attached policy. Remember if a child tells you about abuse;

#### **Do**

Listen attentively,

Be calm, supportive and help them feel safe

Record a factual account

Preserve evidence

Advise what you will do – tell the child you need to inform someone

Immediately report to safe guarding panel

#### **Do not**

Promise to keep the information confidential

Ask too many questions or attempt to investigate

Confront or contact alleged perpetrator

### **Recording Accidents or Other Incidents**

An Accident:            an injury to a person which requires external medical attention

An incident            includes all undesired circumstances and near misses which could cause an accident

If an accident or incident occurs while you are volunteering at Children's Church the details should be recorded on a "Children's Work Incident & Accident Form". Forms can be found in the Children's Church boxes/ folders in each room.

Completed forms should be returned in the opaque A4 envelopes into which volunteers could place and seal the forms. Please ensure they are passed on to one of the church office staff.

## **Procedure if Unable to Attend Session**

If you are unable to attend your session for any reason including illness, please arrange a swap with another volunteer from your team. If you are unable to arrange a swap please contact your team leader and/or the church office as soon as possible. Email [info@gatechurch.co.uk](mailto:info@gatechurch.co.uk) or call 01382 22122

## **Other Important Information**

- No smoking/ alcohol / drugs on the premises.
- You must not volunteer whilst under the influence of drugs or alcohol
- No hot drinks whilst working with children
- Please do not use your mobile phone (with the exception of contacting the back row by text) to contact parents.
- You must not take photographs of the children whilst in session.
- Working with children assumes a level of confidentiality. All conversations with children should remain confidential [unless of a child protection nature – see previous information]. All observations made of children including their behaviour and their ability should also remain confidential. Please only discuss children with leaders in your group or their parents/carers.