

Powerpack Team Handbook



Thank you for joining on the Powerpack team working with 5- to 7-year-olds at Spring Harvest. We are looking forward to a fantastic time and seeing God at work in the lives of the children and ourselves.

Please take time to read this handbook as it is a useful reference guide for all sorts of things that will be happening at Spring Harvest. Please bring it with you.

Please get in touch if you have any other questions.

Nick Jackson



Spring Harvest is an annual Christian holiday conference, held at Skegness and Minehead. Tens of thousands of Christians will come from all over Britain, from a variety of church backgrounds. A full programme is provided for all ages including Bible teaching, worship and seminars on a range of topics.

The Spring Harvest Executive has invited Powerpack to provide a programme for children aged 5 to 7 years old.

Powerpack is a children's ministry organisation. Our aim is always to provide a balanced, fun program with lots of opportunity to experience the presence and power of God.

Contact Details

Nick Jackson
tel: 01865 763043 mob: 07825564989
nick@ppcentre.co.uk

Powerpack Ministries
c/o Unit 27 Woodside Park, Catteshall Lane, Godalming, Surrey, GU7 1LG
Tel: 01483 801061
info@ppcentre.co.uk

On Site:
Nick can be contacted by mobile while on site.



You will join a huge variety of people on our team with different skills and different roles. Everyone is important, whether working directly with a group of children or stewarding on a door. Working in the 5-7s programme is your reason for being at Spring Harvest and will take up your time all morning and for part of some afternoons. On some evenings you may have to help with baby-sitting. However once our work is done you are free to go to seminars or evening celebrations.

It is both an enormous privilege and responsibility to be part of a team working with children. A child once said to his parents when he was scared in a thunderstorm that he wanted 'God with skin on' and there is a very real sense that we are just this to children that are in our care. We are God's representatives and need to be able to say to the children, as Paul says in 1 Corinthians 4 : 16 'I urge you to imitate me, as I imitate Christ'.

Teamwork is very important to us at Powerpack. Please make every effort to be a good team member. This includes:

- Looking out for each other, praying for each other, encouraging one another.
- Pulling your weight. Many hands make light work.
- Asking for help when you need it.
- Following instructions.
- Checking with someone before acting on something you are unsure of.

Responsibilities

- Small group leader - See section on page 3
- Prayer - Commit yourself to pray for the meetings, the children and the team. Please pray during the meetings when things are being led from the front and especially during the worship and response times.
- Join with the team to worship and pray together. These times are extremely important as we focus on the Lord and hear from Him together.
- Some team members will be needed to help out in the afternoon for seminar
- Babysitting - There will be a rota for evening babysitting, a service offered to lone parents and team.
- It is impossible to stay out late every night and be ready to work effectively as part of our team in the mornings. Please keep our work as your priority!
- Please wear your team t-shirt during the programme and your team badge at ALL times.
- Please be on time to all meetings!

Accommodation

You will be sharing a unit with other members of the Powerpack team. Please speak to Nick (see page 3) if there are problems with your accommodation.

We are staying in catered accommodation, which means that your 'chalet' will comprise two or three bedrooms and a bathroom. You will be given breakfast, a three course lunch and a packed tea.

If you have any special dietary needs, please contact Nick and ensure that you speak to the manager in the dining room at your first meal.



Expenses

You will be given full-board accommodation. Free tea and coffee are available in the team lounge. You will also receive travel expenses.

T-Shirts

If you are new to team you will be provided with a team T-shirt which you must wear at all times when the programme is in session. If you have Powerpack T-shirts please bring them. We will take your T-Shirt size from your Spring Harvest application form.

If you would like to purchase additional t-shirts or hoodies in your team colour or a choice of other colour: black, grey, etc. These are ordered specifically for you and need to be ordered via the Powerpack Office (01483 801061 chris@ppcentre.co.uk), they are approximately £5 for t-shirts and £20 for hoodies.

Small Groups

Children will be divided into small groups (16-18 children) with two leaders. These are designed to be both pastoral and organisational in function.

Below are a few practical tips to help you:

- Learn the children's names as quickly as possible.
- Take every opportunity to get to know the children. Listen to them and chat to them.
- Where necessary try and help children to make friends with each other. This will particularly help those who have come by themselves.
- Pray particularly for the children in your group.
- Don't let one child dominate. Try to draw the quieter children in to any discussion etc., but be sensitive to the differing personalities of the children.
- Be nice but also firm!
- Fill in your register sheets at the beginning of the meeting and with one of the leaders returning it to office when we gather as one group.
- Always have the necessary paper and pens for the children to write testimonies. Encourage them to do this in your group time.
- Various activities etc. will be suggested for your small group time and these will be given to you nearer to the start of the event or at the first team meeting.

Start the way you mean to go on. Everyone wants to be liked by their children but the way to achieve this is not 'to let them get away with murder'. Make sure that the children know what is acceptable behaviour and keep to it. If a child is consistently a problem and you are finding it hard to cope please tell your team leader so that the appropriate help can be provided.

Programme Outline

A typical Powerpack programme would run as follows:

9.30

Start in small groups.

9.45–11.00

This will be praise and worship, drama sketches, stories, quizzes, memory verses and games all led from the front. All groups sit at the front with leaders sitting with their group. This is a great time to encourage the children and join in fully!

11.00 - 12.20

Activities, Snacks & Explore Workshops

Each colour team takes part in two 25 minute activities times - these are usually led by a team leader, but some involve you working with your small group. The children have a snack and drink half way through this time.

12.20-1.00

A serial drama, quizzes and a chance to reflect on the learning and experiences of the morning. Finishing with the Powerpack Song

1.00 Parents collect their children from you.



What to bring

- Warm clothes and waterproof gear, including footwear!
- Powerpack t-shirts/hoodies if you have them.
- Earplugs!
- Bible
- An extra blanket
- A clipboard and pen

Similar information is given to you by Spring Harvest on arrival.
You may wish to skip this page.

Child Protection - What to do if you have concerns about a child

If a child tells you information which indicates that they may be at risk, be suffering abuse or be in danger – please handle the situation very carefully.

- Give the child an opportunity to talk freely without interruption and fear of being overheard. If possible, use a quiet place but not one which is isolated.
- Show acceptance, and remain calm and reassuring. Do not make promises. If asked to keep a secret, explain that others need to be involved in order to help. If the child won't then talk further, say something like: 'You can come and talk to me again if you change your mind'. Still keep a record of the conversation and inform Nick.
- Listen carefully but do not ask questions other than things like 'Would you like to tell me about it?' If they say they have bruises to prove physical abuse, don't move clothes to check.
- Stay with the child until they have said all they want to say. Try to avoid leaving the child distressed. Also inform the child what action you propose to take, eg talking to the team leader.
- If appropriate, involve the child in the decision-making process.
- As soon as possible, involve Nick who knows what action needs to be taken, but do not discuss the matter with anyone else or take any further action without permission.
- Because of the nature of what the child has shared, you may want to talk over your own response. Please speak to your team leader who will put you in touch with a member of the Spring Harvest pastoral team to talk to if you wish.
- Make a written record of action taken and information shared as soon as possible, which will be passed to the site co-ordinator for secure filing.
- If you observe possible signs of abuse in a child's behaviour: immediately share your concern with Nick who know what action to take. Do not try to get the child to talk, unless they volunteer to.



Working with Additional Needs

- Being prepared to include children with special needs can be a tremendous blessing to the children and their parents as well as the group. At Powerpack we seek to include all children.
- Enjoy the children for their individuality, value and what they can offer. Some children with special needs may have distinctive areas of interest / talents that can be developed / utilised at appropriate times.
- Some children with greater needs will have designated people to work specifically with them. This may be because of learning, physical or behavioural difficulties. These children are put into groups in the same way as every other child, should be given opportunities to join in all activities with their group and will be given extra help to access activities by their allocated helper.
- Expect good behaviour from all children but be tolerant of unusual behaviour, eg some children may need to fiddle with something.
- Ensure all the children know what is happening. Give children a five minute warning when an activity is about to finish. Some children may need to finish one activity before they can concentrate on another.
- Please think through each session with a range of abilities in mind. Can the craft / written activities be adjusted so that all children can do it? Can you talk using different language / examples to make things clearer? Think carefully about working with abstract ideas. These may be misunderstood and taken literally!
- If you have a child with a hearing loss, make sure they sit near the front and that leaders have their faces clearly on view (not lit from behind). Discussing in small groups can be hard for deaf children.
- Remember you are part of a team. Talk to each other about how you can include individual children. Richard Carden Edwards is the additional needs co-ordinator who can help you.

General

The welfare of the child is paramount. Treat and respect them as individuals with their own delights and needs. Do not make favourites.

Ensure that any one-to-one conversation is within sight of others. Be aware of the need for sensitivity when dealing with children whose culture, church and family traditions may differ from yours.

Parents' responsibility must be recognised and respected. Direct any concerned parents to Nick.

Children must be supervised at all times. There must be a minimum of two team members with the group on all walks.

Please do not take photographs of the children

Do not cuddle, hug or sit children on your knee. If they initiate this then gently encourage them to sit by themselves as soon as possible without being unkind. If a child is upset a leader may give them a cuddle to comfort them. Always ask the child first if that is what they want and always make sure there is another leader nearby.

Security

Do all that you can to maintain security within our venue. Direct any visitors to our reception desk where they will get a visitor's badge.

Always wear your Powerpack coloured t-shirt and leader's badge during the morning programme.

Complete your register and leave it visible in your group area. It will be taken to reception. Please make sure that children who need to leave early are marked out on their register at reception.

Count your children regularly.

Do not allow a child to leave your group until you have been given a collection card and told the name for the corresponding child. If the adult does not have a collection card, please send them to reception.

Health and first aid

First-aid qualified leaders will be wearing a green cross badge. Use disposable gloves if you have to deal with spillages of blood, urine, vomit etc. A supply of gloves is kept at the site office (information point).

All first aid accidents and incidents (eg cuts, bumps) must be dealt with by a designated first aider with another leader present.

All first aid accidents and incidents must be recorded in the appropriate book and signed by the child's parent. You will be given a note to give to parents asking them to report to reception to sign the book at the end of the morning.

All emergency medication must be stored in reception and must be taken with you when you go outside with your group.

Emergency medicines can only be administered by the designated first aider or by the child and only if express parental permission has been received. The special needs leader will inform you of any such permission.

Any medication taken by a child (even if self administered) must be recorded in the appropriate book which parents must sign. Please inform the site office (information point) if a child has taken some medication (eg an inhaler).



Please ensure that no nuts are brought into the venue.

Don't give food or drink to children other than water. Children bring their own snacks.

Please remember there is no smoking in Powerpack.

Do not leave things lying around. Clear up mess immediately so that it does not become a hazard.

Fire safety

In the event of discovering a fire, use the 'break glass' fire point to sound the alarm. On hearing the alarm, take children out of the building by the nearest available exit.

Go straight to the fire assembly point

Check your group register as soon as you arrive at the fire assembly point and inform one of the leadership team immediately if anyone is missing. Do not re-enter the building until told to do so by the site co-ordinator.

Walking with children

When walking the children to another area away from our venue ask them to walk in pairs. One leader should be at the front of the group to lead the way and set the pace, and one should be at the back to ensure no child is left behind at any stage.

Take your register with you and check that everyone is present before you set off. It is important to keep checking that you have the right numbers of children present after every stop you make along the way. Give clear instructions to the children to stay together and not to wander off. (Remember that children walk slower than adults and allow plenty of time, especially on the return journey.)

If whilst out, a child sees an adult that they know, they may not go off with that adult: the adult must come back to the venue to collect the child from there, unless they have the correct card and name for that child. If any child leaves in this way, mark the time they leave on the register.

Lost children

If you lose a child inside or in the immediate vicinity of our venue, inform one of the leadership team immediately. If you lose a child away from the venue, ask a steward to inform the Powerpack leadership team and the Chief Steward. Your key responsibility is the safety of the rest of the group. Do not leave the group in order to search for the child. Do not involve guests or Butlins' staff in the search. Continue with the activity: if the child is in the vicinity they may see you and rejoin the group.

Accidents whilst away from the venue

If a child has an accident whilst away from the venue, keep them with the rest of the group but find either the designated Powerpack first aider or a steward to radio Powerpack for help, stating your location and what is needed.

Complaints

If parents wish to raise any concerns about Powerpack please direct them to a member of the leadership team. A full copy of our complaints procedures will be displayed on the information board.

Equal opportunities

Do not discriminate against any child, parent, team member or guest on grounds of race, sex, marital status or disability.

Behaviour Management

1. Before sanctions are employed it is vital to check that the child understands how they are expected to behave. Continue to affirm the behaviour of those who are showing good behaviour.

2. Should a child continue to exhibit unacceptable behaviour, they must be told why it will not be tolerated. ('Because I say so' or 'It's the rules' are not adequate answers!) This will be done as quietly as possible, without humiliation and with regard to the child's stage of development.

3. a) Should further sanction be necessary, a child should be temporarily separated from friends, perhaps into a different area within the colour group.

b) If this is not sufficient, the child should have a 'time out'. Your colour team leader will arrange for someone to supervise the removal of the child from the group for a cooling off period.

c) It may be that the child needs to be permanently moved to another group. This will be at the discretion of the leadership team.

4. Should a child show signs of being unable to control or moderate his/her own behaviour through the above steps, then the leadership team and parents will discuss how best to assist the child.

5. If there is an element of danger either to the child, others or property, physical intervention must be used for the minimum time and the minimum force. Provide a full explanation to a member of the leadership team when all is safe and they will record this incident and inform the parents.

'Sanctions' are defined as penalties for disobeying a rule.



- At Powerpack, there are standards of behaviour and respect for others that everyone is expected to observe.
- Children may not hurt themselves, hurt others or damage equipment or surroundings.
- Good behaviour should be positively affirmed.
- We do not accept behaviour or words that constitute bullying. In the event of seeing or being told of this, talk with those involved separately and give support both to the bullied and to the bully.

What to do when praying with children

1. Expectation

God is always wanting to do more than we can ever ask or imagine and we need to ask Him to raise our expectations. While we want children to have fun and enjoy themselves more than even that we want them to have an encounter with God Himself.

2. Prayer

Commit yourself to pray for the meetings, the children, the team etc. Even during the meetings when things are being led from the front be praying and especially during the worship and response times.

3. Response

We believe that it is important to give children the opportunity to respond to what God is saying and doing. This will be done in an unpressurised, sensitive way and the mode of response will be different so listen carefully for instructions from the front.

4. Praying for children

- a. Listen carefully to what the children have been asked to respond to.
- b. If appropriate ask the children why they have responded. Ask their name and make them feel relaxed as possible. (If they don't really know why they have responded then pray generally)
- c. We want to act Biblically and lay hands on children, but we must do this in a responsible way – one hand laid lightly on a child's shoulder is enough. It is a good idea to ask the child before doing this so that they are in control. Please exercise extreme care in this sensitive area.
- d. Keep your eyes open when you pray, watch the child and what God is doing (John 5 v 19).
- e. Watch your language (keep it simple) and both the tone and volume of your voice (keep it calm) when you are talking or praying with the children. Don't do anything which might frighten or worry a child.
- f. Encourage other children to pray with you if appropriate – it could be just their faith that is needed! Be prepared to suggest how they should pray.
- g. Don't get in out of your depth, ask for help if you need it. Ministry times are not meant to be in depth counselling sessions but invariably when the Holy Spirit is at work, things come to the surface that children may need help / healing for.
- i. Don't unnecessarily elongate a prayer time. Be brief and to the point.



We're really looking forward to working with you this year. If you have any questions or queries please contact us.

God Bless

Nick