

Mentoring

Leeds Youth Cell Network recognise the value of mentoring or coaching usually done on a one to one basis. One to one youth work should always be in public places such as coffee house and a record kept in your cell log book.

Cell Coordinators must make their supervisors aware of 'one to one' work they are involved in and it should be recorded. Parents should be aware of any one to one work and written consent given for work with under 16's.

Transporting Children

1 Only those who have gone through the recruitment procedures for appointing workers should transport children. It is acceptable for an appointed person to be the passenger in the case of a non appointed person driving.

2 All journeys should be carried out with the consent of parents and knowledge of the leadership (likely to be cell coordinator)

3 Workers should not spend unnecessary time in car with a child. If a child wants to talk a worker they should arrange another time and meet in a public place.

4 Young Drivers – 17-19 years. Although it is likely that young drivers will drive themselves to cell and cell events they should not be used in an official capacity for giving lifts to others without the express permission of parents of all passengers they carry.

5 Insurance - Car insurance for volunteers should be fully comprehensive. Paid workers must have class 2 business insurance.

6 It is reasonable to expect that LYCN Recruited workers may be alone with a child for short periods e.g. dropping off the last child. All efforts should be made that this should be different child each time and no regular pattern occurs. This should be with parental permission for those under 16.

Tick List—have you read and kept a copy of

Appendix 1 Training of peer leaders.

Appendix 2 Definitions of Abuse

Appendix 3 Responding to allegations of abuse.

Appendix 4 Using Electronic Communication

Appendix 5 Cell Coordinators Contract

LYCN Safeguarding (Child Protection) Policy

Special Consideration for peer led cells.

Many churches have a child protection policy which covers issues for those aged over 18 years, that is adults, working with children under 18 during activities that are associated with the church.

Cell groups that can be led by peers under 18 years that often do not meet on church property do not fall under the above policies and need specific consideration.

The issues fall broadly into two areas:

1 Providing appropriate protection for the young people as they meet as a cell group or an accountability time in a home when there is a peer leader

2 When a young person shares with peers within the cell meeting or in an accountability time anything which gives rise for concern for their safety or well being or that they may have experienced abuse—see appendix 2

Glossary

Cell Co ordinator – Adult taking the role of supporting a Youth Cell

Supervisor – A responsible person whose role is to offer oversight, support and encouragement to the cell coordinator.

Peer Leader – A person under 18 who takes on an 'official' leaders role in helping the cell to grow and develop.

Junior Peer Leader— a young person who takes a lead in delivering the content of a cell but doesn't take responsibility for the cell i.e is always supervised

Understanding responsibility

Cells in the network fall into 3 categories.

A) Cells which report to the LYCN management group,

B) Cells which report to a cross church body established to support cells.

C) Cells which report to a local church. These cells must follow their own church's safeguarding policy.

In category B the insurance for the group may sit either in the cross church body if it is robust enough or be delegated to a local church or the management group.

It is essential that all those leading and taking part in all cell groups understand who is the governing body and who is the cell coordinator and supervisor. Leeds Youth Cell Network will maintain a record of the cell coordinator and supervisor of each cell that considers itself to be in category A and B.

The coordinator will take overall responsibility for maintaining good practice and communication to members. They may be assisted by other LYCN recruited adults but they remain responsible.

The Role of the Cell Coordinator

The Cell Coordinators role is a skilled role which will take time, energy, and ongoing reflection and carries the responsibility for the cell group. It requires both direct and indirect supervision of cells. Direct supervision is being present in the cell meetings. Indirect supervision involves supporting the cell leader and cell members when not present in the cell.

Cell coordinators do this through meeting fortnightly with cell leaders and having additional telephone conversations which review the previous cells and help plan future ones. Cell Coordinators also ensure they are accessible to all the members of the cell group.

Cell coordinators take overall responsibility for the cell and ensuring good youth work practice is taking place. This will include communicating with parents and with their supervisor (see Glossary) Alongside this cell coordinators are expected to further their skills and understanding of good youth work by going to a minimum of 1 LYCN training session(s) each year.

Where the cell coordinator gives permission to a peer leader to lead without direct supervision this should be discussed with the LYCN manager and recorded. The Host adult must remain on the premises and the cell coordinator be available on the telephone during meetings

The Role of The Peer Leader

The Peer Leader must be 16+ They must be trained by a cell coordinator to have an understanding of their role and responsibility.

See Appendix 1.

Peer leaders must understand that part of their pastoral responsibility means they cannot date anyone within the cell. All those working without supervision present should undergo a CRB check and have 2 referee's.

The Role of the Junior Peer Leader

There is no age limit on a Junior peer leader and they don't require a CRB check. Their role is to help organise and plan the cell meeting with the cell coordinator's support. A junior peer leader will always work under direct supervision of the cell coordinator.

School cells remain the responsibility of the school and must abide by the schools child protection policy. We therefore abide by the school policy on recruitment. However all leaders should be taken through the basic training as a matter of good practice.

Good Working Practice

1 An open door policy should apply to all youth cell practice. This means no youth work, either group or mentoring should ever be done behind a shut door or where instructions are given to others not to enter. Junior peer leaders must always work with adult supervision present. Groups catering for under 14's should have two cell coordinators present at all times. When a youth cell takes place as a private meeting such as a church 2 LYCN recruited adults must always be present in the building.

2 Cell Coordinators must get written permission for under 16 year olds to attend a peer led cell meeting. Youth leaders must make sure that all parents, whether or not they are in church, understand what youth cells are and where they are meeting.

3 If a cell group is meeting in the home of one of its members, the youth cell coordinator must have a discussion with the parents to check the suitability of the home environment to host a cell. Written consent must be given by the parents that they are willing for the group to meet in their home. It is necessary to ask the Host parent to stay on the premises while the youth cell is meeting. It would be expected that the host parent would be required to have CRB check with LYCN.. (Adjustment will be made to policy when vetting and barring scheme comes into place.)

4 Cell Coordinators are advised to be aware of any other adult who might begin to befriend members of the youth cell group while they are meeting at a members home. The only non cell members who should have contact with the cell are LYCN affirmed Cell coordinators, parents and older brother and sisters who may be collecting children.

5 Record keeping. Cell Coordinators should keep two sets of record. One is a register of young people attending cell which can be kept on the site. The other a LOG book which keeps a record of cell meetings where incidents of note are recorded. Using a log book in the supervision process with peer leaders will be a helpful way to monitor progress as well as ensure a record is kept of any incidents which may happen during the cell meeting.

5 Cell Coordinators must be aware of and follow the recommendations on the use of electronic communication –see **Appendix 4**

6 Cell coordinators must be aware of who the child protection officers are. They should receive child protection training as part of their induction or within the first 3 months of taking the role. Cell coordinators must attend a minimum of 1 LYCN training session. Cell Coordinators must be fully conversant with the guidelines to responding to allegations of abuse. Appendix 3