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CONNECT RELATED DOCUMENTS SUMMARY – PORTRAIT FORMS

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CONNECT PARENTAL CONSENT FORM

Please complete and return the form below which relates to the forthcoming journey or activity for which details are attached. The form gives your consent for your child to take part in this activity. Where applicable, Connect is able to provide transport for young people under 18. This transport will be in a car and the following principles will be adhered to:

- All drivers have undertaken a Criminal Records Bureau check.
- Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.
- All drivers have held a full driving licence for at least 2 years.
- Seat belts (and child/booster seats as necessary) will be used at all times by all occupants of the vehicle and comply with current government regulations
- A Connect *Parental Consent* form must be completed for each young person under 18 years.

VISIT OR ACTIVITY	
DATES AND TIMES	
NAME OF CHILD	DATE OF BIRTH
<p>SPECIAL DETAILS</p> <p>Any relevant information concerning your child's health requiring special attention but which does not prevent him or her taking part should be noted below. For example does your child:</p> <ul style="list-style-type: none"> • have any allergies? • take medication and if so, what dosage is required: • experience travel sickness? • have diabetes, asthma or epilepsy? 	
Has your child had any relevant recent illness? If yes, please give details.	
Does your child have any specific dietary requirements? If yes, please give details.	
Do you have any additional comments?	
Swimming ability (for water-based activities)	

- I would like my son/daughter to take part in the above mentioned visit or activity and having read the information provided agree to him/her taking part in the activities described.
- I consent to any emergency medical treatment required by my child during the course of the visit.
- I confirm that my child is in good health and I consider him/her fit to participate.
- I have discussed the activity with my son/daughter and stressed the importance of responsible behaviour, in particular the need for respect and consideration for the leaders/supervisors as well as all other members of the group.
- I give permission for my son/daughter to be transported to and from the activity (where car transport is provided).
- I am aware that the details I give below will be held by Connect but will not be shared with third parties.

SIGNATURE OF PARENT/GUARDIAN* _____ DATE _____

NAME OF PARENT/GUARDIAN _____

ADDRESS _____

TELEPHONE NOs (HOME) _____

(WORK) _____

(MOBILE) _____

NAME OF FAMILY DOCTOR
APPROXIMATE DATE OF LAST TETANUS INJECTION

**The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).*

CONNECT HOSTING AGREEMENT

Connect is very grateful to host families for agreeing to act as host to one of our Connect trainees. Set out below are the terms and conditions of this offer. If either host or trainee is unhappy with any of the arrangements please do not hesitate to discuss them with your Connect Host Liaison Officer, who is there to support you during the hosting period. There is helpful advice for hosts in the SWYM Hosting Pack.

• **Responsibility of the Host**

The host is expected to:

- Provide a private room; this is normally for the duration of a year but can be reduced if required; the room may be vacated in August and for the week of Christmas by agreement
- Provide all heating and lighting etc
- Provide suitable meals
- Provide laundry facilities / services as agreed between both parties; it is suggested that you agree a regular, mutually convenient time e.g. every Wednesday
- Share the public areas of the home as agreed between both parties
- Maintain personal interaction between the host family and the Connect trainee
- Review arrangements termly with the Connect Host Liaison Officer by phone or face-to-face; make sure this happens even if everything appears to be going well and establish a time when the host can talk freely e.g. when the Connect worker is away on conference
- Give a month's notice if the arrangement cannot be continued.

• **Responsibility of the Connect Trainee**

The Connect Trainee is expected to:

- Provide a programme of their commitments, including meal requirements, at the beginning of each week
- Keep the host informed of changes to arrangements as soon as possible
- Keep their room clean and tidy; cleaning arrangements should be discussed with the host and adhered to; the trainee's understanding of 'tidy' needs to match that of the host
- Respect the host family and their home and be prepared to fit in with the host family routine; trainees are responsible for any damage they cause to hosts' property or possessions
- Be willing to partake in daily chores around the home as agreed with the host
- Organise their own insurance for their personal possessions

It is important to remember that:

- Overnight guests are not permitted
- Trainees should not use the host family's phone – use your mobile
- While some host families can provide wireless internet access, this cannot be guaranteed for all trainees

3. Responsibility of the Local Management Group

The LMG will:

- Appoint a Host Liaison Officer on the LMG to liaise between both the host and the Connect trainee
- Keep in regular contact with the host and Connect trainee regarding all hosting matters
- Ensure a healthy relationship between both parties is maintained
- Arrange payment of the monthly contribution of £195 to the host by the Connect treasurer
- Arrange alternative accommodation should an emergency arise.

Agreement

This agreement should only be signed if all parties have read and understood the above. Accommodation is offered on the terms and conditions as stated above.

This is an agreement made on ___ / ___ / ___

Between..... Host

Of

.....

And Connect Trainee

The hosting period commences on ___ / ___ / _____

The hosting period concludes on ___ / ___ / _____

Are there any dates when the room cannot be used?

Any special arrangements?.....

Signed Host

Phone No:

Signed Connect Trainee

Phone No:

Signed Host Liaison Officer

Phone No:



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CONNECT DRIVING LICENCE CONFIRMATION FORM

Connect trainees must hold a current driving licence recognised in the UK. Where this is to drive an automatic car only, trainees must only drive a car with automatic transmission. Line managers are asked to check that trainees have a current driving licence each September. They must see the original document, check its validity and complete this form as a record.

Name of Connect Trainee _____

Name of Connect Line Manager _____

Name of Connect Local Management Group _____

Date form completed _____

The Connect trainee named above has a current driving licence, valid for driving in the UK and appropriate for the manual/automatic car provided for them by Connect.

Signed _____

Connect Line Manager

Trainee Youth Worker Agreement For SWYM Ministry Partners

This agreement is between _____ **(hereinafter called the trainee),**

Connect (hereinafter called the Ministry Partner) and South West Youth Ministries (hereinafter called SWYM).

This agreement consists of the following:

- Trainee Youth Worker Agreement
- Training Agreement
- Working Procedures and Policies

Trainee Youth Worker Agreement

This agreement commences on 1 September _____ (year), lasts for one year and supersedes all others.

The trainee is a volunteer and not an employee with a contract of employment, but is wholly accountable to and responsible to the placement for all areas of work described below. As described in paragraph 43 of *A Guide to the Minimum Wage*, the trainee has been placed by the charity SWYM who are responsible for recruitment and training (as specified in section 2 of this agreement) and will receive a subsistence allowance for his/her living costs. He/she is therefore not subject to the minimum wage legislation.

The Ministry Partner shall also provide agreed board and lodging as agreed with the trainee and as approved by SWYM. The following conditions to payment of bills etc will apply

The trainee will receive from the placement a sum of _____ per week which is a subsistence allowance for his / her living costs as set out in *A Guide to the Minimum Wage*.

The trainee agrees to help to fulfil the mission statement of the placement under the direction of the management body, team leader and supervisor.

This work will principally involve:

The Connect trainee will live out their faith, be challenged and grow in faith, challenging preconceptions of Christianity within the framework of the school system and local youth clubs.

As agreed with the school, local management group and SWYM area coordinator, this work will principally involve:

- providing lesson support and input into lessons, usually within religious education, citizenship, ethics and PSME, and also in other curriculum areas where the trainee has expertise or interest
- contributing to school/year assemblies
- organising extra curricular activities including lunchtime/after school activities
- making contact with year 6 pupils in feeder primary schools in the summer term before moving to secondary school
- assisting with local church and secular youth clubs to build links where appropriate between school and church
- making presentations to local churches about the work of Connect
- producing a monthly email prayer letter
- involving young people from school/youth clubs in camps, events and training opportunities provided through SWYM
- working with the LMG to develop the work of Connect.

This work should allow the trainee to fulfil the practical requirements of the SWYM training course as specified in the course curriculum and including lesson support and input into lessons, input into assemblies, mentoring, extra-curricular activities including lunchtime clubs and after school clubs such as Christian Unions or safe haven type clubs.

The trainee will be expected to make contact with all church youth work activities in the area of benefit in order to build up the work in the schools and churches and to encourage a united youth strategy locally. The trainee will also assist with giving presentations to churches and other organisations on the work of the ministry partner and to encourage financial support.

The trainee may, subject to the agreement of his or her Management Group, also participate in the wider work of the SWYM confederation, linking the youth work locally with other placements, and may participate in activities such as camps, events and training opportunities. With the agreement of his or her Management Group, the trainee may also engage in up to five weeks of youth ministry outside their placement per year. This should fall within school holiday time wherever possible. Time off to do this work may be taken during term time only in exceptional circumstances. The ministry partner is not responsible for meeting the cost of work outside the placement unless they request the trainee to undertake it. Furthermore the trainee must seek permission from the Management Group before fund raising within his or her community for any activity, or personal support.

Hours, holidays and sickness:

- The trainee shall not work for more than 40 hours per week.
- The trainee shall normally work for two sessions a day (a session being a morning, afternoon or evening).
- The trainee shall be entitled to one full day off per week and one weekend off per term.
- The trainee is encouraged to take four weeks leave per year, normally during term time.
- The trainee shall also be encouraged, with the agreement of his or her management body, to visit other youth works or participate in missions or ventures in order to broaden experience. Up to 5 weeks a year shall be allocated for this purpose.
- In the event of the trainee being unfit to work because of sickness, he/she shall notify his/her supervisor and any other relevant personnel in the management group or schools. The placement shall not be under any obligation to pay the subsistence allowance if the absence through sickness extends beyond one month.

All local work expenses and travel to and from SWYM team conferences and local cluster meetings shall be covered by the placement. The trainee will be accountable to, and provide a monthly written report for, the placement's management body.

A review and grievance procedure will be in place to include a six week, three month, six month, nine month and 18 months review by the ministry partner and trainee. This should also involve representatives of SWYM as the training provider.

Should any disciplinary matter in the first instance a verbal warning shall be issued the trainee and thereafter a written warning submitted. After this there will be the power to terminate this agreement.

Name	Signature	Date
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Trainee	_____	
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Ministry Partner Representative	_____	
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Training Agreement

This training agreement commences on _____ (start date), lasts for one/two years, supersedes all others, and incorporates participation in the SWYM training course.

The trainee will agree to work for the placement in practical youth work which will form an intrinsic part of the accredited training course. This training agreement is subject to the trainee youth worker agreement between placement and trainee.

The placement agrees to pay the sum of £2,500/£3,000 per year to SWYM to cover the costs incurred through the provision of the training programme including administration, training and supervision.

SWYM agrees to co-ordinate the training programme, provide supervision when necessary and seek to help the development of both the work and the trainee. SWYM will need to provide the trainee with supervision for training purposes where the placement has no full time schools work director or leader.

The placement agrees to provide adequate supervision via agreed management structures. This will include a line manager, pastoral care supervisor and spiritual mentor.

Should any disciplinary matter arise, in the first instance, the management group shall issue a verbal warning to the trainee and thereafter the management body shall issue a written warning and then have the power to terminate this agreement in the light of further misconduct except in the case of gross misconduct where the placement shall be entitled to terminate the contract forthwith. This training agreement is subject to the working procedures and policy as set out below and should any disciplinary matter arise in disregard or in respect of any behaviour deemed incompatible with the trainee's participation in the training course, the following will apply:

In the first instance the Area Co-ordinator shall order a written warning and then have power to terminate this agreement.

Once a week the trainee will attend an area cluster meeting and as required team conferences.
Signed:

	Name	Signature	Date
Trainee	_____	_____	_____
Ministry Partner Representative	_____	_____	_____
SWYM Representative	_____	_____	_____

Working Procedures

SWYM has adopted the following procedures for best practice in youth work in school, church and community settings. (Taken from Diocese of Bath and Wells documentation.)

Team Procedures (where a team is present)

- It is recommended that the team should consist of people of both genders.
- All trainees will be required to complete police check forms.
- As a general rule, it is expected that trainees should work in pairs.
- All individual work must be agreed with the supervisor, either the local schools work leader or the training supervisor, and any other relevant personnel such as school staff members or church youth leaders.
- Where trainees are part of a team but are working individually, they should try to be in sight of other members of the team. If this is not possible, then the rest of the team should be aware of the trainee's whereabouts and the length of time they will be away.
- Trainees should always be aware of other members of the team, their whereabouts and their actions.
- Trainees should be issued with ID cards and should carry them at all times.
- Trainees are always expected to carry a mobile phone or change for the phone.

School Procedures

The trainees are responsible to the management of the school in all work undertaken in school. When working in school, trainees will work within the guidelines of the school as well as the policy of the placement.

Trainees will not provide ongoing counselling but will refer young people to a professional. Trainees will follow confidentiality procedures (as set out in the Code of Conduct below) and also, where appropriate, inform the relevant school staff member(s) where a school issue is involved and their supervisor where a personal issue is involved.

With regard to child abuse, whether a school or personal issue, the relevant school staff member(s) should be informed.

Youth Work Procedures

- The Code of Conduct set out below should be followed at all times.
- Lifts should only be given in exceptional circumstances and if the car and driver are suitably insured. If the trainee is unsure then they should decline to give a lift. Use alternative strategies.
- Should an incident arise, then an incident recording should be made. Incidents to be recorded include drug use, theft (suspected or otherwise), knowledge of illegal activity, child abuse, or any other issue that the trainee feels may put them at risk of repercussion.
- If a third party, e.g. the emergency services, is called as a result of an incident or an assault is made on a trainee then an executive member must be called to attend the site to support the trainee.
- When locking up premises at the end of a session, there should always be more than one trainee present.
- Should a trainee for any reason operate outside these guidelines then a risk assessment form must be completed.

Code of Conduct

Conduct of trainees:

- No one should be under the influence of alcohol during working hours.
- No one should smoke during working hours.
- Avoid swearing and use appropriate language.
- Dress should be appropriate for the setting.
- Avoid physical contact where possible, especially with the opposite sex.

Aggressive behaviour should never be returned with aggression.

Seek to maintain positive relationships between fellow trainees whilst young people are present.

Avoid arguments and disagreements in their presence.

Do not discuss cases in front of other young people or enter into negative conversations about a young person in the presence of others.

Ensure that prayer takes place prior to a face to face session and follow this up with prayer in your own time.

Do not lend money except in exceptional circumstances. In an emergency it is better to give in kind (e.g. buy the bus ticket). It may be appropriate to lend money as a trust issue but do not lend money if it has not previously been repaid.

It is recommended that 15 minutes should be taken at the end of each session to complete a general recording sheet for evaluation.

Child Protection

Regarding Child Protection Issues Trainees should follow strictly the Child Protection Policy of the Ministry Partner. The Ministry Partner will explain on the trainee's arrival the set procedures as well as guidelines and best practice.