



partnering local churches ~ serving local communities

POLICIES SUMMARY

Mission Statement

Connect exists to:

- Demonstrate Christ's love for young people
- Offer support on behalf of mid Devon's churches to each community college in developing young people mentally, physically, emotionally, spiritually and socially
- Encourage young people to work out, own and stand for their Christian faith among their peers, in their school and community.

Aims

With respect to Connect activities, in school, local church and community youth groups and other activities involving Connect trainees, volunteers or members of the Connect executive and management committees, Connect has adopted the following policies. These are reviewed by the Executive Committee each September.

A CD with all Connect policies and other related documents listed below is made available to all Connect trainees and members of the Executive Committee and local management groups.

<i>Policy No</i>	<i>Connect Policy</i>	<i>Related documents</i>	<i>Page</i>
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*Connect trainees are given training in child protection issues and written guidance in September each year. This training is repeat if they join Connect after the SWYM September conference.



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BEHAVIOUR MANAGEMENT POLICY

Statement of intent

Connect believes that young people flourish best where they know how they are to behave and are free from the fear of being hurt or unfairly restricted by anyone else.

Aims

Connect trainees and volunteers endeavour to provide an environment for Connect activities where there is acceptable behaviour and where young people learn to respect themselves, other people and their environment.

Methods

Connect trainees are issued with a copy of *Some Good Practice Guidelines for Christian Youth Work* (CCPAS edited by Steve Jones, Exeter Diocesan Youth Officer) by SWYM. Connect trainees are required to read and follow this guidance.

- When involved in activities in schools or youth groups (church or community based), Connect trainees must be aware of behaviour management issues, follow that organization's behaviour management procedures and report any behaviour incident which concerns them to the teacher/youth leader responsible for the young people.
- Connect trainees and volunteers must provide a positive model of behaviour by treating young people, adults and one another with friendliness, care and courtesy.
- Positive strategies for handling conflict should be used by helping young people to find solutions in ways that are suitable to their age.
- Physical punishment must never be used. Physical restraint such as holding must only be used to prevent physical injury or serious damage to property.
- Bullying (i.e. persistent physical or verbal abuse) must not be tolerated.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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CHILD PROTECTION POLICY

Statement of intent

Connect recognises that its trainees, volunteers and members of the Connect executive and management committees carry a responsibility as a Christian organisation towards children and young people, particularly with regard to child protection issues.

Aims

With respect to Connect activities, in school, local church and community youth groups and other activities involving Connect trainees, volunteers or members of the Connect executive and management committees, Connect will endeavour to keep children and young people safe from harm. Suspicion of abuse will be promptly and appropriately responded to.

Methods

1. Each Connect LMG must appoint a named Child Protection Officer
2. Connect trainees are CRB checked via SWYM at the outset of their placement
3. Connect trainees and members of the executive and management committees must be aware of the Connect Child Protection Policy
4. Within their SWYM training Connect trainees cover best practice as regards child protection. The executive committee is responsible for checking the content of this training annually to ensure that it prepares Connect trainees adequately for their work with children and young people
5. When involved in activities in schools or youth groups (church or community based), Connect trainees must report any incident which they feel might involve a child protection issue to the named Child Protection Officer for that organization who will deal with it in line with that organisation's own policy
6. The Child Protection Officer will provide Connect trainees annually with an up-to-date list giving contact details of the named Child Protection Officer for their school (i.e. Queen Elizabeth's Community College, Chulmleigh Community College or Okehampton College) and the youth groups where they regularly provide assistance
7. At the outset of Connect trainees' placement, Line Managers are responsible for:
 - giving the trainees the name and contact details of their LMG Child Protection Officer
 - ensuring that they understand the Connect Child Protection and Health and Safety Policies and how to use the associated forms
8. Where volunteers are involved in Connect activities, it is the responsibility of the executive committee to ensure that appropriate child protection procedures are adhered to
9. Connect will subscribe to CCPAS (Churches' Child Protection Advisory Service) or similar to ensure that we have access to high quality professional training, resources, advice and support in all areas of child protection and good working practice.

Responsibilities of the Connect Child Protection Officer

The Connect Child Protection Officer will:

1. Be familiar with:
 - Connect Child Protection and Health and Safety Policies and how to use the associated forms
 - Current CCPAS advice
 - Current guidance on child protection provided through SWYM training
2. Be a point of reference for Connect trainees in the event of a concern or incident
3. Be aware of all the youth and children's activities that the project is involved in, including school work and church work, and understand the types of activities in which any young people's groups are engaged.
4. Provide Connect trainees annually with an up-to-date list of the named Child Protection Officer for their school (Queen Elizabeth's Community College, Chulmleigh Community College or Okehampton College) and the youth groups where Connect trainees regularly provide assistance
5. Be alert to concerns about any unusual or inappropriate behaviour on the part of any trainee or volunteer helper towards young people
6. Be alert to any concerns on the part of a trainee or volunteer if they feel they are being put at risk
7. Ensure that any disclosures are referred to the relevant Connect Child Protection Officer (for a Connect activity) or the Child Protection Officer of the school/youth group (for a school/youth group activity), or the appropriate regional denominational office
8. In the event of suspicion or allegation of abuse, know when to inform the Children and Young People's Services
9. Take responsibility for own ability to fulfil the CPO role
10. Liaise with the other two Connect Child Protection Officers (one for each LMG)
11. Advise on review of the Connect Child Protection Policy as necessary and bring any suggested revisions to the Executive Committee for approval.

Approved by the Connect Executive Committee

September 2008

Reviewed

September 2008



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EQUALITY AND DIVERSITY POLICY

Statement of intent

Connect is committed to providing equality of opportunity and anti-discriminatory practice in its work with young people and for Connect trainees and volunteers

Aims

With respect to Connect activities, in school, youth groups (church or community based) and other activities involving Connect trainees, volunteers or members of the Connect executive and management committees, Connect aims to:

Provide an environment in which Connect trainees and volunteers and the young people they work with can fulfil their personal potential, in which all contributions are valued and which is free from unfair discrimination

Ensure that Connect's activities, published information and guidance materials promote inclusion together with knowledge and understanding of issues of equality and diversity.

Methods

- When involved in activities in schools or youth groups (church or community based), Connect trainees must operate within that organisation's policy on equality and diversity.
- Connect's training placements are advertised nationally and internationally via SWYM.
- Connect does not discriminate against trainees or volunteers because of race, gender or disability.
- Trainees applying for training placements are judged against explicit and fair criteria.
- Connect's publicity and promotional materials, including the Connect website, reflect the diversity of members of our society.
- Information about Connect is provided in clear, concise language and is available in both electronic and written formats.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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FUNDRAISING POLICY

Statement of Intent

Connect recognises that effective fundraising is essential to the delivery of its Mission.

Aims

- To be a securely funded organisation.
- To ensure that all fundraising activities are to be carried within the limits of good practice and the aims and beliefs of Connect.
- To ensure that fundraising events are carried out in an environment that is safe for all involved.
- To adhere fully to equal opportunities, and ensure that all fundraising activities are as accessible as possible.

Methods

1. Connect will seek to establish a diverse range of funding sources.
2. Connect will seek to ensure that:
 - monies raised go solely to the cause that they were raised for
 - fundraising costs are kept to a minimum
 - where possible donations are sought before expenses are paid for.
3. Connect encourages personal giving to be made through Stewardship Services to realize the benefits of the Gift Aid scheme.
4. Anyone participating in Connect fundraising activities should adhere to the aims, policies and beliefs of Connect.
5. Fundraising approaches should not be made to individuals or organizations which promote actions contrary to the aims, policies and beliefs of Connect.
6. Connect will ensure that its appeals do not misrepresent its financial position and do not give anyone the wrong impression about the extent or urgency of its need for funds.
7. All official fundraising activities are to be approved by the Executive.
8. Connect will appoint a Fundraising Officer who will:
 - develop Connect's fundraising strategy
 - co-ordinate the day-to-day fundraising activities within Connect
 - develop relationships with donors and funders.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008

HEALTH AND SAFETY POLICY

Statement of intent

Connect believes that the health, safety and well being of young people, trainees and volunteers involved in Connect activities is of paramount importance. Connect intends that any activities it promotes shall be safe and healthy for both the young people and adults involved.

Aims

Safety issues for young people in the schools and youth groups (church and community based) where Connect trainees regularly provide assistance and in other Connect activities are many and complex. In addition we are concerned with the safety of Connect trainees themselves during their training placement with Connect.

Connect aims to make young people, trainees and volunteers aware of health and safety issues and to minimize the hazards and risks to enable Connect activities to be carried out in a safe and healthy environment.

Methods

1. Within their SWYM training Connect trainees cover best practice as regards health and safety. The executive committee is responsible for checking the content of this training annually to ensure that it prepares Connect trainees adequately for their work with children and young people.
2. When involved in activities in schools or youth groups (church or community based), Connect trainees must be aware of health and safety issues, follow that organization's safety procedures and report any incident which they feel might be hazardous to the teacher/youth leader responsible for the young people.
3. Connect trainees must be aware of and minimize possible hazards and risks during their training placement:
 - where schools/youth groups are not responsible for the activity, preparing a thorough risk assessment when they are planning activities
 - being aware of their own health and safety while working with young people and protecting themselves from false allegations of abuse or failure of duty of care.
4. Connect trainees or volunteers must always be able to contact the parent or guardian of a young person in their care. A register of all young people attending must be maintained and be available at each gathering containing details of name, address and telephone number of the young person's home and a secondary contact number in case the parents are not available (see *Connect Activity Register form*)
5. A *Connect Parental Consent form* is always completed by a parent or guardian for any activity taking place away from the normal meeting area.
6. Where young people have to be transported by car it is recommended that there should always be more than one passenger in the vehicle (see *Connect Trainee Vehicle Policy* for details).
7. All planned activities involving children and young people organised solely by Connect must include a risk assessment and must be approved by the Line Manager or LMG Chair in advance of the event. The Line Manager must keep a copy of the risk assessment. These activities must be closely monitored by Line Managers and LMGs.

8. Connect will appoint a Health and Safety Officer who will be responsible for:
- overseeing health and safety issues
 - Connect insurance policies
 - updating the Connect *Health and Safety Policy*, Connect *Parental Consent* form and Connect *Activity Register* form.

They will liaise with the Child Protection Officer and will be familiar with the guidance given by CCPAS and SWYM.

Risk assessment

Connect's risk assessment process only applies to activities organised by Connect (rather than by a school/youth group where Connect trainees regularly assist). A risk assessment must be undertaken by the trainee responsible for the activity. It must be submitted to and approved by the Line Manager and Health and Safety Officer before the event.

The risk assessment must include:

- Checking for hazards and risks indoors and outside and in the activities and procedures, for both young people and adults
- Deciding which areas need attention
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Insurance

Connect has comprehensive insurance cover including public liability insurance and employers' liability insurance, provided through Ansvar (M Wood Insurance).

Connect trainees' cars that are owned by Connect are insured through Cornish Mutual Assurance (see Connect *Trainee Vehicle Policy* for details).

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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SCHOOL LIAISON POLICY

Statement of intent

Connect is committed to providing a positive and developing service for the community schools with which it works. We believe that:

- Connect trainees should be helped in providing high quality support that develops year on year for these schools
- Local Management Groups (LMGs) are responsible for monitoring and reviewing the quality and direction of trainees' work in school.

Aims

Connect aims to ensure that there is an ongoing link and line of accountability between the named personnel from the school and LMG. It should prevent misunderstandings arising and give Connect trainees the support they need to operate accountably in a professional context.

Methods

Connect will nominate a School Liaison Officer for each Local Management Group (LMG) who will be responsible to the LMG for links with the community college.

The purpose of the role is to:

- provide a known point of contact with the Connect LMG for CCC/OCC/QECC management
- provide some continuity for both CCC/OCC/QECC and the Connect workers by e.g., inducting new workers into the school and helping with negotiating longer term strategy/planning
- act as mediator in the event of any problems
- provide quality assurance about Connect's work in the school.

Responsibilities of the School Liaison Officer

- The person must be a member of the LMG
- They will make initial contact with the principal (and/or other staff as appropriate), in liaison with the Connect trainees to:
 - Explain the liaison role and give contact details
 - Clarify Connect trainees' position in the school
 - Induct new Connect workers into the school
- With the Connect trainees, discuss any future strategy/longer term possibilities inviting CCC/OCC/QECC's views
- Be available as necessary to liaise between the school, Connect trainees, trainees' line manager and the LMG.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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TRAINEE ACCOMMODATION AND HOSTING POLICY

Statement of intent

Connect believes that comfortable and suitable accommodation for its trainees is an important factor in maintaining their well being and in continuing to develop Connect's effectiveness.

Aims

Connect aims to provide accommodation with local Christian families for trainees who need it.

Methods

Connect will:

1. Inform local churches and individuals of the need for accommodation
2. Ensure that suitable accommodation is available within a reasonable distance from the trainee's school
3. Nominate a Host Liaison Officer for each Local Management Group (LMG) who will be responsible to the LMG for trainees' accommodation.

Responsibilities of the Host Liaison Officer

1. Contact new hosts, discuss arrangements and assure quality as outlined in the Connect Hosting agreement
2. Sign hosting agreement with host and Connect trainee at the beginning of each academic year
3. Keep in regular contact with the host and Connect trainee regarding all hosting matters
4. Ensure a healthy relationship between both parties is maintained
5. Arrange with the Connect Treasurer payment to the host of the monthly contribution*
6. Arrange alternative accommodation should an emergency arise
7. Carry out a termly appraisal with the host by phone.

* *monthly rental contribution is £45.00 per week/ £195 per calendar month from September 2008*

Approved by the Connect Executive Committee

January 2007

Reviewed

September 2008

FINANCE POLICY

Statement of Intent

Connect's operating costs are met entirely through the generous giving of its supporters. Connect is committed to using these funds in an effective and transparent manner towards the achievement of its stated aims.

Aims

Connect will ensure that it has in place effective financial policies, internal controls and systems to ensure its funds are used properly and effectively.

Methods

1. Expenditure

Connect provides financial support for its trainees in the following ways:

- the agreed contribution towards the training provider's annual training fee for each trainee (the amount is dependent on the course the trainee is following);
- travel costs (see Connect *trainee vehicle policy*);
- accommodation and hosting (see Connect *accommodation and hosting policy*);
- mobile phone costs for official purposes.

The level of financial support will be reviewed by the Executive on an annual basis prior to the start of the new financial year.

Connect will encourage, support and assist its trainees to apply for suitable grants that might be available, to help towards their living expenses, e.g. Willats' funding. Any grant monies awarded will be to the trainee for their exclusive use.

In addition, Connect meets reasonable administrative costs including car and liabilities insurance, and the cost of planned fundraising events.

Payments will normally be made by Standing Order/Direct Debit, through the use of Commercial Cards, or by arrangement with the Treasurer.

2. Authorisation of Expenditure

Connect operates the following levels of authorisation:

- any expenditure in excess of budgeted levels will be referred to the Executive for approval;
- any unplanned expenditure below £100 will be referred to Line Managers and/or LMG Chairs for authorisation, seeking advice from the Treasurer as necessary;
- any unplanned expenditure in excess of £100 will be referred to the Executive for approval;
- any proposed unplanned expenditure that would involve an ongoing financial commitment will be referred to the Executive for authorisation, regardless of value.
- all receipts, including those from purchases made using Connect Commercial Cards, will be passed to the Treasurer at the end of each month.

3. Income

All income will be paid into the current accounts as soon as possible.
Any cash income will be banked and not used for petty cash expenditure.

4. Cheque writing and signing

Signatories are drawn from the Executive, and any new signatory must be approved by the Executive before the bank is notified. All cheques require two signatories.

5. Commercial cards

Connect provides commercial cards for its trainees to meet agreed costs. The credit limit is £500 per card. Trainees are required to provide the Treasurer with receipts at the end of each month.

6. Accounts and records

Connect will keep proper accounting records on a payments and receipts basis.

Bank accounts will be reconciled at least monthly and all income/expenditure information is recorded within seven days. All bank statements, cheque stubs, receipts etc. will be retained for audit and for statutory purposes thereafter.

All fixed assets costing more than £100 will be recorded in a fixed assets register. This register records details of date of purchase, supplier, cost, serial no. where applicable, description and in due course details of disposal.

Connect's financial year is from 1st September to 31st August. Annual accounts will be submitted for checking by a qualified person agreed by the Executive. Final draft should be ready for and passed by the Executive in November, with checked accounts signed in February.

7. Budget setting

Twelve-monthly income and expenditure budgets will be prepared by the Treasurer in time for final approval by the Executive in August, before the start of the financial year under consideration.

8. Financial monitoring and audit

The Executive and LMGs will receive regular reports of income and expenditure.

9. Responsibilities

The Treasurer is responsible for:

- managing Connect's finances on a day to day basis;
- preparing and maintaining the necessary accounts, budgets and financial reports in accordance with Connect's finance policy
- advising the Executive on financial matters;
- confirming that the financial resources of Connect meet present and future needs.

The Executive is responsible for:

- approving the budget for the year;
- approving signatories to the bank accounts;
- approving exceptional items of expenditure;
- monitoring the financial position based on monthly reports, with advice from the Treasurer;
- approving the annual accounts.

Approved by the Connect Executive Committee

May 2008

Reviewed

Connect Finance Policy September 2008

September 2008

Policy number 08

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TRAINEE SUPPORT POLICY

Statement of intent

Connect believes that the work of Connect will be most effective when its trainees feel well supported in their work with young people in school, local church and community youth groups and other activities involving Connect trainees, and where they are enabled as individuals to lay a foundation for a lifetime of discipleship.

Aims

Connect aims to support its trainees in developing healthy, effective and accountable approaches to their work.

Methods

Connect ensures that:

1. Trainees are supported by and accountable to*:
 - Line Manager
 - SWYM Area Coordinator
 - Local Management Group (LMG)
 - Mentor
2. Trainees also liaise where necessary with their LMG's*
 - Child Protection Officer
 - School Liaison Officer
 - Host Liaison Officer
3. Trainees are expected to be part of a local church of their choice, where they are known and supported and where they worship as often as possible. (NB As trainees are working on behalf of the group of local churches, there is an expectation that they will assist the LMG with visits to these churches to promote the work of Connect. However, this should be limited to a maximum of two visits per month.)

**see SWYM Ministry Partners Pack for role descriptions*

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008

TRAINEE VEHICLE POLICY

Statement of intent

Connect operates in a rural area. Connect recognises that its trainees need access to reliable transport and that provision of a car/motorcycle is usually essential. The safety of trainees and any passengers is paramount.

Aims

Connect will ensure that:

- vehicles supplied for trainees for Connect work have a current MOT certificate and are insured and serviced regularly
- trainees are suitably qualified to drive them
- vehicles are used responsibly and economically.

Methods

1 Connect trainee's own vehicle

Where a private car/motorcycle is to be used for Connect work, for the duration of the trainee's time with Connect, the cost of maintenance (including MOT and servicing), road tax and insurance (3rd party, fire and theft; the balance for comprehensive cover would be found by the car owner) and fuel will be met by Connect. Connect will not be liable for any depreciation costs.

2 Connect vehicles

Where a Connect car/motorcycle is supplied to the trainee for the duration of their placement, it will be maintained (including MOT and servicing), insured (3rd party, fire and theft, or comprehensive if the car is relatively new and of more value), taxed and fuelled by Connect.

Connect trainees' cars that are owned by Connect are insured through Cornish Mutual Assurance. The insurance for Connect cars, whether through Cornish Mutual Assurance for Connect cars or with another insurance company for a Connect trainee's own car, must include business use so passengers are covered. **Each car is insured only for Terry Nott (the policy-holder) and the one named driver. It is possible for Connect trainees to drive one another's cars ONLY IF AGREED IN ADVANCE with Terry Nott.**

3 Driving licence

Connect trainees must hold a current full driving licence recognised in the UK. Where this is to drive an automatic car only, Connect will provide a car with automatic transmission. Line managers check that trainees have a current full driving licence each September, completing the form *Connect Driving Licence Confirmation* as a record.

4 Passengers

Passengers are carried in Connect cars at their own risk. Young people under 18 years must not be carried in Connect cars without written parental consent (see Connect *Consent for transporting children form* and *Connect Health & Safety Policy*), or by trainees with less than 2 years driving experience.

5 Fuel

Connect trainees must drive economically, car sharing wherever possible. They are given a credit card with which they can buy fuel for their vehicle. This should only be used for fuel for Connect business (travel around the area to school, cluster, youth groups, conference etc.)

Connect cars should not be used for long journeys outside the area unless they have prior approval from their Line Manager. Fuel for journeys which are private business must be paid for by the trainee from their own funds. Connect expects trainees to be accountable for any private use of Connect cars. Queries about vehicle use should be made to their line manager.

6 Maintenance

Connect will ensure that cars/motorcycles loaned to trainees for the duration of their placement are roadworthy before being issued to the trainee, having been serviced within the last six months, a current MOT certificate, road tax and 3rd party, fire and theft insurance.

Any maintenance of vehicles and any issues with a Connect vehicle, where possible, should be discussed with the Connect Vehicle Liaison Officer before any work is carried out. In a case where it is not possible to contact any of the above, for example in an emergency, trainees are asked to use their discretion when deciding whether work should be carried out. In any case, trainees are asked to get a receipt for any work done, parts bought etc which should be returned to the Connect Treasurer, together with a copy of details of work carried out.

7 Recovery

Connect does not fund RAC/AA recovery for Connect cars as journeys will be local and trainees are able to phone their host/line manager to arrange recovery by a local garage, and this will be more economic and probably quicker.

8 Fines/Penalty Notices

Any fines/penalty notices incurred by Connect trainees are their own responsibility and must be met from their own funds. Trainees must familiarise themselves with the Highway Code.

9 Responsibilities

Connect will appoint a Vehicle Liaison Officer who is responsible overall for:

- vehicle insurance
- vehicle maintenance, MOT and road tax
- keeping vehicle documentation
- keeping trainees' completed Connect Driving licence confirmation forms
- liaising with LMGs about trainee cars
- updating the *Connect Trainee Vehicle Policy*.

Each LMG is responsible for locating, purchasing and maintaining vehicles for its trainees.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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TRAINING PARTNERSHIP POLICY

Statement of intent

Connect gives its volunteer workers training in Christian youth work through hands-on placements in school supported by practical and academic study provided by its partner training provider. Currently the training provider is South West Youth Ministries (SWYM)*.

Aims

Connect aims to provide an excellent model of youth ministry with its training partner, working together to give a professional learning experience for trainees while demonstrating Christ's love for young people in the community.

Method

1. Connect pays monthly by direct debit, an agreed contribution towards SWYM's annual training fee for each trainee. SWYM training fees are dependent on which course Connect trainees are following:
 - Foundation Year - Be Transformed: SWYM Certificate
 - Trainee youthwork course: BTh in Mission
 - Advanced youthwork course: Post-Graduate Certificate/Diploma/Masters in Missional Leadership
 - Associate stream
2. SWYM provides for Connect:
 - recruitment of new trainees and assistance with interviewing
 - training and support for Connect trainees (weekly cluster meeting, 6-weekly conferences, assignment marking, individual advice)
 - access to regional camps for young people through the Connect trainees
 - advice, support and training for the Executive and Local Management Committees.
3. Connect trainees are expected to follow through the requirements of the training course provided through SWYM. Failure to attend the SWYM bi-termly conferences without permission from the line manager, lack of engagement with the SWYM course or non-submission of SWYM assignments by the due date may result in the withdrawal of Connect funding support for a trainee and the cessation of their placement.
4. Connect will terminate a trainee's placement if the Executive Committee believes that the trainee has failed to abide by its working procedures or if the trainee has acted inconsistently with its ethos (as per *SWYM Training Agreement*).

*SWYM is a youth ministry that places trainee youth and schools workers with ministry partners (churches and schools-work projects) throughout the South West of England. It seeks to promote local churches in the South West and bring them together in an informal association that works together to be as strategic and effective as possible in Christian schools-work and youth ministry (www.swym.org.uk).

Approved by the Connect Executive Committee

February 2008

Reviewed

September 2008



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NURTURING NEW CHRISTIANS POLICY

Statement of intent

As part of the work of Connect young people will be encountered who want to know more about the Christian faith. While this is part of its work, Connect believes that further nurture and discipleship of young people should be undertaken in partnership with churches in the locality where the young people live.

Aims

While Connect will be an important part of discipleship for young people it is not seen as the only part. Local churches must be involved within the process of discipleship but it is important that the church is willing to accept the young people where they are. As part of this process, local church leaders should be approached so as to provide a further contact point for the Connect worker. It is important to link young people appropriately, both spiritually and practically, to a local church.

Where Connect workers are involved in helping at church-based youth groups this may provide a place to invite young people to go for support and teaching.

The partnership between Connect and a local church will change over time as a young person became more involved in the life of a Church fellowship.

Methods

It is the responsibility of the trainee in conjunction with the Local Management Group to:

1. Ensure that child protection policies for the church (and for youth workers) are in place
2. Ensure that parents are kept informed about which groups etc their son/daughter is joining
3. Work in partnership with local churches so as to provide a place of welcome, safety and nurture for young Christians
4. Keep the LMG informed of these links and provide updates where appropriate
5. Keep the church leadership informed and provide updates where appropriate.

Approved by the Connect Executive Committee

September 2007

Reviewed

September 2008



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ACCEPTABLE USE POLICY FOR CONNECT TRAINEES' USE OF THE INTERNET

SUMMARY

This policy sets out guidelines for acceptable use of the Internet by Connect trainee youth workers in it's nominated offices and hosts' homes. The primary purpose for which access to the Internet is provided by Connect to its trainee youth workers is to assist them in carrying out the duties of their placement. They may also use the Internet for reasonable private purposes which are consistent with this Acceptable Use Policy. They may not use the Internet access provided at the Connect nominated offices or their hosts' homes in such a way as to significantly interfere with the duties of their placement or to expose the providers to significant cost or risk of liability. Connect may modify this policy upon 30 days notice in writing to its trainees. This policy of acceptable use refers to access to the Internet via the Connect PC (Fairplace Church) and any personal laptop or desktop computer (Connect nominated offices or hosts' homes).

WHAT IS ACCEPTABLE USE

Subject to the balance of this policy, trainees **may** use the Internet access provided by Connect nominated offices or Connect hosts for:

- Connect-related purposes;
- Sending and receiving personal email messages;
- Reading and posting personal newsgroup or weblog messages on the same condition specified above;
- Using instant messaging software for personal purposes;
- Accessing the World Wide Web for personal purposes;

provided in each case that the personal use is moderate in time, does not incur significant cost for the providers and does not interfere with the duties of the trainee or his or her colleagues/hosts.

What is not acceptable use

Except in the course of an trainee's duties or with the express permission of the providers of the internet access, the Internet access provided by the company **may not** be used for:

- personal commercial purposes;
- sending unsolicited bulk email;
- any illegal purpose;
- knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- knowingly viewing or downloading any content of an offensive, pornographic, threatening or violent nature
- knowingly causing any other person to view content which could render the company liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person; or
- knowingly downloading or requesting software or media files or data streams that the trainee has reason to believe will use a greater amount of network bandwidth than is appropriate.

Use of internet access at CCC, QECC and OCC

It is the Connect trainee's responsibility to check and abide by current school policy regarding Internet access.

Approved by the Connect Executive Committee

September 2008

Reviewed

September 2008