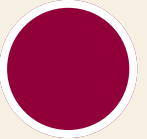
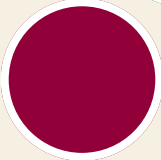




Explore
The
Natural
World



Discover



Family Activities

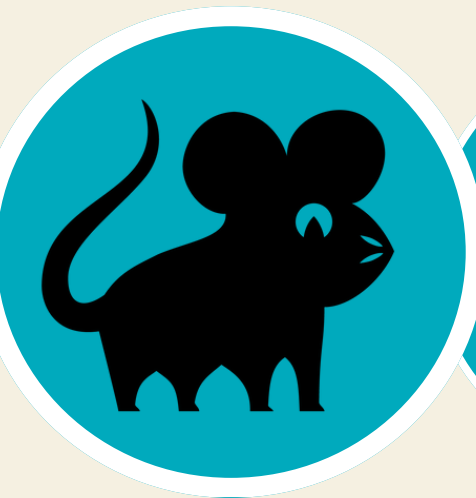
at Churches Conservation Trust
Organiser's Manual



Become
Inspired



Make
Noise



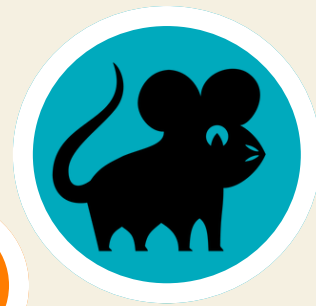
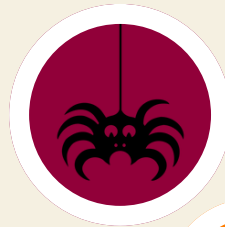
Embrace
The
Stillness



Get
Hands
On



Family Activities: Organiser's Manual



Churches Conservation Trust is committed to engaging the public with our buildings through interactive and exploratory activities. These experiences provide a great opportunity for community bonding and fundraising. This document will lead you through everything you need to safely and effectively organise an event that appeals to families with activities that can be enjoyed by children of all ages as well as their guardians.

Planning your event in **10** steps:

1

Read through this document in full.

Ensure everyone involved in the activities is familiar with the key information:

- Safeguarding..... page 2
- Risk assessments..... page 5
- Incident reports.....page 6
- Photography guidance.....page 8
- Tips for working with families..... page 10

Safeguarding

2

Familiarise yourself with the CCT's Safeguarding information, especially the *Safeguarding Policy Summary for Volunteers: Children and Adults at Risk*. It is important you are familiar with this policy before an event.

**Access up to date
information on
Safeguarding at the CCT:**



Safeguarding is our collective responsibility to protect vulnerable people, such as children and adults at risk, from harm, abuse, and neglect. This is why it is important you familiarise yourself and other relevant parties with the *Safeguarding Policy Summary for Volunteers: Children and Adults at Risk*, which can be found by scanning the QR code above.

What should I do if I am worried?

- If someone tells you they are being abused, if you witness abuse, or if you suspect abuse may be taking place you must tell someone. It is very important that safeguarding concerns are kept confidential - please directly follow the **Safeguarding Escalation Policy**. A copy of which can be found at the back of this document.
- Usually, you will speak directly to a member of CCT's Safeguarding Team.
- Safeguarding is often described as a jigsaw puzzle – you may hold one puzzle piece, but the safeguarding team may hold more.

3

Obtain the overview document for the planned activities. For example, *'Herbs, Spices and Smells: Family Activities'*. This contains the specific instructions and hazards associated with the activities.

4

Write your risk assessment using the CCT's risk assessment template. Add any relevant hazards from the activity overview document and any hazards specific to your church. The 'Common Family Activity Hazards' document contains many examples you can copy.

5

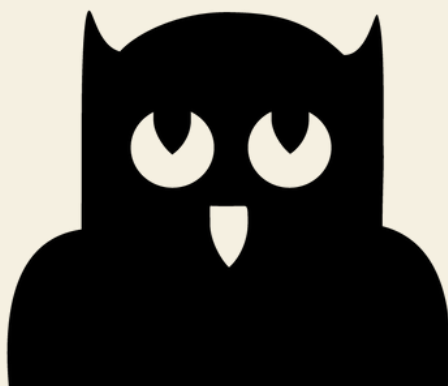
Notify your Churches Conservation Trust contact (Local Community Officer or other) of the planned event and send them a copy of the risk assessment.

6

Collect or purchase the necessary materials. This document contains a list of suggested materials for any learning event and the overview document contains the specific materials needed for those activities. The learning department has some materials on hand that can be sent out to churches. You can enquire about this at learning@thecct.org.uk

7

Promote your event using the poster template. Share with local groups in person or through social media. Your Local Community Officer will be able to assist.



8

On the day of the event, ensure you have put up the appropriate signage found at the end of this document: *'Do not leave children unattended'* and *'Photography today'*. Do a sweep of the area and note down any hazards you may have missed. Ensure there is at least one, fully charged, mobile phone for use in case of an emergency and have your risk assessment and incident reports to hand.

9

Now you are ready to go! Have fun and remember to go with the flow.

10

After the event, fill out the Volunteer Feedback Form for Activity Packs and send to learning@thecct.org.uk and your CCT contact (LCO or other). This helps us keep track of which activities are the most popular.



Risk Assessments

Risk assessments are crucial for preventing harm and improving safety. They identify potential hazards, evaluate the risks, and help implement measures to protect individuals and organisations.

Definitions:

- **Hazard:** Something with the potential to cause harm to health or safety.
- **Risk:** How people may be harmed.
- **Control Measures:** Initial precautions taken to avoid risk of hazard. Can the hazard be removed?
- **Residual Risk:** The risk that remains after your precautions/ control measures are put in place sorted by level of injury/illness/distress if an incident was to occur. (L: Low; M: Medium; H: High)

Low	Minor injuries/illnesses
Medium	Fractures, chronic illnesses, time off work. RIDDOR Reportable.
High	Deaths, permanent disablement, life-threatening or terminal illness/disease. RIDDOR Reportable.

- **Further Precautions:** Upon completing the residual risk, are there further precautions that can be implemented to further improve safety.

The **Common Family Activity Hazards** document contains multiple examples of assessed risks that are common to activities in churches. In the activity overview document there are the hazards associated with those specific activities. Use these, plus your own knowledge of the building, to fill out your risk assessment.

The CCT has a **Risk Assessment Template** that can be found on our website, as well as more information on holding a safe event.

If you have hazards labelled as high risk that you can not remove or resolve through further precautions, you should get in touch with your CCT contact who may advise you to cancel the activities.

Accident/ Incident/ Near Miss/ Medical Report Form

Any injury or accident, no matter how minor, should be documented in an incident report. Even events that didn't result in injury or damage but could have should be reported to prevent similar occurrences in the future- this is known as a 'near miss'.

Name of Casualty / Person involved in near miss, or Medical etc.			
<input type="checkbox"/>	Churches Conservation Trust Staff (inc. Volunteers)		
<input type="checkbox"/>	Contractor	Company Name	
<input type="checkbox"/>	Churches Conservation Trust Visitor		
Permanent Address			
Temporary Address			
Date of Accident/Incident		Time of Accident/Incident	Time hrs
Location of Accident/Incident/Near Miss/Medical			
Details of Accident/Incident/Near Miss/Medical			
Nature of Injury (where applicable)			
Witness One			
Name		Address	
Witness Two			
Name		Address	

Report completed by			
Signature			
COMPLETE THIS SECTION IF RELEVANT TO INCIDENT			
First Aid treatment and advice given?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
Details of treatment and advice given			
Casualty went to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospital Details	
Complete this section ONLY if the casualty is staff or a volunteer	Casualty sent home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Casualty escorted to hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No

Make sure you have a couple of these forms available to you on the day of the event.

Send completed incident report to learning@thecct.org.uk and your Churches Conservation Trust contact (Local Community Officer or other).



Photography Guidance

Photos can be a great way to document your work and share it with supporters. However, there are certain privacy measures to keep in mind.

- We suggest restricting your photography to ‘crowd photography’ as this means you do not need to gather consent forms.
- If you are particularly interested in taking photos where people’s faces (or likenesses) can be identified, please contact learning@thecct.org.uk for further information and consent forms.

If you are taking any photos at an event you must put up ‘*Photography Today*’ signage. This alerts visitors to photos being taken and means they can opt out.

Examples of photos in which consent forms **ARE** required (identifiable faces):

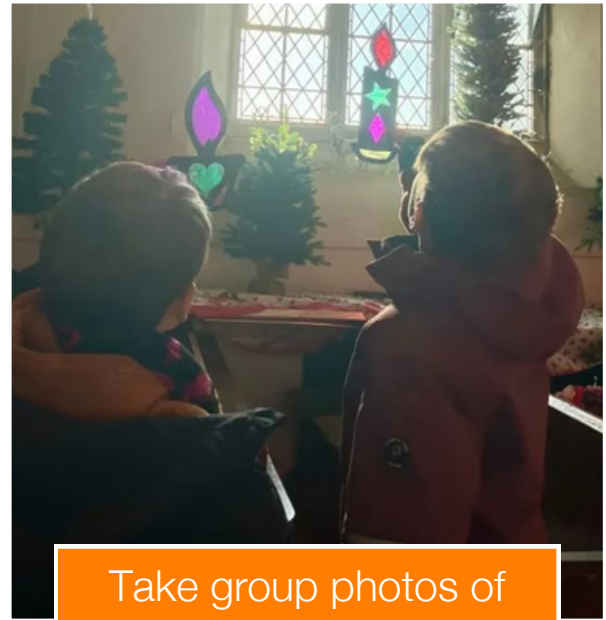


Crowd Photo Tips!

Examples of photos in which consent forms **ARE NOT** required (crowd photography- no identifiable faces):



Masks are great for taking pictures of children where the face is disguised! You can also ask children to hold work in front of their faces to take a picture.



Take group photos of people from behind- pointing up or holding up an object.



Top-down photos of visitors working at a table is a great way to show the work being done and the church full of people without including faces.



You can take over the shoulder pictures of people interacting with the materials.



Working with Families

Our goal for family activities is for children and adults to learn that our churches are spaces for creativity, learning and fun.



If a child is not interested in the planned activities and wants to construct a cartoon character out of clay and not a gargoyle or wants to draw a cat instead of a coat of arms, then encourage them to do so!

You can ask them questions about their interests and then link this to the church:

'That's a funny looking creature! What is it called? I'm sure that would scare away bad spirits just like our gargoyles are designed to!'

'I love cats too! Did you know a lion on a coat of arms can symbolise bravery?'

- Research shows that visitors are more likely to remember experiences they relate to.
- People may engage with our buildings and activities in ways that appear unusual to us but are meaningful to them.
- As long as a behavior is not putting the building or other visitors at risk, then it is acceptable.



Inclusive Language

The Churches Conservation Trust is committed to our buildings being welcoming to all and below are some examples of how you may like to make your language more inclusive:

Avoid...	Try...	Why?
<p>‘Where is your mum/dad/grandma’ ‘Where is your son/daughter’</p>	<p>‘Where is your adult?’ ‘Where is your guardian?’ ‘Where is the child you came with?’</p>	<p>Families come in all shapes and sizes, and these phrases avoid having to guess how people are related.</p>
<p>‘I think that child has autism/ADHD...’ ‘That child is special/ has special needs’</p> <p>Never touch a disabled person’s mobility equipment (e.g. wheelchair, cane); assistive technology (e.g. electronic tablet) or service animal without consent.</p>	<p>‘There is a visitor coming today with additional needs’. ‘They are a wheelchair/braille user’</p> <p>‘Can I help in any way?’</p>	<p>It’s never good to self-diagnose someone.</p> <p>By using terms such as ‘additional needs’ you shift the focus from the individual to what you can provide to support them.</p>
<p>‘Do you have a husband/wife/girlfriend/boyfriend?’</p>	<p>‘Do you have a partner/significant other?’</p>	<p>These phrases do not assume the persons’ sexuality.</p>
<p>‘This window shows the nativity story, which I’m sure everyone knows.’ ‘The exit is by the font/altar.’</p>	<p>‘Do you know the nativity story?’ ‘The exit is over to the left’</p>	<p>Not everyone grew up with Christianity. Try not to assume people’s knowledge</p>
<p>‘Hello ladies and gentlemen, boys and girls.’</p>	<p>‘Hello everyone!’</p>	<p>More gender inclusive.</p>



Further Guidance

Interacting with visitors: Except for an emergency, you should never be touching visitors, especially children. This includes hugs; demonstrating an activity; or lifting them up to show something. Always be mindful of one-to-one interactions with visitors and, where possible, avoid being alone with a visitor and never be alone with a child without their guardian.

Consecrated: Keep in mind that our churches remain consecrated and so you should avoid activities that mention demons, devils, ghosts etc. For this reason, we do not host Halloween or 'Haunted Church' events. Spooky and gruesome gargoyles are a great alternative!

Donations: It is up to you, the organisers, whether you wish to offer activities for free and ask for donations afterwards or advertise beforehand that activities require a small donation. For activities that require purchasing specialised materials and in which the visitor leaves with something (for example a wreath) it is acceptable to ask for a donation before the visitor engages in the activity. Make sure to draw visitors attention to donating by highlighting the work of the Churches Conservation Trust and having a pot for donations on the table next to the activities.

Dogs: In general, we have an open-door policy on visitors bringing dogs into our churches if they are under control and on leads. If you feel it's necessary for your activity/event to not allow dogs into the church, then disallow their entry at your own discretion. This does not apply for guide/assistance dogs which must always be allowed entry.

Number of people: We do not suggest trying to implement a booking system for these events/activities. If you have lots of people arrive at the same time and you can't facilitate them, ask them to explore the church or local area and return later.

Protecting the building: Be mindful of arts and crafts materials (glue, paint, permanent markers etc.) that may mark the church or historic objects. Avoid substances that leave marks; move activities outside or use coverings to avoid stains!

Alcohol: This guide is specifically for family engagement events. If you wish to plan an event with alcohol, you will need to talk to your Trust contact about licensing.

Music: Be aware that, due to copyrighting, playing recorded or live music at an event may not be allowed. Speak to your Trust contact for more information.



Suggested Materials

These are items which are good to have for any family event. The activity overview document will specify the specific materials needed for those activities. It is always best to source materials locally, but if this is not possible there are multiple online retailers who stock the following items:

- Wet wipes,
- Kitchen towels,
- Hand sanitizer (with ingredients listed on bottle)
- Stress balls/fidget aid (can be offered to children for tactile stimulation- these should be wiped down regularly).
- Pencils,
- Colouring Pencils,
- Clipboards.



Groups wishing to put on a family engagement event should be able to buy these materials for a low cost. Donations made from one family event can then be used to fund another. However, the Learning department does have some budget available to support engagement events.

Please email learning@thecct.org.uk for more information.



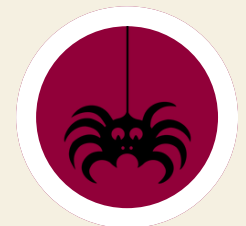
Promotion Guidance

It can be difficult to convince families to visit a historic church- especially if it is off the beaten track! Here are some tips for promoting your family event:

- Find out if there are other community spaces (libraries, village halls, active churches etc) that regularly hold events for families. Reach out to them and see if they would be willing to promote your event in return for you promoting theirs.
- Look for (active) local groups on Facebook and see if you can promote your event on there. Often there are specific groups for people with young children etc.
- Primary Schools will often have noticeboards for children's activities. It may be worth visiting your local school and seeing if they will promote your event to parents.
- Tie your event in to a wider town/village event such as a Christmas light switch on or May Day parade. This way you can take advantage of the increased foot fall. You can also get in touch with the organiser and see if they can promote your activities alongside the wider event.

The CCT has a **Family Event Poster Template** that your CCT contact will be able to share with you.

Feedback Forms



There are three feedback forms available for Family Activities:

- **Volunteer Feedback Form for Activity Packs-** this form is for you and other organisers of the event. It gives you the opportunity to rate the activity packs and feedback to CCT's Learning Officer, so they can continue to improve the resources available to volunteers.
- **Feedback Postcards for Children-** these can be printed double sided and left out for child visitors. Use coloured paper if possible!
- **Family Feedback Form for Adults-** these are for adult visitors to family events.

Please send any completed feedback forms to learning@thecct.org.uk

Mascots


The Churches Conservation Trust has six mascots to encourage children and family visitors and can be a great addition to your event. Each mascot has a special area of interest, and you will see their faces on lots of our resources. You can contact learning@thecct.org.uk if you are interested in ordering mascot signs or stickers.



Gizmo the Gargoyle is head of the pack! He loves history and, being made of stone, he is old enough to have experienced much of it. Gizmo uses his binoculars and magnifying glass to see the features of the church up close.

DISCOVER
with Gizmo the Gargoyle

CHURCHES CONSERVATION TRUST



**EXPLORE
THE
NATURAL
WORLD**
with Belfry the Bat

Belfry the Bat is interested in anything to do with animals and nature. He lives with his friends in a bat box and loves to watch the wildflowers. Belfry encourages visitors to explore and protect the natural world.

CHURCHES CONSERVATION TRUST



**GET
HANDS
ON**
with Spires the Spider

Spires the Spider uses her eight legs to explore the church by touch! She loves to learn all about building materials, craftsmanship and architecture. Spires also likes to make her own creations out of clay, wood, stone and more!

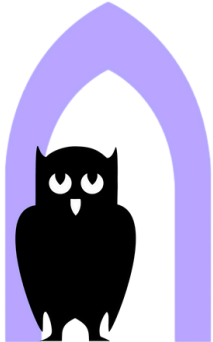
CHURCHES CONSERVATION TRUST



**BECOME
INSPIRED**
with Cloisters the Cat

Cloisters the Cat loves to admire the incredible artwork found in churches. She is interested in learning more about the people who designed the beautiful patterns, wall paintings and stained glass windows. Cloisters uses churches as inspiration for her own drawings and paintings.

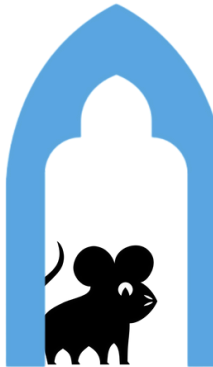
CHURCHES CONSERVATION TRUST



**MAKE
NOISE**
with Ogee the Owl

Ogee the Owl loves to sing, dance and act! She uses her loud voice to express her thoughts and feelings. Her favorite thing about churches is how the walls amplify sounds. Ogee likes to watch drama performances from her home high up in the tower.

CHURCHES CONSERVATION TRUST



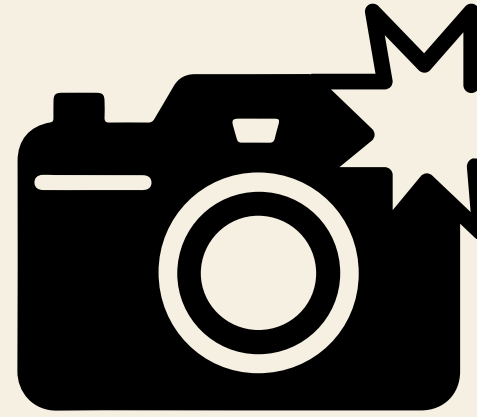
**EMBRACE
THE
STILLNESS**
with Mullion the Mouse

Mullion the Mouse appreciates churches for how quiet and still they can be. They love to gaze up at the high ceilings and ponder the big questions like why and how we got here. Mullion loves to learn about different religions and practice mindfulness.

CHURCHES CONSERVATION TRUST

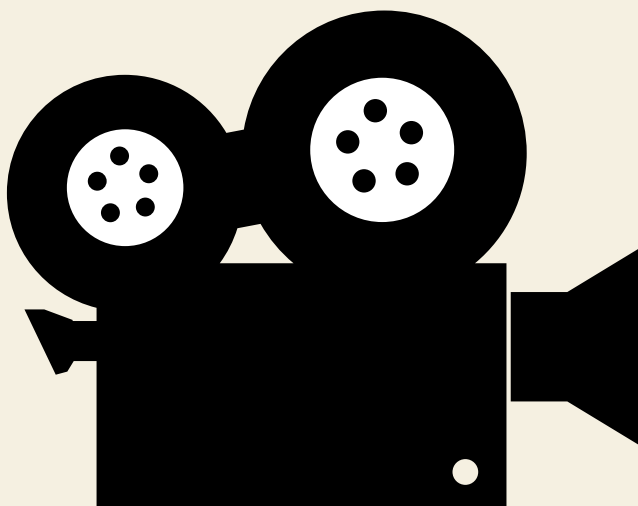
Feel free to email learning@thecct.org.uk with any questions about learning or family activities!

Photography is
taking place
here today.



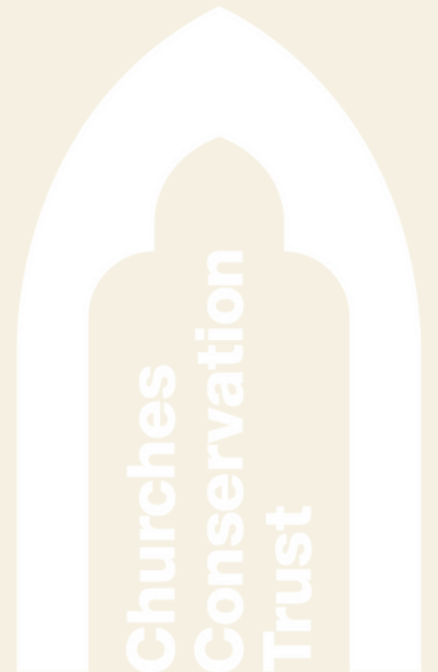
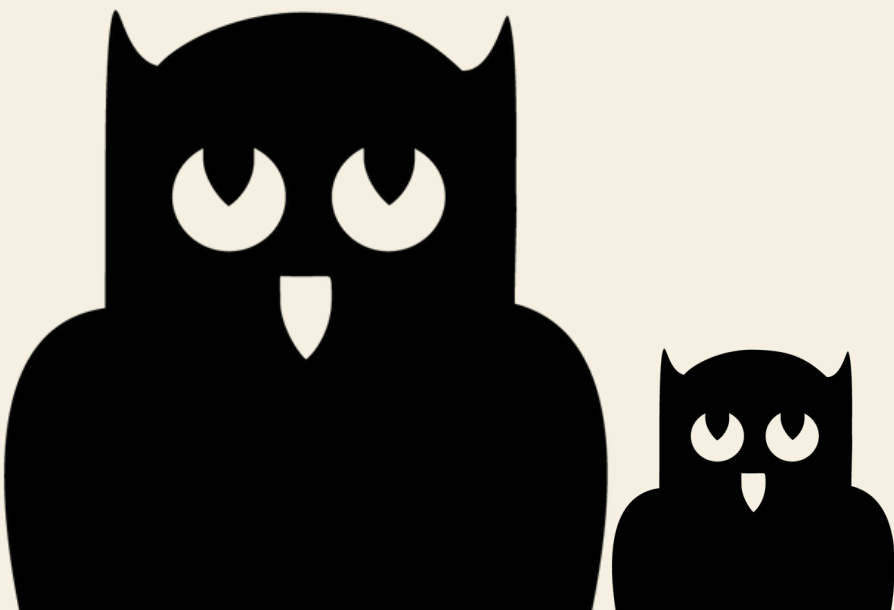
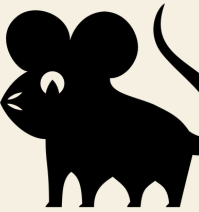
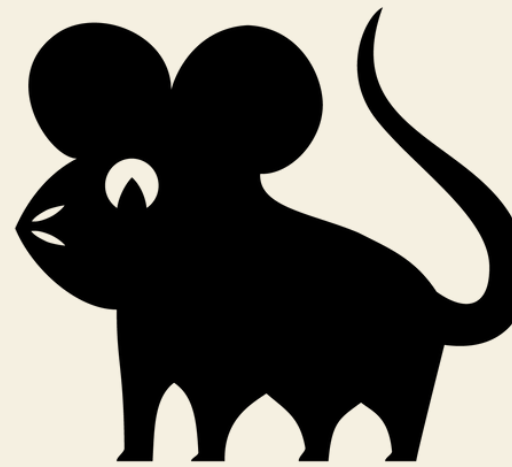
If you do not wish to have
your photograph taken,
please speak with the
photographer.

To find out more please ask
for our photography
information.





Please accompany
your young ones at
all times and do not
leave children
unsupervised.



Designated Safeguarding Lead

Elizabeth B. Bell



Training and Health and Safety Officer

email: safeguarding@thecct.org.uk or tel: 07392 087 434

Deputy Safeguarding Lead

Victoria Allen



HR and Learning & Development Manager

email: vallen@thecct.org.uk

telephone: 07425 705 989

Senior Lead for Safeguarding

Judith Patrick



Director of Operations

email: jpatrick@thecct.org.uk

telephone: 07887 728 206

Please always follow the Safeguarding Escalation Procedure

The Trust's Safeguarding Policy, Escalation Procedure, and Safeguarding Reporting Form can be found in [I:/Handbook](#)

**IN THE EVENT OF AN EMERGENCY, OR TO REPORT
A CRIME IN PROGRESS, PLEASE CALL 999**

Lost or Missing Child?

⚠ REMEMBER ⚠

Be aware who is listening

- Use common sense
- Stay calm
- Keep ALL contact details

FOUND A LOST CHILD?

- Ask the child... who are you with, what do they look like, where did you last see them, do you know any telephone numbers?
- Take contact details of the person who found them
- Look for the caregiver
- Ideally stay where they were found
- If you cannot locate the caregiver in a timely manner call police on 999

IF A CHILD IS MISSING...

- Ask the caregiver... name, age, & description of child / where & when did they last see them / their contact details
- Perform a calm, swift search & report back at an agreed location/ time
- If you cannot locate the child in a timely manner advise the caregiver to call the police on 999

APPROACHING A CHILD

- Approach with caution
- Remember you're a stranger
- Get down to their level, leave space
- Give them your name
- Be aware of communication differences
- Keep yourself safe – be visible
- Keep them in your sight line
- DO NOT touch the child
- DO NOT give the child food/drink etc

⚠ HANDOVER ⚠

- Ask the adult for details about the child
- Check the child knows the adult
- Observe body language when reuniting
- If you're not comfortable, call 999



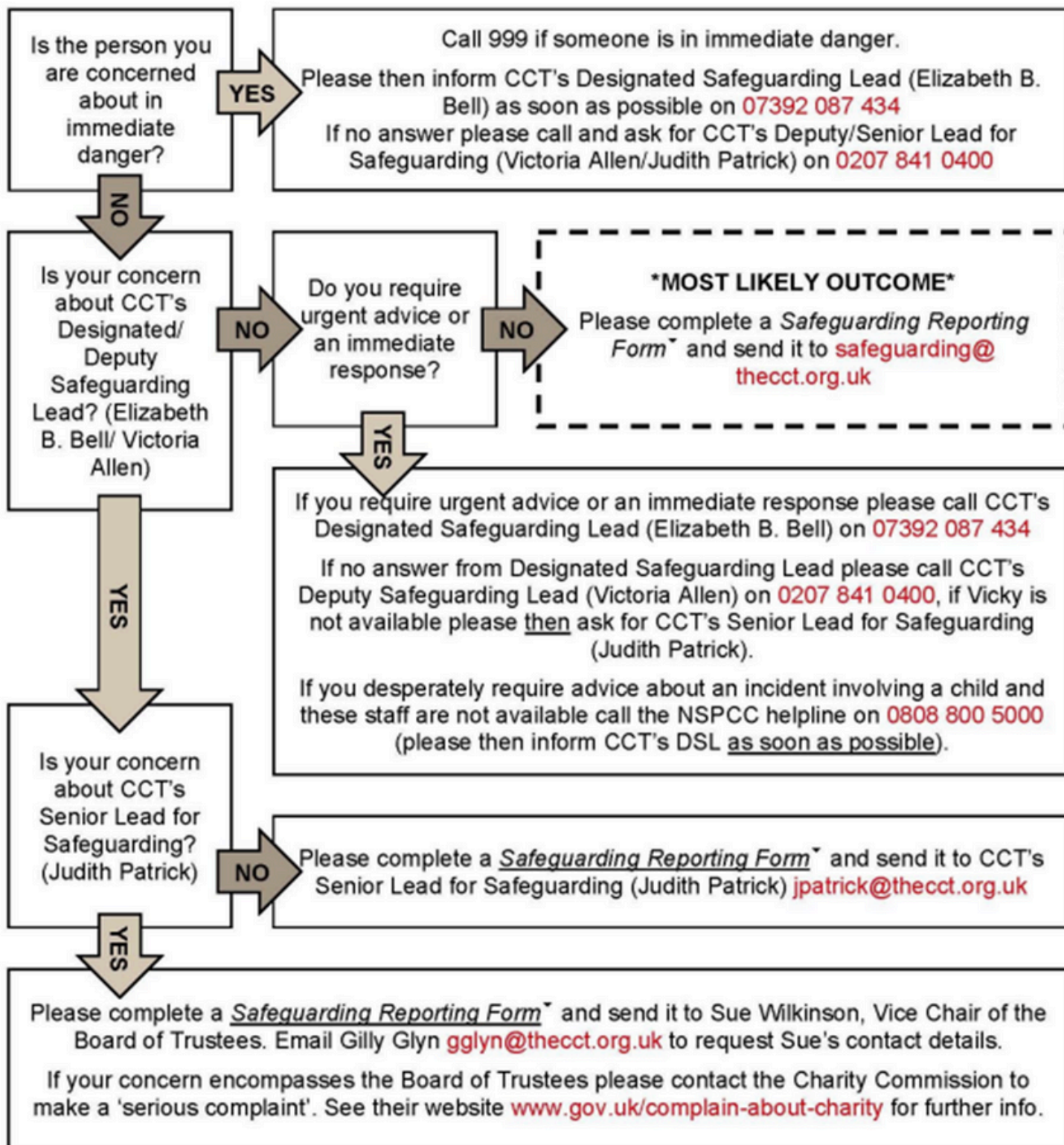
SUPPORT For Lost or Missing Persons support contact:

REPORT After an incident email details of what happened and action taken to safeguarding@theccct.org.uk as soon as possible.



Safeguarding Policy Summary for Volunteers: Volunteers' Safeguarding Escalation Procedure

Please familiarise yourself with the Safeguarding Policy Summary *before* an incident occurs.



* To request a *Safeguarding Reporting Form* please contact safeguarding@theccct.org.uk