Mentor/Support person Training Pack

online

**Content**

Policy Summaries for Volunteers

 Health and Safety (summary Version) 2

 Safeguarding (summary version) 4

 NATRE code of conduct 6

 Basis of faith 7

 Personal conduct 8

Volunteer Sign-up sheet (please print and sign)

**Policy Summaries for Volunteers**

**Health and Safety (summary version)**

As a mentor, you will be choosing the circumstances under which you will work with the young person. The following gives some guidance for things to consider. It will be most helpful if you are meeting in a venue such as a church hall. Less so if you choose to use a public place such as a coffee shop.

YOU are the first line of defence for your own Health and Safety: be aware of your environment, look out for obvious hazards (and report them if necessary) and do all you can to keep yourself safe.

**Risk Management**

* Ask if there is a risk assessment for the venue e.g. a church site; and follow it.
* Ask for a review of the risk assessment if you become aware of additional risks or an accident occurs. The venue should have an accident book or reporting system should you need it.
* Risk Assessments are something we all do, all the time, in every day life. Crossing the road for example. All we are asking you to do, is to be aware of potential hazards, and take whatever action you need to for safety’s sake. Trailing wires? Move them. Furniture in the way? Rearrange it. Setting up film equipment? Think about your set up to avoid tripping hazards; examine electrical equipment for frying wires, evidence of overheating etc. and replace if necessary.
* A risk assessment will look at, how likely is that an accident might occur as a result of this activity; and if it does happen, how serious will it be? and it aims to reduce these to a low level of risk.
* Note: *low* risk does not mean *no* risk. No activity is ever without some kind of risk, the aim is to manage it effectively.

**Accidents**

* Make yourself aware of premise’s process in case of accidents or a need for first aid e.g. accident book, means of calling for a first aider or for emergency assistance etc.
* Report accidents and ‘near misses’ that affect your health and safety or that of young people to the venue management
* Report spillages and breakages so that proper clean-up can be initiated - consider whether you can do this safely yourself, and is the proper equipment available. If not, the appropriate person must be called in.
* e.g. a glass falls to the floor and breaks. The classic response is to collect it up in a paper towel and put it in the bin - where it remains a hazard to others. The correct response is to collect it up with a dust pan and brush and dispose in the proper ‘sharps bin’ that should be available on the premises (but not necessarily in your room). A church premises may not have a sharps bin, in which case care should be taken to wrap well, with no sharp edges poking through, and disposed of carefully and as safely as possible.

**Fire Safety and other emergencies**

Familiarise yourself with procedures on-site:

* the on-site procedure for raising the alarm
* Identify routes to safety
* where is the assembly area

Do this every time you are in a new location.

**Slips and Trips and Hazards**

Look out for common slip, trip and other hazards e.g. laptop cables; electrics, spilled water or wet areas, furniture.

Tidy away wherever you can; remove access to that area, especially for children (eg put a barrier across).

Are there classroom hazards beyond your control? Report them to school office

**Hazardous Substances**

You are unlikely, as a mentor, to be using hazardous substances but just in case… Avoid substances that are hazardous to health, that have the Health Hazard symbol:

 (old version)  (new version)

Look for non-hazardous alternatives especially adhesives (e.g. Pritt Stick or PVA glue, not super glue)

**Communicable Disease**

Tummy bug? Allow 48 hours before contact with young person.

 Utilise good personal hygiene. Antiseptic hand wash (which you can carry around with you to always have available) is useful.

Use social distancing keeping 2m. Face masks can be helpful, use whenever you can. Where it is safe to do so, wipe equipment over with an antiseptic wipe and use hand sanitizer before sharing a piece of equipment eg a microphone. Observe all covid restrictions and procedures that are in place in a venue.

**Safeguarding (summary version)**

The guiding principle in applying this policy should always be the needs of the child, though you also need to safeguard yourself by observing a few simple principles.

When safeguarding training is made available in your church, as it should from time to time, ask to attend. You should do this even if you have had such training in other contexts, as there will be some parts that are particular to the church context, for example who to report to and under what circumstances in the event of an issue or a disclosure. If you have to wait some time before being able to attend a training, there are some key questions to ask:

Who are the Safeguarding Officers; are there any particular procedures that you should be aware of as a mentor, for example regarding being on your own with a young person. NISCU policy says that it is ok to have a one-on-one conversation but that it should be in sight of a second person. Keep a record of meeting times with the young person and of who else may be present at the time. Remember that safeguarding is about keeping YOU safe as well as the young person.

**Working to safe standards**

* Be aware of church policies and work within them
* Your Unique contact is Rachel Gleave, rachel.gleave@niscu.org.uk for all general safeguarding queries and NISCU policy. Your church will advise about specifics about their policy
* Read Risk Assessments where available. If in doubt, ask Rachel Gleave (rachel.gleave@niscu.org.uk) who is overseeing the programme.
* Keep a log of meetings (children and adults who are present), and anything in relation to a child which, if you were a parent, would concern you. Keep your logbook confidential

**Best Practice Guidelines**

* do not be left alone with a child, remain within sight of other people even if not within hearing
* maintain appropriate relationships at all times
* Avoid anything sexual, demeaning, bullying, intimidating or abusive
* Model a culture of positive behaviour.

**Confidentiality**

A child will understand ‘confidential’ to mean that you won’t tell anyone. e.g. they may approach you, to ‘tell you a secret’. Tell them that sometimes you must tell someone and give them to opportunity to not tell you if they choose (this is the ideal; it is not always realistic)

You must pass information on to the Safeguarding Officer if:

* they may be in danger
* they may be a danger to themselves
* they may be a danger to others.

If a child tells you something you are concerned about:

* Explain that confidentiality cannot be guaranteed,
* Do not ask leading questions nor offer judgements.
* Be reassuring, take their disclosure seriously
* Do not offer advice or counselling
* Do signpost to people who can help e.g. Pastoral team or church safeguarding officer
* Keep a record (time, date, who is present, what has been said by all parties), pass on to the Safeguarding Officer and keep your own record.

Once you have passed on information to the Safeguarding Officer, you may not hear any more. They may know more than you about the situation, trust their judgement and accept that you have done everything required of you and you may never get to hear the end of the story.

As a mentor, you will probably want to pray with the young person. In a church context, this is likely to be perfectly acceptable – but do be wary especially if the young person or their parents are not regular attenders. You may want to chat about this at the outset of your mentoring relationship. It is best to avoid physical contact, even if ‘laying on of hands’ is the common practice in your church, so that there is no possibility of misinterpretation. Asking for prayers can be a context for a child to offer a disclosure, so be alert to that possibility. If that happens, do pray a general prayer so they know they have been heard – but follow procedure for a disclosure.

**Physical contact**:

This can be a difficult issue but there is no need to be unduly concerned. Physical contact may sometimes occur, be it a short hug, handshake, pat on the shoulder… though do check your own church guidance as this is a sensitive issue. Keep in mind these simple guidelines:

* Is it appropriate?
* Is it initiated by the child?
* Is it to meet the child’s needs (and not your own)?
* Is it in full sight of another adult?
* Is the child entirely comfortable with it?
* Is it of brief duration?

**Natre Code of Conduct**

The content a young person may be producing may be used in a school context, so it is helpful for you to be aware of the code of conduct that all NISCU personnel are expected to abide by.

The full version is available online at:

<http://www.natre.org.uk/uploads/Free%20Resources/Voices%20of%20faith%20and%20belief%20in%20schools.pdf>

and the key points are:

Visitors from communities of religion and belief taking part in the life of a school should be

* willing to share their own experiences, beliefs and insights, but avoid criticising the experience and insights of others and imposing their views upon pupils in any way
* be familiar with the school’s aims, ethos and policies, and plan their involvement in the light of the aims of the curriculum at the school
* seek to use engaging teaching and learning methods that involve the pupils actively, plan their presentation to fit with the aspect of religion or worldviews pupils are learning about, and to communicate at appropriate levels for the age group(s) concerned
* make clear to pupils who they are, who they represent, and what their aims are
* be willing to respect the right of the pupils and adults in the school to hold views that may be different from their own
* develop ways of speaking to pupils that communicate their open approach, avoiding any hidden agenda to ‘convert’ or proselytise.

**Basis of Faith**

We uphold these truths of Christianity as revealed in Scripture:

1. The unity of the Father, the Son, and the Holy Spirit in the Godhead.
2. The sovereignty of God in creation, providence, revelation, redemption, and final judgment.
3. The divine inspiration and entire trustworthiness of Holy Scripture and its supreme authority in all matters of faith and conduct.
4. The sinfulness and guilt of all people since the Fall, rendering them subject to God’s wrath and condemnation.
5. Redemption from the guilt, penalty, and power of sin solely through the sacrificial death as our representative and substitute of the Lord Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead, and His ascension to the right hand of God the Father.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to individual sinners, granting them repentance towards God and faith in our Lord Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and work of the Holy Spirit in the believer.

(j) The one holy, universal Church, which is the Body of Christ, and to which all true believers

belong.

(k) The expectation of the personal return of the Lord Jesus Christ.

**Personal Conduct**

1.NISCU’s objective is to make known the good news of the Lord Jesus Christ in appropriate ways. It highly values its evangelical Christian ethos and seeks to work out that ethos in all matters of practice and policy. To that end it is expected that all NISCU personnel will maintain high standards of personal conduct both within and outside the work.

All NISCU personnel (employed or representing NISCU in a voluntary capacity) are expected to keep within the law, be good role models and to align their lifestyle to the gospel, which they proclaim.

2.If an employee’s conduct at any time is considered to be damaging to the testimony of NISCU to the gospel, a Disciplinary Procedure may be invoked. A volunteer in serious breach may be asked to step down from their voluntary role.

3.NISCU recognises that we all fall short of perfection, but conduct that is regularly inconsistent with good Christian testimony without repentance is likely to result in termination of contract or volunteer relationship.

4.Occasionally secular society accepts moral and ethical values inconsistent with those promoted in scripture as befitting a follower of Christ. In accordance with the ethical demands of its Christian ethos, NISCU specifically considers the following areas of personal conduct worthy of clarification:

• Monogamous heterosexual marriage is the form of partnership uniquely intended by God for full sexual relationships between people, so that habitual sexual activity outside heterosexual marriage without repentance is inconsistent with employment by, or work with NISCU.

• NISCU recognises that while God does not require people to abstain from drinking alcohol, drunkenness is unacceptable. NISCU expects NISCU personnel to adhere to the letter and spirit of the law on the consumption of alcohol, particularly when driving. NISCU does not consider it appropriate for its employees to drink in NISCU premises or at NISCU organised events that involve the care and responsibility for children and young people.

**Support Person:**

I would love to help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of child) to create content for NISCU,

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: (not essential) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**email (essential**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NISCU Policy and Best Practice essentials**

I understand that I will adhere to best practice guidelines;

* Work in sight of others
* Never be left alone with a young person except in an emergency
* Be clear on how to handle possible abuse issues
* Take risk assessments seriously
* The needs of the child are of first priority
* Communicate well with colleagues, including having the humility to both offer and receive positive criticism in relation to complying with the best practise outlined in this policy
* Your conduct provides a role model; your expectations establish a culture.

As a NISCU volunteer– I will need to

* I will need to produce 2 references (one from your church pastor)

**NISCU documentation**

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|  | Health and Safety (summary version) |
|  | Safeguarding (summary version) |
|  | NATRE Code of Conduct |
|  | Basis of Faith |
|  | Personal Conduct |

I have read and understand the following NISCU policy and best practice documentation and agree with them. (tick)

**Acknowledgements**

I sign below to state that I have read and understood the above information, and agree to work safely within NISCU policy:

Signed: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Email return to Rachel Gleave; Rachel.gleave@niscu.org.uk.