



3Generate

Delivery Team

Information Book

4 – 6 October 2024

National Exhibition Centre
Perimeter Road
Birmingham
B40 1NT

Please read this booklet before attending 3Generate.

Delivery Team Briefing Meeting Video: In case you missed our recent volunteer pre-event meeting, you can catch up by watching the video recording.

3Generate 2024 - Induction - Session 1

<https://youtu.be/XFqxwaoqVMk>

3Generate 2024 - Induction - Session 2

<https://youtu.be/xK5oVVCYFEE>

New Accessibility training module.(mandatory)

Going live at the beginning of September, but you can enrol now.

This is mandatory for the delivery team. The certificate will be available at the end of the course, which can be uploaded to your iknow Church profile.

[Supporting Accessibility at 3Generate | MCBX \(theologyx.com\)](#)

Unconscious bias training

'Unconscious bias refers to a bias of which we are unaware and which happens outside of our control. It is a bias that happens automatically and is triggered by our brain making quick judgments and assessments of people and situations, influenced by our background, cultural environment and personal experiences.'

[Unconscious Bias Training | MCBX \(theologyx.com\)](#)

Equality, diversity and Inclusion training

<https://mcb.theologyx.com/course/equality-diversity-and-inclusion-foundation-module/>

Please note the information in this booklet is correct at the time of printing.

All events and times are subject to change and 3Generate cannot be held responsible for any alterations.

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Welcome

Welcome to the 3Generate 2024 Delivery Team Information Book. This supplements the information on the website and on other documents, such as the Kit List. If, after reading it, you still cannot find the answer to your question then please contact the team at: 3generate@methodistchurch.org.uk or at the event, please contact the 3Generate Reception.

What 3Generate is about

3Generate is a unique event, it is the children's and youth assembly of the Methodist Church and there will be people attending from across the Methodist Church in Britain aged 8-18. 3Generate is a place where children and young people can find out about issues and share their opinions. The Methodist Church wants to hear what the young people are concerned about and so feedback is gathered at 3Generate, in a number of ways, to be shared with the wider Methodist Church, including in the report that is written for Methodist Conference.

A great deal of the programme will include opportunities to explore issues through activities and workshops, alongside opportunities to capture what children and young people want to say about these issues. Each year children and young people are consulted as to what topics they want to talk about at 3Generate.

Youth President and Youth Reps

Elections for Youth President and Conference Youth Rep 2024

Up until 2023 voting for the role of Youth President was restricted to those children and young people who attended the Methodist Children and Youth Assembly known as 3Generate. This year children and young people connected to the Methodist Church who do not attend 3Generate will also be able to vote in the Youth President and Conference Youth Rep elections.

Voting as an attendee

For those children and young people attending 3Generate the voting process remains the same as in previous years:

- Every attendee will receive a number code on their wristband
- Enter the code to have access to vote online (via webpage or 3gen App)
- Once the code is used it cannot be used again.
- Attendees will be able to vote during the 3Generate weekend, from when the electronic voting opens at 9am on 5th October to midnight on 6th October.

Voting as a non-attendee

For those children and young people not attending 3Generate the voting process will be different.

- All votes to be submitted by a group leader or by a church leader on behalf of the

children and young people

- A link will be published to a simple form that will allow leaders to submit the votes on behalf of an individual Methodist church or circuit. The form will ask for the first names of the young people and record their respective votes.
- Only children and young people aged 8-18, who are connected with the Methodist Church, who are not attending the event will be able to vote using this method. The votes submitted by the leader will be subject to verification as required.
- A link to a voting page will be made available on this webpage from the 20th Sept and all votes must be submitted by 8pm on 6th October.

A step by step guide to voting as a non-attendee at 3Generate

1. Assign a leader to liaise with the children and young people (this could be a children's/youth group leader or other church leader or minister).
2. Encourage the children and young people to watch the videos and read the information about the candidates
3. Record the votes of the young people.
4. Use the link to enter all the details onto the voting form. The leader will be asked to enter details of the church and themselves. This is so that we can verify that this is an authentic vote.
5. When all the details are entered onto the form click submit – all the votes are now recorded.
6. In the circumstance that we need to verify your submission you may be contacted by a member of the 3Generate team.
7. Make sure that all votes are submitted by 8pm on 6th October. Votes can be submitted anytime between 20th Sept – 6th Oct 2024

3Generate Delivery Team

The 3Generate Delivery Team consists of the Children, Youth and Family Team, Connexional staff of the Methodist Church and volunteers who have been safer-recruited for their role. The Delivery Team will be identifiable by event hoodies and t-shirts, red lanyards and name badges. In addition to the Delivery Team on-site, there will be children's and youth workers accompanying and caring for their groups, as well as contributors who will be on site to deliver specific elements of the event.

How to prepare

Input into the 3Generate Management system

We use the iKnow Church system for ticketing and for managing our groups, Delivery Team and contributors whilst at 3Generate.

We captured registration information via forms so some details in the iKnow Church system will be completed for you already. Please log-in to iKnow Church and update your information by completing the relevant sections as indicated on the system.

When you receive your password login email from iKnow Church, you will have 48 hours to create a password. (NB: If you came in 2021 and can remember your login details, you don't need to create a new password). Please ensure that you have logged on to the system properly within a week of receiving the email/creating your password and updated the details.

Please ensure that you upload a copy of your DBS certificate (both front and back pages). In addition to the Dietary and Medical Info Section and the Delivery Team Info Section.

You may wish to upload:

- A picture
- Other useful information

In addition:

- Talk to your Team Leader (they will liaise with you before the event)
- Read this information book
- Think about what you need to bring (e.g. sleeping bag, pillowcase and sheet for your mattress or some other form of mattress cover)
- Pray for the young people
- Pray for the Delivery Team
- Pray for the supporters

Accommodation

3Generate has use of specific halls within The NEC for the whole weekend. Night Stewards patrol the accommodation areas at night.

Tented Village

Accommodation at The NEC will be in a tented village. The tented village will consist of indoor walk-in tents. The tent will be shared with one other team member, though each team member will have their own compartment (including bed and mattress) with a communal living area shared between the two team members.

Delivery Team members will be sleeping on beds in the tents, using their own sleeping bag or duvet, a sheet or some other form of cover for their mattress, plus their own pillow with pillowcase.

Beds need to be made-up on arrival – this will generally include putting a sheet on the mattress, putting out pillows and laying out sleeping bags or duvets.

Everyone needs to bring their own towels and toiletries but basics, such as toilet rolls, are provided. Please refer to the Kit List for further advice on what to bring.

Please abide by the midnight curfew and make minimal noise between this time and 7am, out of respect for others who wish to get their sleep!

Luggage must be taken from the tents to the luggage area on Sunday morning before breakfast.

General information

Start and finish times

The site will be open for groups from 7pm on Friday, with the programme starting from 7.30pm. **We would like the Delivery Team to arrive for 10am on the Friday (or earliest time possible) – this will allow for set-up and team briefings prior to the event beginning at 7pm.**

Set-up is from 10am on Friday and the programme on Sunday will finish at 12.30pm with take down until 4pm. **Please stay until 4pm on the Sunday to help with take down after the event.**

Start and end of the day

Start of the day – prayers at 8.30am in Town Hall

End of the day – short debrief and prayers at 11pm in Town Hall

3Generate Delivery Team (staff and volunteers)

The team will be clearly identifiable from their 3Generate clothing and ID badges. All members of the 3Generate Delivery Team have been subject to the Methodist Church's safeguarding policies and procedures, which means they have met the requirements for DBS clearances. As a member of the Delivery Team, you will be part of a specific sub-team with a Team Leader. Your Team Leader will contact you before 3Generate and there will be a team briefing at the event.

Wristbands & tickets

Wristbands for the Delivery Team will be distributed at registration when you arrive. These will be barcoded so that wristbands can be scanned for information. Wristband colours will be used to identify who is able to access each venue and session.

Ages 4-7	Pink
Ages 8-11 (primary)	Orange
Ages 11-18 (secondary)	Purple
4-7s Significant Adults	White
The Well (Leaders)	Blue
Delivery Team (staff and volunteers)	Red
Contributors	Grey

The programme

Printed copies of the programme containing the times and location of the events will be distributed on arrival at the venue. One or two per group. The programme is varied and focused around different venues within the 3Generate Town. A PDF of this programme is now available online on the 3Gen web pages.

The venues

At this year's event there will be a wide range of exciting and immersive activities, all laid out in a '3Generate Town', catering to all needs, abilities and learning styles. Children and young people can dip in and out of all the venues to try different ways of engaging. At certain times the programme in a venue might be for specific age groups, at others it might be open for all ages.

This year the majority of the venues will be in the 3Generate Town in Hall 9, with The Arena venue diagonally opposite Hall 9. The 4-7s venue will be a separate venue located outside of the 3Generate Town, open only on Saturday.

Venues

The Arena	Discovery Centre	Tech Hub
Arts Centre	The Park	Theatre Royal
The Chapel	Hope & Anchor	Town Hall
The Great Outdoors	The Rec	The Well (leaders only)
Health & Wellbeing Centre	Sensory Space	Eden
Village Green	Action 4 Hope	Shoreline Beach space
The Globe		

The Well Drop-in Venue (this venue will be for group leaders only)

The Well is a venue specifically for the leaders of groups attending 3Generate.

The Bungalow (a space for the Delivery Team only)

This is a place where you, as part of the Delivery Team, will be able to relax and take time out between shifts. The Bungalow is located in Hall 10 and will be stocked with tea, coffee, cold drinks, chocolate and the like.

Worship at 3Generate

Whilst 3Generate is not primarily a worship event, there will be opportunities for participants to worship together in a variety of different ways over the weekend. 3Generate is very much about whole-life discipleship – tuning in to what God might be saying to us in everything we do – whether that be engaging with issues of justice, creating a piece of art, using our performing arts skills or playing football. There will be spaces and opportunities for prayer and reflection throughout the weekend – allowing the chance to discern what God is saying to individual participants, as well as asking participants what they might want to say to each other, their local church or district and to the wider Methodist Church.

Website

Please check the website www.3Generate.org.uk regularly for updates and announcements in the weeks running up to the event.

Communications on-site

Through our “iKnow Church” system we will have the ability to send text messages whilst on-site, so please **ensure that you take your mobile phone with you** and that you have inputted your details into your profile on the system.

Phone charging and wi-fi

You will be able to charge your phone in the Tented Village area, via The Bungalow. There is limited free public wi-fi at the NEC.

Chaplains

There will be a Chaplain available for members of the Delivery Team, should you need to talk to one over the weekend.

Food arrangements

This year there is a choice of eating in or taking away. All food will be distributed from the Dining Area:

Friday evening – hot meal

Saturday breakfast, lunch and dinner

Sunday breakfast and lunch (packed lunch to eat in the Park for the final celebration)

Meal times will be as followed:

Breakfast served between **7am-9am**.

Lunch served between **12noon-2pm**.

Dinner (Saturday) served between **5pm-7pm**.

Stewarding

Stewards and supervisors will be wearing high visibility tabards/vests. The Stewards are responsible for safety and direction around the halls. They will be able to advise on the location and timing of events. The Stewards will be positioned around the perimeter of the halls, as well as the entrance to Hall 9.

Please follow their instructions and listen to their advice – Stewards are there for everyone’s safety and to ensure the smooth running of the weekend.

The Night Steward Team will be patrolling the accommodation areas from 10pm – 7am.

Additional needs and accessibility

We believe that God’s heart is for all individuals whatever their ability. We are committed to hearing the voice of every child and young person in our Church and want to welcome all 8-18 year-olds to 3Generate. For this reason, we have a team of individuals to help equip Group Leaders and enable children and young people with additional needs to participate. We see additional needs as wide ranging – they could be physical needs, learning needs, mental health needs, or undiagnosed needs – anything that impacts upon someone’s ability to participate in an activity.

At 3Generate we would like all the Delivery Team and contributors to play their part in enabling everyone to participate, whatever their needs are. Please direct individuals who might benefit to use the items in the inclusion boxes that will be within each venue. These inclusion boxes will contain items such as ear defenders and ear plugs for children and young people finding the noise too much, fidget toys for those who need something in their hands to help them concentrate, and whiteboards and pens that will help give another way of listening and participating in discussion. Please borrow anything you need from the inclusion box and encourage the child or young person to join back with their group. This is particularly important if there is no Accessibility Team members in your venue. The Accessibility Team will operate in every venue and have a quiet space called CALM venue.

Please note the venues are wheelchair accessible and based on one level.

Top tips for helping individuals with additional needs participate:

- **Welcome**
Everyone is welcome in God’s kingdom and we want to be people who demonstrate this to those around us. A good way to start welcoming people is by saying ‘hi’ to those you meet, even if you’re not sure of how someone may respond.
- **Support**

Individuals with additional needs may need a bit more support to engage in tasks. Where you can, think back to your additional needs training and see if there's something you can do to help.

- **Ask**

If you're not sure what to do you can ask the child or young person or their leader or carer what might help in that moment.

Whether or not child or young person has additional needs, everyone is welcome to the **Sensory Space** venue. Participants can visit the Sensory Space if they need a bit of time out or for a more accessible way to participate. If you find a child or young person is struggling to engage or feeling overwhelmed, you could suggest they pop along to the Sensory Space for a short period of time.

Connecting points

Leaders and their groups will arrange certain locations to meet up, should they accidentally become separated, and also to come back together when the group members decide to go their own ways for some of the programme. There are one or two obvious places for them to choose – but we have flagged with them that the most obvious will also be the most popular and crowded. There will be times during the programme when their group can naturally meet together, for example at meal times, and during group time (3pm to 4pm) on Saturday afternoon.

3Generate Reception

The 3Generate Reception is situated in Hall 9. 3Generate Delivery Team members will be able to answer your queries – or will know somebody who can.

Lost property

If you or anyone else loses anything, they need to go to the 3Generate Reception (in Hall 9). The team there will be able to tell you if the item was handed in and, if not, record your details in case it is found later.

If, when you get home, you find something is missing, please contact us by email on 3generate@methodistchurch.org.uk with a clear description of the item in question.

Please note that items of lost property will be held for only three months after the event. In the past we've successfully reunited many labelled items, so we encourage labelling and marking before the event. If you find anything, please hand it in to the 3Generate Reception.

Incidents and protocols

Lanyards

Please make sure you wear your lanyard at all times.

Vigilance

Keep an eye open for unattended bags and packages around the NEC. Report any suspicious activity immediately.

First aid

First aid will be provided by Medic 1 Direct. They will be located in Hall 9, as shown on the map. If you need first aid please contact a Steward or Reception, who will arrange for a First Aider to come to you. For assistance during the night, the First Aid Team will be available in the organiser offices in Hall 7. Alternatively, during the day or night, please contact the free Helpline number (0808 1694703) for first aid or other emergencies. You can also use the Helpline to request support from one of the Mental Health First Aiders on the Delivery team.

If a child or young person is distressed and needs to talk, they can call the free Careline number (020 3372 0062).

Fire procedure

We will follow The NEC's fire procedure. NEC staff will determine the necessary action, depending on the nature of the alarm – in some cases this may require evacuation of a hall whilst the situation is dealt with.

There are sufficient fire doors throughout the venue. If an evacuation is required, an announcement will be made by NEC staff. Please listen carefully to all announcements made, during the announcement details of the fire assembly point location will be provided.

Please ensure you follow NEC staff guidance at all times.

Group Leaders are responsible for being aware of the fire evacuation procedures and listening to the announcements for details of the evacuation point location. Leaders are also responsible for briefing their groups about evacuation procedures.

Children's and youth leaders need to keep a list of all the children and young people and their tents at all times.

NEC emergency announcements

If you hear the following message, **“Attention please. Staff call 100”**, followed by continuous chimes broadcast at half-minute intervals:

Your team should immediately inspect your venue/area for any suspicious items or anything untoward. Should anything be discovered, inform reception immediately (if you have a radio contact 'Control'), stating clearly where you are. Reception will then contact the NEC.

Run, Hide, Tell

In the event of a major incident you are encouraged to follow the Government advice of 'Run, Hide, Tell'. In the event of a live attack, everybody should run and hide, and encourage those around them to do the same, especially any children and young people who are with you at the time. When you think it is safe to do so then call 999, but do not risk compromising your hiding place. Please see Appendix B for further details.

The site at night

Please respect the midnight curfew and other people by being quiet late in the evening. The tented Village will be patrolled throughout the night by our team of Night Stewards. Children and young people will know where their leaders are. The Helpline number and the Careline number will be staffed 24hours.

Night Stewards will be on a rota walking around the tented Village between 10pm and 7am. If any children or young people leave their tents after lights out, the Night Stewards will inform leaders. We also have a 24-hour care team available on call-out.

Litter

We want everyone to set high standards throughout the weekend, so please don't leave litter anywhere. There are bins for litter around the site – please recycle where possible. Please keep your plot and tent tidy of rubbish, using the bins provided around site.

Arriving at and leaving The NEC

You are expected to make your own way to and from the event and travel costs for the Delivery Team will be reimbursed. 3Generate cannot provide transport for you to and from the event.

Arriving by train

If you are coming by train, the nearest station is Birmingham International, which has a walk-way directly leading to the NEC.

Directions for travel by road

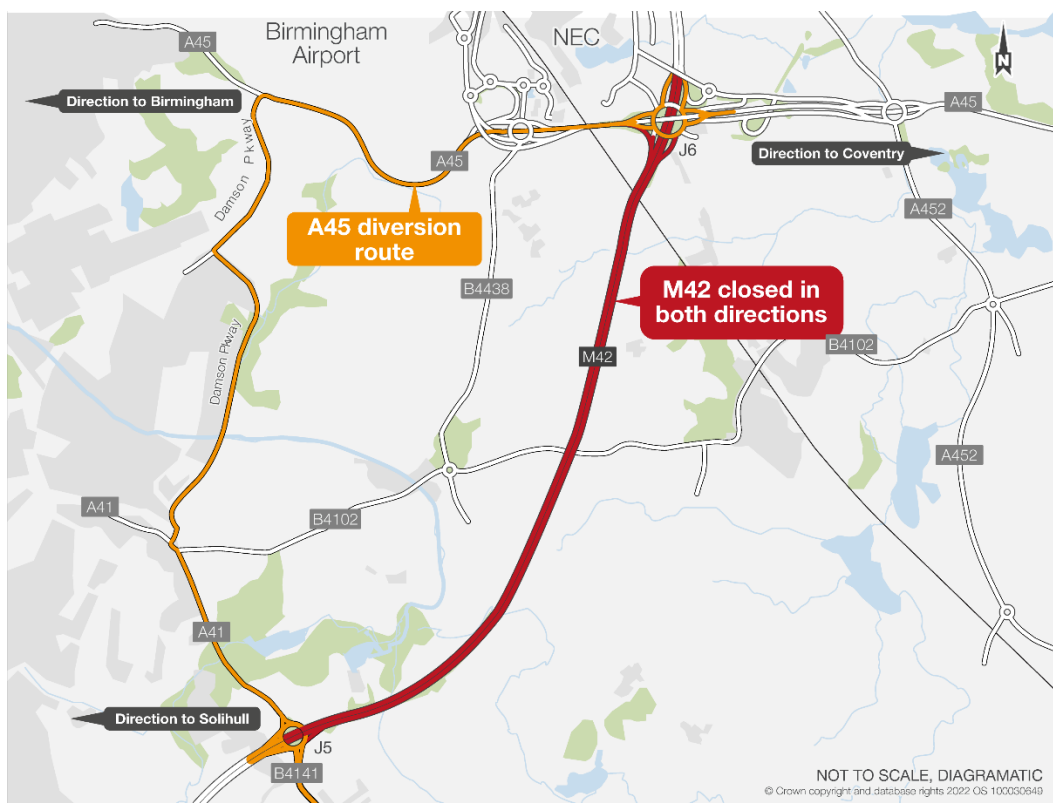
Please use this link for travel options to The NEC:

<https://www.thenec.co.uk/visitors/getting-here/>

When you arrive at the NEC, follow signage rather than your satnav.

M42 junction closure

During the 3Generate weekend, check road works before travelling.



Traffic and parking

Please read carefully the following guidance / instruction for all those bringing vehicles on to site. There will be no cost for parking.

- There is a 15mph speed limit in place on-site at the NEC
- Parking will be in designated car parks, as directed by the NEC
- Buses and coaches will be directed by NEC staff or 3Generate Stewards on arrival

Disabled parking – blue badge holders should notify us in advance of their disabled parking requirements (3generate@methodistchurch.org.uk) and, on arrival, will be guided to a designated parking area on-site.

Group guidance / supervision

Throughout the weekend, responsibility for each child or young person rests with their Group Leaders. There may be times in the programme where sessions are for children and young people only. During these times, overall responsibility still rests with the Group Leaders and, should an issue arise, a member of the Delivery Team will contact them.

The halls are contained, so there will be some flexibility for children and young people to navigate the 3Generate Town and programme by themselves and as deemed appropriate by their Group Leaders. The Leaders know how much responsibility they can place on each participant they are bringing. This applies to matters of both safety and conduct. We do not want to interfere with the independence or freedom of children and young people, but we need to protect all participants and maintain the high standards of the Methodist Church.

Please make sure that you have a working mobile phone and that your phone number is correct in iKnow Church.

If you need to leave the halls during the weekend to go outside to get some fresh air, please inform the 3Generate Reception Desk to check out and also to sign-in on return.

Safeguarding

The Methodist Church is committed to safeguarding and promoting the welfare of all children and young people. We have policies and procedures in place to minimise the risk of harm to children and young people, to deal with any allegations of abuse that a child or young person makes and to address concerns about the behaviour of an adult in a position of trust.

Throughout the event 3Generate will be operating a **Freephone Safeguarding Careline 020 3372 0062**

3Generate Safeguarding Policy

This is available on the 3Generate website. This Policy outlines everyone's roles and responsibilities to keep people safe.

The procedure for dealing with concerns

Safeguarding is about ensuring the needs of the children and young people are met and if they are not, responding sensitively and creatively to meet them. It is not always about abuse and harm but can be about day-to-day matters that need attention and which are affecting the welfare of the child or young person and their feeling of being safe.

Safeguarding matters will be dealt with by the Safeguarding Lead for 3Generate. There should be no delay in passing on concerns.

Guidelines for dealing with a safeguarding issue

Responding to a young person

- LISTEN carefully, do not question or investigate.
- Do not promise to keep secret what they have told you.
- Assure them they are doing the right thing by talking about it and that they are not to blame
- Tell them what you are going to do and that they will be told what happens.
- Contact the Safeguarding Lead via the Careline (020 3372 0062).
- Don't talk to anyone else about concerns or allegations.
- Remember that it is not your responsibility or that of 3Generate or the Methodist Children, Youth and Family Team to investigate the truth of any allegation; this is the responsibility of the police and social services.
- Write-up what has been said as soon, and as carefully, as possible, using the person's own words – record date(s), time(s) and event(s); sign them; keep a copy and pass a copy to the Safeguarding Lead. Ask for feedback from the person you have reported the matter to, ensuring something has been done.

Some “Golden Rules”

- If in doubt, pass on your concerns.
- “Doing nothing is not an option” (Baby Peter report Serious Case Review).
- Listen to your “belly” or “gut” feeling or general intuition – act on it and respond.
- If someone shares something with you, they want to tell you!

Careline involvement

- Make contact with a member of the Careline Team (020 3372 0062) as soon as possible and pass on key information; they will be able to discuss with you whether their involvement is appropriate or necessary.
- If the disclosure is deemed a safeguarding issue, you will still be asked to stay involved rather than the Careline Team taking over (and the child or young person having to repeat painful or upsetting details unnecessarily).

Your involvement

The Careline Team will act to support you, enabling you to support the child or young person as sensitively and appropriately as possible. Methodist Children, Youth and Family recognises and values you for the support and experience you can provide in this situation.

The Careline Team will assess whether you should continue to be included. It is a really important part of the process that the person is supported both at the event and afterwards so if it's not you, then having someone who is an appropriate leader or mature friend involved will play a really important part in providing this continuity. In some cases, it may be better for you not to be involved – particularly if you're finding the process upsetting or disturbing.

Please let the Careline Team know if you feel out of your depth in any way.

Safeguarding checklist

During the event

- Seek advice and help at the earliest opportunity.
- Follow the 3Generate procedure to report safeguarding concerns.
- Look after each other as a team - if you or others are tired or need quiet space, think how this can be achieved.
- Record concerns/incidents/difficulties.

After the event

- 3Generate – after the event, all incident forms are reviewed and appropriate action followed up before each one is signed off. This may involve contacting you or the relevant District Safeguarding Officer to see how a matter was dealt with back home to ensure all is well or for follow up.
- Districts – if a matter is raised after the event, 3Generate will assist with information only as appropriate. The District is responsible for resolving the matter, any "investigation "or enquiries.
- Safeguarding feedback – anything about how to improve safeguarding provision or aspects of the weekend that needs more consideration for the following year.

Incident Protocol

INCIDENT			
Medical	Unacceptable behaviour	Safeguarding	Other
<p>First aid is primarily provided by First Medic</p> <p>The medical room is available for less urgent cases.</p> <p>During the night both of these will be accessible via the Helpline (0808 1694703)</p>	<p>If possible, contact the Group Leader(s) of the individual(s)</p> <p style="text-align: center;">OR</p> <p>Contact the Helpline if urgent</p> <p style="text-align: center;">OR</p> <p>Report to the 3Generate Reception in Hall 9</p>	<p>Contact our Safeguarding Officer</p> <p style="text-align: center;">Howard Smedley</p> <p>via the Freephone Careline on 020 3372 0062</p>	<p>Report to the 3Generate Reception in Hall 9</p> <p style="text-align: center;">OR</p> <p>Contact Operations via a Steward with a radio</p> <p style="text-align: center;">OR</p> <p>If urgent, contact Helpline (0808 1694703).</p>

Action ...	<ol style="list-style-type: none"> 1. Make contact with appropriate people, as above. 2. Complete an incident form. 3. Decision will be taken and acted upon by Lead Staff Team, and others, as appropriate.
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Communications on site

Through our "iKnow Church" system we will have the ability to send text messages whilst on site, so please ensure that you take your mobile phone with you and that your phone number is correct on the system.

24hr Safeguarding Careline Freephone **020 3372 0062**

There are always experienced people on hand to help, day or night. In the case of an emergency, please find a Steward.

If young people need someone to talk to or if they are concerned about their safety, they can call our Careline FREE on 020 3372 0062. Please ensure those attending have this number saved on their phones or that younger children know how they can access a phone.

Group Leaders and parents can also use this number if they have any concerns about the wellbeing of any young person.

24hr Helpline Freephone **(0808 169 4703)**

Please note that this is a help line for those who need help and not a general information or enquiry line. For enquiries and information at the event please go to the 3Generate Reception in Hall 9. If parents / carers have queries, they should refer to the leaders of their group. Children and young people can call this number if they cannot find their leaders.

Before the event please email: 3generate@methodistchurch.org.uk

In an emergency and for all non-safeguarding issues then please use the Helpline. This number will be displayed around site.

3Generate Delivery Team expectations

The success of 3Generate relies on the hard work and support of everyone involved. To ensure that this is effective in putting on a high-quality weekend that everyone enjoys, we ask our volunteers and workers to abide by the code of conduct. It is based on the following principles:

- Workers and volunteers should recognise that children's and youth work exists foremost to meet the needs of children and young people, not the needs of the adult workers.
- Children's and youth workers have privileged access to young people. They have a professional role, which brings with it ethical and practical responsibilities that they must respect and adhere to.
- 3Generate, the Methodist Children & Youth Assembly is built on the principle of creating space for children and young people to express their views and opinions. Therefore, as professionals, personal views and opinions should never be imposed upon children and young people at 3Generate.

Remember to...

- be a role model in how you behave, set an example, speak and respond
- establish and maintain clear boundaries
- be aware of the 'power' of your role
- understand how young people may hold you in high esteem and have a sense of awe in your role
- be positive, approachable and offer praise and encouragement
- be a team player and know your leader
- maintain confidentiality and do not give out personal information
- look out for each other ... challenge unacceptable behaviour and report it if you are concerned or feel uncomfortable
- consume no alcohol, drugs, smoking or vaping
- look after yourself and ask for help if you need it
- have fun!

Taking responsibility

Taking responsibility for each other

It is important that everyone takes responsibility for their own conduct, actions and general behaviour. As a member of a team, it may be necessary at times to ensure other workers' behaviour is in line with the high standards expected and to lead by example.

If any behaviour from another worker causes concern, this should be challenged in the first instance and/or reported to their team leader or to Careline.

It is important to particularly take notice of behaviours that are offensive to each other, including any form of abuse, bullying, harassment, exploitation and inappropriate use of social media.

Even if the worker is your friend or a respected colleague, it is important to remember that people need to be safe and protected.

Taking responsibility for the children and young people attending

Those attending the event will have been made aware of the behaviour that is expected of them, especially in terms of acceptable boundaries. The atmosphere of activity, excitement and enthusiasm is likely to require workers from time to time to reinforce those boundaries in a supportive and helpful way.

If you need someone else to help you do this, then seek someone out quickly and if the behaviour is serious, then follow the procedures outlined in this guidance.

Concerns or allegations of abuse or harm

It will be essential that we do not promise to keep something secret if a person is disclosing something to you. They will need to be told this. Listen carefully to the information and then seek help immediately. If it is possible let the person sharing with you hear any calls you make or take them with you to seek help. Once they have told you something, they will worry about what is going to happen next.

The procedure must be followed.

Guidance for participants using social media

These guidelines are in place to ensure that each participant feels safe and comfortable whilst attending 3Generate 2024. As well as Group Leaders, there are 3Generate staff and volunteers, plus leaders and chaplains at 3Generate who are available for 8-23s to talk with. Alternatively, anyone can phone the Careline number **FREE on 020 3372 0062** (posters with this number will be around the venue).

Group Leaders have been asked to talk to their groups about what is good practice and encourage them to be responsible with social media, photos and email. You may wish to visit the thinkuknow.co.uk website for more detailed advice.

Below are some guidelines for children and young people that all should be aware of:

- No participant under 13 should be accessing social networking sites (WhatsApp under 16) and those above this age should prioritise the opportunity to engage with the event..
- Participants should only take or share photos or videos with the consent of the person/people they are taking the photo or video of. **Always** ask permission.
- Photos should only be taken in public areas – toilets, bathrooms, bedrooms or changing rooms are inappropriate.
- Workshop and discussion sessions may sometimes contain sensitive conversations. During these types of session, participants are not allowed to take photos, audio or video recordings and, of course, discretion should still be used in other types of session. This is to ensure nobody is ever made to feel vulnerable or uncomfortable.
- No participant should attempt to connect with any 3Generate leaders, staff or volunteers on a social networking site. If a participant attempts to do this, the adult will decline the request.
- Please report any improper contact you are uncomfortable with or any cyberbullying (definition below) whilst you are at 3Generate – either to the Careline or to an appropriate adult (leader, staff or volunteer) as soon as it happens. We have a zero tolerance approach to cyberbullying.
- If anything happens when they go home, children and young people should tell an appropriate adult as soon as they can (leader, parent/carer, teacher, etc).
- Remember – trusting others and having that trust betrayed is nothing for you to be embarrassed about but even if you are embarrassed, always get help.

Cyberbullying

3Generate's definition of cyberbullying is **"the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them"**.

Multimedia images

It is possible that during the event any participants will be photographed or recorded (audio or visual), officially, by 3Generate photographers or film crew. (This may include live broadcast during the course of the event.) Methodist Children, Youth & Family staff will take steps to ensure that these images are used solely for the purposes that they are intended, which is the celebration and promotion of the Methodist Church's work with children and young people.

If you become aware that these images are used inappropriately, you should inform an official as soon as possible. The Methodist Church takes the issue of child safety very seriously and we believe we have a duty of care. This means that images of children and young people will remain unidentifiable, with names and identifying information being withheld.

Parents/carers can withhold permission for their children or young people to be photographed or filmed and should cross through the permission line on the consent form. A badge will be available to wear to indicate no photographs or filming.

There will be over 1,000 children and young people at 3Generate so leaders will need to help their children and young people to ensure they are not included in photography or filming by moving to the edges or back when in groups, etc.

Appendix A – Map of Site 2024 (not to scale)



Appendix B – Terrorism

We are advised by the police to share this with you. Times are very different and we now have to take account of a great many things when keeping people safe.

It is right that we are aware of the action that we should take in the unfortunate event that we became a target for terrorism.

On an individual basis we should follow the principles of “Stay Safe”, which are listed below. Please remember at all times that, as well as our own safety, we must also remain responsible for those in our care.

Stay Safe

Firearms and weapons attack

‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident, as well as the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

- Call the police - What do they need to know?
 - Location - Where are the suspects?
 - Direction - Where did you last see the suspects?
 - Descriptions – Describe the attacker, numbers, features, clothing, weapons, etc.
 - Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may:

- point guns at you
- treat you firmly
- question you
- be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

Appendix C – Volunteer Agreement

Volunteer Agreement for 3Generate, the Children & Youth Assembly of the Methodist Church

**Please read – you will be required to sign this at
Volunteer Registration at the event.**

1. You are a volunteer for the Methodist Church; 3Generate Children and Youth Assembly

Your role at 3Generate is a voluntary position. This means that, if you accept the role, you will perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see paragraph 10 for more information about Volunteer Expenses).

2. What you can expect when volunteering at 3Generate

The Methodist Church Children, Youth and Family (CYF) Team and 3Generate Team values its volunteers and we will endeavour to provide you with:

- a written role description so you understand your role and the tasks you are authorised to perform
- full induction, orientation and necessary training for the volunteer role
- a safe, respectful and loving environment in which to perform your role
- respect of your privacy, including keeping your private information confidential
- a team leader, so that you have the opportunity to ask questions and receive feedback
- reimbursement for your travel expenses so you are not out-of-pocket as a result of volunteering for us (see paragraph 10)
- insurance to cover you for the volunteer duties you are authorised to perform.

3. The Methodist Church CYF and 3Generate Team asks its volunteers that they...

- support the aims, objectives and values of the Methodist Church and 3Generate
- attend all relevant training and briefing programmes offered, and participate in required safeguarding training
- only undertake duties they are authorised to perform as part of their volunteer role, and always operate under the direction and supervision of nominated staff, being considerate and obliging to reasonable directions and instructions
- understand and comply with 3Generate's policies and procedures – this includes safeguarding policies, and documents relating to briefing documents, equal opportunities, health and safety, privacy and confidentiality, additional needs and inclusion
- report safeguarding incidents, health and safety issues or potential hazardous situations that may pose a risk to others or themselves, following the 3Generate process outlined in this booklet
- behave appropriately and courteously to all those with whom they volunteer- children and young people, Group Leaders, staff, those who hold positions in the Methodist Church, and members of the public
- use any property or equipment given to them, as part of their volunteering role, safely and for its correct purpose, returning property and equipment to 3Generate when they finish volunteering (any clothing given for the purpose of role, such as 3Generate hoodies and t-shirts, may be kept and worn after 3Generate)
- comply with the law at all times
- be open and honest with us in their volunteering experience and let us know if we can improve our volunteer programme and the support that is received.

4. Team Leader

As well as your Team Leader, you can contact 3Generate (3generate@methodistchurch.org.uk) if you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to assist you as you undertake your role for 3Generate.

5. Role description and details

Your role description is on a separate document and can be found online. Please read this and respond to the role in a positive and encouraging manner. If you have any questions or concerns, please let us know and we will endeavour to help you as you volunteer for 3Generate.

It is important that you only perform the tasks in your role description, and that you follow the instructions of 3Generate staff throughout the event. If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your Team Leader or a member of 3Generate staff.

6. The health and safety of you and others in the Methodist Church is a priority

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable and appropriate instruction given by The Methodist Church and 3Generate staff
- co-operate with all policies and procedures of the Methodist Church.

7. Induction and training required before you start in your volunteer role for 3Generate

We will provide you with training and briefing, and any necessary instruction before you volunteer at this year's 3Generate event. Voluntary roles usually require you to have already completed the Methodist Church Safeguarding Training in your local Church context. However, please do not hesitate to talk to your Team Leader at any time with regards to necessary training and opportunities for guidance.

Your volunteering experience will begin by attending a compulsory briefing day. This is to ensure you are prepared in facilitating the equipping, enabling and encouragement of the children and young people at 3Generate .

8. Information we require before you can start in the volunteer role

Before you can begin your volunteering experience, we require the following information:

- References from your Church Minister or Circuit Superintendent
- One other reference from someone who is not a family member

The Disclosure and Barring Service (DBS) helps organisations make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). DBS is an executive non-departmental public body, sponsored by the Home Office.

You will be required to hold a DBS from your local context..

All information and all checks will be conducted in accordance with our privacy policy.

9. The volunteer application process

- Volunteers will complete an application form for a voluntary role.
- Two references are required and will be checked.
- Some volunteers require an interview (this may be online or on the telephone).
- A DBS check is required.
- A compulsory training day/briefing session will be given.
- Safeguarding training must be completed – ideally prior to your volunteering application but before event attendance.
- The leader of the team you are volunteering in will be appointed as one of your supervisors, alongside 3Generate members of staff.

10. Volunteer expenses

As a volunteer for a Connexional event, the CYF and 3Generate Team will provide you with reimbursement for travel expenses to briefing meetings and the 3Generate weekend for your authorised volunteer role.

We do this to ensure that you are not financially disadvantaged as a result of volunteering for 3Generate. You may need prior approval before claiming expenses, and must be able to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role. When volunteering with 3Generate you will receive (alongside travel expenses) necessary training, refreshment, accommodation, event entry, 3Generate clothing and any required equipment.

11. Insurance

We are committed to providing adequate insurance cover for volunteers whilst you are volunteering for 3Generate in your approved role.

To ensure the provided insurance covers you for any incidents that occur while you are volunteering with 3Generate, you must do the following: report an incident as soon as it has occurred, adhere to the safeguarding procedures of the Methodist Church, and ensure you have read and are aware of 3Generate's policies and risk assessments.

We are required to inform you that the following events are unlikely to be covered by 3Generate and the Methodist Church's insurance:

- actions that are beyond the description of your volunteer role, or that occur without appropriate authority or permission from 3Generate
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities
- personal property or accidents that lead to personal injury during the course of your volunteering.

12. Intellectual Property

All volunteers for the Methodist Church and for 3Generate agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services for 3Generate.