

The Methodist Church at Coventry Central Hall

Junior Church Policy

Ratified 5 July 2020

Review date July 2021

To be reviewed annually

Structure

Group 1: children age 0 – Reception year accompanied by parent/carer/guardian

Group 2: young people Year 1 - 5

Group 3: young people Year 7 – 13

OR

Group 1: children age 0 – Reception year accompanied by parent/carer/guardian

Group 2: young people Year 1 - 5

Group 3: young people Year 6 – 9

Group 4: young people Year 10 – 13

Whilst the above groupings are the ideal young people may be encouraged to attend a higher or lower group depending on their ability.

Groupings may change from time to time dependent on the number young people in any age group and the availability of Leaders and Helpers.

We will review annually.

Staff

Staff are volunteers, DBS checked and will have received safeguarding training. The adult to children ratio will be in accordance with the Methodist Church Code of Safer Working Practice with Children and Young people, October 19 attached.

Extract

Required Adult to Child Ratios (as recommended by the NSPCC)		
0 – 2 years	1 adult to 3 children	1:3
2 – 3 years	1 adult to 4 children	1:4

4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

- Each group must have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.

There is a rota for staff and if they are not available on their appointed date(s) it is their responsibility to arrange a swap and inform colleagues.

Staff use a WHATSAP group to communicate with each other.

Staff will arrive in good time to prepare the room and resources.

From time to time training for work in Junior Church will be offered. The staff will have contact with the Circuit Steward with responsibility for Stream 1: Children, Youth & Family.

Records

Young people

We keep a record of attendance for each young person, contact details (names, addresses and telephone numbers), birthday and any other information e.g. allergies provided by the parent(s)/guardian(s) in accordance with GDPR.

When a young person has attended twice the parent(s)/guardian(s)/carer(s) will be asked to complete a form providing the above details.

Adults

We keep a record of the names and contact details for all leaders and helpers.

The Central Hall Safeguarding Officer keeps details of DBS and Safeguarding training

Safeguarding Children

At Central hall safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our young people. We believe that safeguarding is the responsibility of all the adults in the church community. We believe that young people have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse including bullying. All Junior Church staff are vigilant for signs of any young person in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Methodist Church procedures and processes will be followed at all times. Any concerns will be referred to the Central Hall Safeguarding Officer or Minister. We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

If Junior Church starts in church parent(s)/guardian(s)/carer(s) MUST collect their young people from the allocated area IMMEDIATELY the service has finished. If Junior Church starts in the allocated rooms parent(s)/guardian(s)/carer(s) MUST bring their young people to the room.

Curriculum

The curriculum will support the development of Christian knowledge, skills and attitudes. We aim for all young people to access the at their individual and appropriate level. Currently we use Roots material and follow the Revised Common Lectionary. This will be reviewed annually.

The staff will meet at least quarterly to review the previous/current quarter and plan the following quarter. Resource will be identified and purchased before the start of each quarter. Leaders prepare each session based on the Roots guidance and share with Helpers.

Our custom has been to meet in church for part of the worship, leave and continue in other rooms. Young people are collected by their parent(s)/guardian(s)/carer(s) as soon as the worship service has finished. We may consider alternative structures e.g. meet in our allocate rooms and join the worship service towards the end at an appropriate point. If the latter structure is followed parent(s)/guardian(s)/carer(s) MUST escort their young people to the allocated room.

Finance & Resources

An annual budget drawn up by the staff and Church Treasurer will be proposed to Church Council. Staff will agree what resources are required see above under Curriculum.