GROUP LEADERS' HANDBOOK

NEC, Birmingham.

Hello Group Leaders,

Thank you for choosing 3Generate for your children and young people.

This guide will cover everything you need for bringing a group to 3Generate.

If you can't find the answer here or on our website, please drop us an email 3generate@methodistchurch.org.uk.

We look forward to welcoming you to 3Generate!

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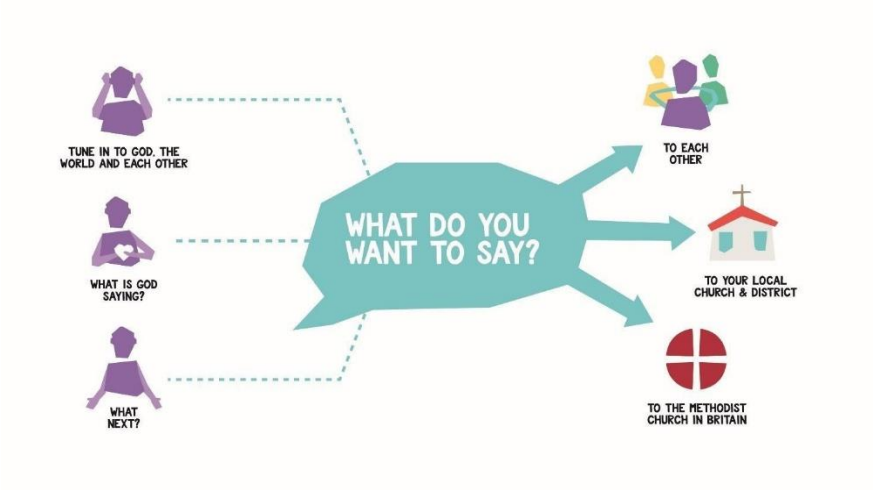
What is 3Generate?

3Generate is the annual children's and youth assembly of the Methodist Church in Britain.

3Generate aims to be a place:

- of celebration, inspiration and empowerment for all children and young people associated with the life of the Methodist Church in Britain
- where children and young people enjoy dialogue with their peers and speak out and into the Methodist Church, enabling dialogue and action across generations
- to support the Christian discipleship of children and young people in the Methodist tradition
- to support networking and the inspiring of those with a ministry among children, young people and their households
- where vocational experiences and opportunities are presented for all attendees
- that is inspiring and encourages children and young people to get involved in their local church and community, creating positive change in the world as agents of change, motivated by their faith and a Methodist Way of Life.



Where and When Is it?

3Generate is held at the NEC, Birmingham.

The dates for 2026 are 2nd – 4th October.

Event Start: Friday 2nd October 2026

Registration opens from 7pm via Halls 7 and 8. Venues will be open ready for you to explore once you have settled into the camping village.

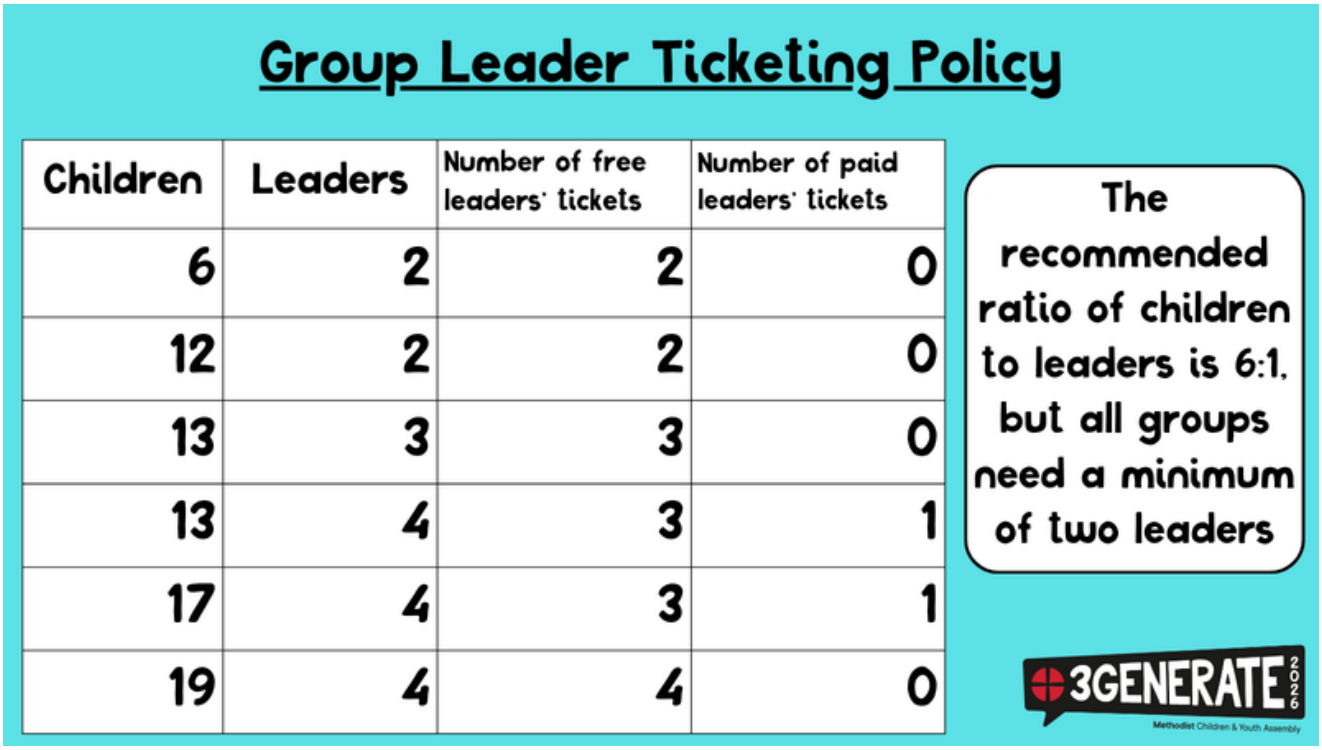
Event Finish: 12.30pm on Sunday 4th October 2026

Ticket Pricing and Leader's Ticketing Policy

Weekend Tickets	£130
Saturday Day Ticket	£70

Each group is entitled to two free leader's tickets. After the first 12 children, groups are entitled to an additional free leader's ticket, with an additional free leader's ticket for each 6 children. For more information on this policy, please refer to the below table.

Exceptions apply for leaders supervising those with accessibility needs, please email the team to discuss this, or any other questions you have about our ticketing policy.



Please get in touch with your Districts if your group requires financial support to attend 3Generate 2026.

What's included in a ticket?

- Full programme for children and young people
- Safe and secure site
- Accommodation
- Meals on Saturday and Sunday
- Free Fruit and Water

What's not included?

- Transport to and from the event
- Friday evening meal

How do I book?

For 2026, we have moved to the EventsAir platform. This means we are no longer using iKnowChurch for any purpose. EventsAir will let you reserve tickets, and add information about your group leaders and children. For a guide on how to use EventsAir, please watch this video.

All information, including your Group Verification Form, must be uploaded to EventsAir by 8th September.

How do I pay for my tickets?

Once you have reserved your tickets on EventsAir, a member of the 3Generate team will be in touch to confirm your booking and send an invoice. This can then be paid via BACS or cheque, with payment information for either included in the email. Please contact the 3Generate team if you experience any issues with this, or delays to your group's payment.

2026 Theme: On The Way

This year at 3Generate we're exploring the theme On The Way - a celebration of the lifelong, ever-unfolding journey of faith. Building on previous years' focus on tuning into God and travelling the "Journey of a Lifetime," *On The Way* invites every child and young person, whatever their starting point, to take a meaningful next step with God. The theme encourages simple, everyday practices that help us encounter God, reflect together and grow in community. Rooted in John 14:6, the programme explores Jesus as *the Way, the Truth and the Life*—with opportunities to encounter these ideas in worship, conversation, creativity, movement and reflection.

Adventure Books

All children and young people attending 3Generate will be given an On the Way Adventure Book – a whole year of adventure, designed to help bridge the gap between this 3Generate and the next one. Each week offers a new way to explore faith and keep your journey going long after the festival ends, helping you stay curious, connected, and open to what God might be doing in your life, all the way through to the next 3Generate.

Additional Adventure Books will be available for children and young people who did not attend 3Generate.

Training and Safeguarding Requirements

The EventsAir system is there both for the 3Generate Team and for you as leaders bringing groups to the event. Each group will have access to their own information and will not be able to see other groups' information.

Safer recruitment

Creating a safe, welcoming and well-organised event starts long before anyone arrives at the NEC. Safer recruitment and safeguarding training are essential parts of that preparation.

All adults accompanying children and young people must have been safely recruited in line with Methodist Church requirements.

Please check with your Group Leaders that they have an in-date DBS and Safeguarding Training. Leaders' DBS must have a Child's Barred List Check (unless only attending for Saturday), and be dated from the last 5 years if from a Methodist organisation, or the last 2 years if external. Contact your local Safeguarding Officer if you require support with this.

All leaders must have completed Foundation Safeguarding training, and at least one leader must have completed Advanced Safeguarding Training.

Every group must complete a **Group Verification Form** confirming that its adult leaders and helpers have been safely recruited.

This replaces the previous requirement to upload individual DBS certificates to the event management system.

The **form can be downloaded** from the 3Generate website and must be uploaded to **EventsAir** **by 8 September 2026**.

Please do not leave this until the last minute. Completing the form promptly will help avoid delays or difficulties close to the event.

Information you need to supply

All other details for leaders and children and young people (dietary requirements, medical needs, accessibility needs) should be uploaded by no later than **8 September 2026**. It helps us to have this information as soon as possible (please don't wait until the deadline) to ensure that 3Generate is as inclusive and accessible as possible for your group.

For all the leaders we need:

- Name
- Any dietary and medical information

You may wish to upload:

- A photo
- Other useful information eg linking with other groups and sharing tents.

For children and young people we need:

- Name
- Date of birth
- Gender
- Any dietary needs
- Medical details and allergies
- Any additional, access or support needs.

Contact with parents/carers and consent

It is a good idea to ensure parents/carers are included in planning for 3Generate, as appropriate. It is essential that they fully understand what the event is about and what steps are taken to keep children and young people safe. You should especially seek their advice about any child or young person with additional needs, asking how best to care for them and keep them safe and happy.

You can find a downloadable parent/carer consent form here

Please note that the consent is between the parent/carer and the leaders of the group, and the 3Generate team does not need copies of these forms.

Data protection

The EventsAir system has been updated to ensure it is GDPR compliant. The Connexional Team Privacy Notice is available (www.methodist.org.uk/privacy-and-cookie- policy/) for further details about how we use personal data.

Accommodation and Practicalities during the weekend

Parking

When arranging transport to/from the event, please direct your coach driver through Gate 1, into Car Park N1. Please try to arrive as close to 7pm as possible as we cannot guarantee entry to the site/car park prior to this time.

You will be able to be picked up on Sunday from the same car park. Worship on Sunday will end at 12.30pm, at which point groups can pick up their sandwiches and leave once they have been signed out by our team, or enjoy their lunch by the Orb Stage.

Registration and Arrival

This year we have streamlined our registration process to cut down queuing times massively. We have also opened up an additional check-in station to offer double the registration capacity from previous years.

The process will work as follows:

- Group coordinators collect their group's wristbands from signposted kiosks in the atrium (the area of the NEC outside of the event's halls)
- Wristbands are handed out to the relevant leaders and children and put on before joining the check-in queue
- Any children and young people with sensory or other accessibility needs will be able to join the fast-track queue to check-in quicker. **Please email the 3Generate team if you plan to use this queue, and which members of your group will use it, so we can ensure we are prepared for your group**. This queue will be signposted with the Sensory Space flag, as well as signs in the atrium.
- Once you reach a check-in desk, volunteers will scan your wristbands, thereby checking you in on our system.
- You will be given details of your camping plot, where you can then go and settle in before exploring the 3Generate town!

Camping Village

The Village is our indoor, tented accommodation for groups. Groups stay in a plot in the Village with their leaders, who are responsible for their care throughout the event.

3Generate will have exclusive use of our designated halls at the NEC for the whole weekend and NEC security staff will be on all the doors and exits. Support in The Village is available from the Village Hosts during the day and from the Night Stewards overnight.

If a member of your group requires support with accommodation, please see the accessibility section below.

Tents

Each group will have its own allocated plot, with space between neighbouring groups. Tents will be provided and erected before groups arrive.

Children and young people will usually share a tent with one other child or young person, as arranged by their Group Leader, and include roll mats. Adult leaders will share with one other adult from their group, but with their own private sleeping quarters, which include comfortable beds and mattresses, as well as a

small communal area.

All you and your children and young people need to bring is a pillow and one of the following: sleeping bag, duvet or blanket. The NEC will be heated to a suitable temperature so a blanket should suffice. The **Kit List** at the end of the Handbook contains further advice on what to bring. Group leaders can bring a simple luggage lock for use on their tent if they wish.

You are welcome to bring pop up chairs for around your tents.

As in previous years, under 18's should not be left alone in the camping village. It is the leader's responsibility to ensure that children and young people are not left unsupervised in the camping village.

There will be no restrictions imposed on the flow of people from the town to the village and vice versa. We have a greater number of volunteers on the Village Host Team and the Youth Support Team who will be very present in the Village.

The Village Hosts, Youth Support and Stewards will be on hand as a support network during the event and will be consistently patrolling the tented village and will alert you if children and young people go back on their own without a leader being present.

There are designated areas in the venue if children and young people just want to relax on their own. We ask you to inform them and encourage them to use either the Park (or Lounge if Year 11/S4+) in the main town, the Village Green, or the Sensory Space venue.

The site at night

From 11pm please ensure your group respects those trying to sleep and is as quiet as possible in The Village until 7am the following morning.

Group leaders should create an agreement with your children and young people regarding safe use of the toilets at night. Please remind your children and young people to wear appropriate clothing when accessing public toilets at night. Paths to the toilets will be clearly signposted during nighttime.

Night Stewards will be patrolling the tented village between 10pm and 7am. If any children or young people leave their tents after lights out for reasons other than using the toilet, the Night Stewards will inform you. We also have a 24-hour Care Team available on call-out to report any safeguarding concerns, using the Careline number: 020 3372 0062.

Packing up on Sunday

Please make sure you vacate your tents and take all your luggage to the designated luggage area in Hall 11 by 9am on Sunday morning. Children and young people should also roll up their sleeping mats and take to the roll-mat collection point.

Food arrangements

All food over the weekend will be provided by the NEC and will be available in the dining area.

Meal times are as follows:

Saturday

Breakfast – 07:00 – 09:00
Lunch – 12:00 – 14:00
Dinner 17:00 – 19:30

Sunday

Breakfast – 07:00 – 09:00
Lunch – 11:45 – 12:30

You will be able to collect your meal at any point during these time slots.

On Friday evening, no meal will be served, but the dining area will be set up to allow groups to eat any food they have brought with them. Subway, Starbucks, and Cornish Pastry Co will be open in the atrium, the area of the NEC immediately outside the 3Generate halls.

Sunday lunch will be ready for you to collect after our final Big Worship at 12pm, you can take the lunch with you on your journey home or stay and eat it in the Orb Stage with some entertainment from the Jervis Brothers!

We can provide food to meet all dietary needs if we have been told about these on the EventsAir system before **8 September 2026**. Following feedback from last year we have been working with the NEC to ensure that there is very clear signage to indicate where special dietary food will be available.

We will provide a number of water stations around-site so that everyone can have access to drinking water. Please encourage your group to bring re-fillable bottles for this purpose.

Leaving the 3Generate site/Outside space

This year we are once again using our outside space to allow groups to have some fresh air. This will be located just past the Orb Stage, where the animal area was in 2025. This space will have benches and some games for children and young people to enjoy and relax.

It is also possible for leaders to take their group out of the 3Generate halls to get some fresh air and go for a short walk. If you would like to do this then you must inform the 3Generate Registration in Hall 9 and check out/sign-in on return. You, as leader, are entirely responsible for the safety of children and young people when outside of the 3Generate halls.

Support for you and your group at the event

Careline

3Generate has a dedicated 24-hour Careline (020 3372 0062) that you, or a child or young person, can call in case of a safeguarding issue, if urgent help is required or if you/they need someone to talk to. Please ensure that those attending have this number saved on their phone or, for younger children, they 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 child or young person.

Helpline

In an emergency and for all non-safeguarding issues then please use the Helpline (Freephone 0808 169 4703). Children and young people can call this number if they cannot find their leaders.

Please note that this line is 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 Helpdesk in Hall 9.

If parents/carers have queries, they should contact the leaders of their group.

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

Care Teams

Village Hosts are there to make you feel welcome and look after you in the Village during the weekend. They will be offering patrolling the area to keep everyone safe, phone charging, and answering questions.

Night Stewards will be available after 10pm and throughout the night to monitor noise levels after lights-out and to generally offer support if needed in the night.

This may include keeping an eye on children and young people when they come out their tents.

The Youth Support Team are our detached workers, who will be walking around the site in pairs, connecting with children and young people and checking that they are okay and not lost. This is so that you can have time to relax in The Well at different points if you want to.

Chaplains are available to leaders in The Well to offer extra pastoral support.

3Generate Helpdesk is open all day to help with any enquiries/issues you have.

First aid will be provided by Medic 1 Direct, located in the 3Generate Town, as shown on the map. If you need first aid, please contact a Steward/Night Steward, 3Generate Helpdesk or the Careline (020 3372 0062).

During the night first aid will be available in Hall 7 in the organiser offices.

Mental Health First Aiders will be on-site throughout the weekend. If you or a young person needs this support, ask for it via 3Generate Helpdesk, the Youth Support Team or the Careline (020 3372 0062).

The Additional Needs Team helps 3Generate work towards being an accessible and inclusive event. This team can offer bespoke support and advice to help every child and young person engage fully with

3Generate, whatever their needs are. They can be contacted ahead of the event or, during the weekend, can be found in the Sensory Space venue. The Additional Needs Team will be wearing yellow lanyards.

Photography and Videos

Accessibility and inclusion

If anyone in your group has any accessibility needs, please get in touch as soon as possible with Bekki Bibko, our accessibility lead, to discuss how we can support you.

On arrival, Growing Hope, our accessibility partners, will have a table near the wristband pick up kiosks (more information on the arrival and registration process can be found on Page 7 of this handbook). Members of their team will be on hand to discuss any questions you may have at this point, and direct people to the fast-track registration queue. This will enable leaders to register members of their group who may struggle with the noisy queueing to get into the event and settle down much more quickly.

During the event, everyone is welcome at the Sensory Space venue, a space for co-regulation that enables all attendees to fully participate in 3Generate.

You can also direct individuals with additional needs, who need further support, to access the and inclusion boxes available in the different venues. These will be available in a visible location near the front of venues. These inclusion boxes contain items such as ear plugs, fidget toys and whiteboards and pens (to help give another way of listening and participating in discussion).

Ear Defenders can be found in the Sensory Space venue, where children and young people will be able to take for as long as they need across the weekend. These can be returned to the Sensory Space at any point throughout the weekend, or in a signposted box when leaving the event on Sunday

Please note that all venues are wheelchair accessible, including toilets and showers on-site. Wheelchair-accessible tents are also available on request via the EventsAir platform.

During Big Worship on Friday, Saturday and Sunday, there will be a livestreaming of proceedings shown in the Sensory Space and Town Hall venues, for those who wish to enjoy worship in a quieter and more relaxed space.

The Well (for leaders only)

The Well is a free drop-in venue specifically for the leaders attending 3Generate. It offers refreshments, resourcing and optional workshops and a chance to talk with other leaders.

There is plenty of support available from the 3Generate Team for your children and young people, including the Village Hosts, the Youth Support Team and others.

This means that there will be times when you might feel able to leave members of your group in activities and sessions and take the opportunity to drop-in to The Well, join in with what is taking place there or just have a drink and catch your breath! If you or other leaders need some support, please speak to The Well's Chaplain.

Keeping Everyone Safe

Stewarding

Stewards will be wearing high-visibility tabards/vests and are responsible for safety and direction around the site. Stewards and NEC staff will be on the perimeter of all of the halls, monitoring the exits, in addition to the main entrance.

Please follow the instructions and listen to the advice of Stewards, who are there for your safety and to ensure the smooth running of the weekend.

The Night Stewards will be offering support in The Village from 10pm – 7am.

Expectations

Please review, and make sure your group has read, the 3Generate Community Commitment (Appendix A) prior to the event. This sets out how we expect people to behave, speak, and act, and ensure 3Generate can be a place where everyone feels safe, welcomed, respected and able to be themselves.

Fire procedure

We will follow The NEC's fire procedure and, in the case of an alarm, Stewards and NEC staff will direct you. If an evacuation is required, an announcement will be made by NEC staff. Please listen carefully to all announcements made. During the announcement the fire assembly point location will be provided. Once outside at the assembly point, please do your best to bring all of your group together.

Emergency Incidents

In the event of a major incident, such as a live attack, you are encouraged to follow the government's advice of 'Run, Hide, Tell'. Everybody should run and hide, encouraging those around you to do the same, especially any children and young people that are with you at the time. When you think it is safe to do so then call 999, but do not risk compromising your safety. Please see Appendix D for further details. We recommend discussing this with your group in an age-appropriate way to prepare them for this eventuality.

Safeguarding overview

Throughout the event 3Generate will be operating a Free Careline 020 3372 0062, where you can direct any safeguarding concerns.

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 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.

The 3Generate Safeguarding Policy is available on the web pages here: 3Generate Forms, FAQs and Policies - The Methodist Church. The Methodist Church's policies and procedures are here: www.methodist.org.uk/safeguarding/policies-procedureshttp://www.methodist.org.uk/safeguarding/policies-procedures-posters-and-leaflets/policies-and-guidance/posters-and- leaflets/policies-and-guidance/.

Responding to a child or young person who makes a safeguarding disclosure

- 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. They are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Contact the Designated Safeguarding Team via Careline (020 3372 0062) or 3Generate Helpdesk 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 may well be asked to stay involved rather than the Designated Safeguarding Team taking over (and the child or young person having to repeat painful or upsetting details unnecessarily).
- Do not talk to anyone else about concerns or allegations.
- Remember that it is not your responsibility, or that of 3Generate or Methodist Children, Youth & Family Team, to investigate the truth of any allegation; this is the responsibility of the police and social care.
- Write-up on the incident form 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 and pass to a member of the Designated Safeguarding Team.
  These forms will be held at the 3Generate Helpdesk.
- Ask for feedback from the person you have reported the matter to, ensuring something has been done.

The Designated Safeguarding Team will support you to enable helping the child or young person as sensitively and appropriately as possible. The team will also assess whether you should continue to be involved. In some cases, it may be better for you not to be –
particularly if you're finding the process upsetting or disturbing. Please let the Designated Safeguarding Team know if you feel out of your depth in any way.

Safeguarding 'golden rules'

- If in doubt, pass on your concerns.
- "Doing nothing is not an option".
- Listen to your "belly feeling", gut feeling or general intuition. Act on it and respond.
- If someone shares something with you, they want to tell you!

Look after each other as a team. If you or other leaders in your group are tired or need quiet space, consider how you can support this.

Safeguarding after the event

After each 3Generate all incident forms are reviewed by the Designated Safeguarding Team. Appropriate actions are followed up before each of these forms are signed off.
This may involve contacting you or your District Safeguarding Officer if you or a member of your group was involved. This is to find out how the matter was dealt with back home and to ensure all is well.
If a safeguarding issue is raised after the event has taken place, 3Generate will assist

with information only as appropriate. The district is responsible for resolving the matter. Your District Safeguarding Officer needs to be informed.
If you have any feedback regarding how to improve safeguarding provision or aspects

of the 3Generate weekend that require more consideration for the following year, please do contact us: 3generate@methodistchurch.org.uk.

Risk assessments

Working with the NEC, we carry out a very thorough risk assessment of all the events, fittings and activities at 3Generate. Information about this is available on request. However, you will also need to complete a risk assessment ahead of 3Generate for your group's attendance at the event.

This should ideally be done as a team of leaders, so that everyone is aware of the likely risks and how these will be minimised/managed. Your risk assessment should include staff ratios; additional needs; contingencies; journeys to 3Generate and back and care of each other. Please ensure there are an adequate number of leaders on site for the number of children and young people that you have. If for any reason (such as illness) you no longer have sufficient number of leaders for your group, please advise the Designated Safeguarding Team, via the 3Generate Helpdesk.

Please remind your group that they will be arriving into an unfamiliar place, and they should therefore be careful not to run around blind corners, watch out for where cables run across paths under cable covers be aware that there are a number of temporary structures on site requiring extra care of steps, heaters, guy ropes, tie-downs and weights.

Appendix A - Kit list

Here are a few tips to help you plan what you need for the weekend.

- Ensure you can fit everything in your luggage – and that it's not too heavy to carry.
- You don't need to bring toilet rolls, as these are provided.
- Leaders can bring a simple luggage lock for use on tents.

☐ **Medication** If you require medication, please bring it labelled in a clear, sealable, plastic bag.

☐ **Epi-pens and inhalers**. These must be labelled and at least one kept with their owner at all times. Please bring a spare of each.

☐ **Sleeping bag/blanket/duvet, pillow, pillowcase.** A bed/roll mat will be provided for children and young people.

☐ **Nightclothes**. Possibly including dressing gown and slippers/bed socks.

☐ **Underwear.**

☐ **Sufficient changes of clothes.**

☐ **Jacket**. You may need one suitable for outdoor wearing for travel

☐ **Footwear.** shoes/trainers (we'd recommend one change of footwear). Remember to pack appropriate footwear if you want to take part in the sports/physical activities in some of the venues.

☐ **Towel**. One for showering and you may also want to bring a hand towel or flannel.

☐ **Toiletries, hairbrush and tissues**. Including toothpaste, toothbrush, roll-on or stick deodorant ((**no** deodorising or body **sprays** please), possibly shampoo.

☐ **Reusable bottle** for water/cordial and/or a **reusable cup/mug** for hot drinks.

☐ **Note pad, pen/pencil.**

☐ **Bible**. You may want to bring a Bible (please ensure it has your name in it).

☐ **Spare foldaway bag(s)**. To put things like dirty laundry in.

☐ **A fold-away chair** for use in The Village (optional).

Please label everything you bring.

DON'T bring valuables or lots of cash. We cannot guarantee the safety of iPads, headphones, mobile phones or jewellery, etc. It may be useful to bring a list of what you packed so you remember what to take home with you. Your Church Insurance will not cover loss of property.

Appendix B – Guidance for participants using social media (including production of promotional videos by groups)

Please share this information with your children, young people and all group leaders.

Please talk to your group 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.

These guidelines are in place to ensure that each participant feels safe and comfortable whilst attending 3Generate. As well as group leaders, there are members of the 3Generate Delivery Team, as outlined on the pages about support, available for participants to talk to. Alternatively, anyone can phone the Careline number FREE on 020 3372 0062.

- No participants under 13 should be accessing social networking sites and apps (WhatsApp under 16) and those above this age should prioritise the opportunity to engage with the event.
- Only take or share photos or videos with the consent of the person/people you are taking the photo or video of. Always ask permission.
- Photos should only be taken in public areas – not in toilets, bathrooms, tents or changing rooms.
- Some venue activities and sessions may contain sensitive conversations. During these sessions, please do not take photos, audio or video recordings. Of course, discretion should still be used in other sessions. We want to make sure nobody is ever made to feel vulnerable or uncomfortable.
- No child or young person should attempt to connect with 3Generate leaders, staff or volunteers on any social media site or app. If a participant attempts to do this, the adult will decline the request.
- Please report any improper contact, or contact you are uncomfortable with, or any cyberbullying (definition below) whilst you are at 3Generate. This can be reported either to the DST or to a member of the delivery team as soon as it happens. We have a zero tolerance approach to cyberbullying.
- If anything happens after you have gone home, please tell an appropriate adult as soon as you can.
- Remember – trusting others and having that trust betrayed is nothing for you to be embarrassed about. Even if you are embarrassed, please 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) by official 3Generate photographers or film crew. This may include live broadcast during the course of the event. The 3Generate Team will 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 being used inappropriately, please email 3Generate@methodistchurch.org.uk as soon as possible.

The Methodist Church takes the issue of child safety and our duty of care very seriously. This means that images of children and young people will remain unidentifiable, with names and identifying information withheld.

Parents/carers can withhold permission for their children or young people to be photographed or filmed (as can the child or young person themselves). If this is the case, please ensure this is made clear on the consent form and that our registration team is made aware of this at check-in. Any participants this applies to will then be photographed by our media team (these photos will be held securely and deleted after the event), so that they can cross-reference any videos or photos released after the event to ensure they do not include these participants. A badge will be available to wear to indicate no photographs or filming, group leaders can request these from 3Generate Registration or Helpdesk.

To ensure that no media is released containing those participants who have opted out of being photographed/videoed, we ask that groups do not produce their own videos of 3Generate. A highlights video produced by our team will be available in the week immediately after 3Generate to share in your church communities. Please get in touch if you have any questions regarding this.

Appendix C – Emergency Incident Protocol

We are advised by the police to share the 'Stay Safe' principles with you. In order to keep everyone safe there are a number of factors to be taken into account. It is right that we are aware of the action that should be taken in the unfortunate event that the NEC is a target.

Individuals should follow the principles of "Stay Safe" listed below. But please remember that, at all times, we must also remain responsible for those in our care.

In the event of a firearms or weapon attack, the 'Stay Safe' principles (Run Hide Tell) give some simple actions. Also listed below is the information that armed officers may need.

Run

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

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, eg 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 only when safe to do so. Do not use your phone if it is likely to give away your location.
- What might the police 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

During an armed police response:

- Follow officers' instructions.
- Remain calm.
- 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
    - evacuate you when it is safe to do so.

Full guidance is contained on the NaCTSO website
https://www.gov.uk/government/publications/recognising-the-terroristhttps://www.gov.uk/government/publications/recognising-the-terrorist-threatthreat

Appendix D – Incident Protocol

INCIDENT

Medical	Unacceptable behaviour	Safeguarding	Other
First aid is primarily provided by First Medic The medical room is available for less urgent cases. During the night both of these will be accessible via the Helpline (0808 1694703)	If possible, contact the Group Leader(s) of the individual(s) **OR** Contact the Helpline if urgent **OR** Report to the 3Generate Reception in Hall 9	Contact our Safeguarding Officer Reuben Collings via the Freephone Careline on 020 3372 0062	Report to the 3Generate Reception in Hall 9 **OR** Contact Operations via a Steward with a radio **OR** If urgent, contact Helpline (0808 1694703).

Action ...

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.

Appendix E – Checklist

Before you come to 3Generate, please make sure you have/your group has:

- ☐ this booklet and any other useful documents
- ☐ submitted your Group Verification Form to EventsAir
- ☐ Shared details of all young people and leaders on the EventsAir platform, including dietary and camping requirements
- ☐ all the signed consent forms and relevant information about the children and young people you are responsible for *(Please note these do not need to be shared with the 3Generate team)*
- ☐ medication, especially Epi-Pens or inhalers, for all the children and young people who require any
- ☐ left your mobile phone number(s) with families and ensured parents/carers know where the Helpline and Careline numbers are
- ☐ copies of your group's insurance details (check with your church secretary and ask them to inform your church's insurance provider that you are attending 3Generate*)
- ☐ contact numbers for anyone that you may need over the weekend (eg coach driver and coach company)
- ☐ [if travelling by coach…] reminded the company of the agreement to use the toilet

*You may want to tell parents and carers that individual property is not covered by insurance.

Maps of the site will be available online in September, along with a downloadable PDF version of the programme.

Appendix F – 3Generate Community Commitment

Our 3Generate Community Commitment

Delivery Team, Group Leaders and Staff

3Generate is more than an event. It is a place where children, young people and adults come together in faith, community and hope. We want it to be a place where everyone feels safe, welcomed, respected and able to be themselves.

Creating that kind of space is something we all share in. It is shaped by the way we speak, the way we behave, the way we Listen, the way we look out for one another, and the way we respond when something is not right.

We recognise that people have different needs. If you or someone in your group requires additional support to participate fully, please let us know in advance so we can help.

At 3Generate, we ask everyone to help build a culture that is kind, open and respectful. This means listening well, including others, being thoughtful in how we use words and actions, and recognising that each person brings their own experiences, needs and gifts. and recognising that some people face additional barriers to feeling safe and included.

We want 3Generate to be a place where people feel able to speak up, ask for help and share concerns. Safeguarding is part of that culture. It is not only about responding when something has gone wrong, but about creating an environment where people feel safe, valued and able to take part fully.

We encourage a sense of shared responsibility within the event. This means taking care in how we treat one another, respecting shared spaces, using phones and social media thoughtfully, and helping to make 3Generate a positive experience for everyone.

We recognise that no community is perfect, and that people may sometimes get things wrong. What matters is that we respond with grace, honesty and responsibility, and that where something causes harm, concern or discomfort, it is taken seriously and responded to appropriately.

By taking part in 3Generate, we are each being invited to contribute to a culture of welcome, openness, safeguarding and mutual care.

Our 3Generate Promise

Younger Children

At 3Generate, we want everyone to:

- Feel safe
- Feel welcome
- Feel happy
- Feel included

We can all help with this.

Older Children

At 3Generate we will:

- **Be kind:** We use kind words and kind actions.

- **Help each other:** If someone is upset, lonely or worried, we help them or tell an adult.
- **Listen:** We listen to leaders and helpers so everyone can stay safe.
- **Include people:** We let people join in and we do not leave people out.
- **Respect each other:** We are gentle, polite and respectful.
- **Look after our spaces:** We take care of the places we use and tidy up after ourselves.
- **Use phones and tablets safely:** We do not take photos or videos of people if we should not. We do not send unkind messages.
- **Speak up:** If something feels wrong, scary or upsetting, we tell a trusted adult. All members of the 3Generate Delivery Team will be wearing a tshirt with the 3Generate logo on it, and Stewards will be wearing hi-vis vests with 'Stewards' clearly on the back.
- **We are all part of 3Generate:** We all help to make 3Generate a safe, happy and friendly place.