

Booking Children Worldwide Members.

You have asked to book a Children Worldwide Member.

We hope that the member you eventually choose serves you well.

We expect all our members to work with a servant heart and with excellence in mind.

What happens next:

We will email the information about your event to our membership, and those who are free to help you will make contact - copying our office in on their reply. If you get more than one reply, you can either choose just one, or reply to them all to see if they want to form a team. You can contact the office for an informal reference if you wish.

If you don't hear anything within a week, do contact us again. It may be that all the members are busy, in which case we will refer you to some other children's workers that we know are good.

Be aware that our role is to introduce you to a children's worker who will serve you well, but the contract or agreement is between you and our member and negotiated directly with them. Ministry gifts and expenses should be made to them. We would however appreciate your feedback about the team member (A feedback form is included with this letter)

To help you, here are some of the things our member will need to know

- * Do you need them to bring a team, or do you want just them?
- * What age group do you want them to work with? (Most would prefer not to work with a very wide age group, but some are gifted at doing this). Work with them to find the best age group split for your event.
- * What equipment do they need to provide for you?
For example:
 - If you want a team to cover creche, do they need to bring toys/other creche equipment?
 - Do you have games equipment?
 - Can you provide a data projector and screen?
 - Craft basics (providing your own can sometimes help to keep costs down).
 - Make it clear if you need them to provide everything.
- * Ministry gift and expenses - if you need them to bring a team, work out before hand what gifts and expenses will be given and how. Each member has their own way of doing this and can guide on what would be best for both of you. Please bear in mind that many of our members live by faith.
- * How many sessions you want and the timings of those sessions.
- * Will you need anything else from them? (Baby sitting, feedback in an all age sessions etc)

Safe Practice

Whether you want a team or just one person, we always expect our members to maintain good practice. This will mean working within the correct adult (over 18) to child ratios for the children attending. If you have children with additional needs, you may find this ratio will be higher. Having a policy for dropping off and collecting children safely would also be part of this good practice.

None of our members will turn away children with additional needs, but they will need adequate notice to make sure the material they use is suitable.

They will need:

- * Your basic safeguarding policy (Who to talk to if they have concerns and your reporting processes)
- * Accident/Incident/log books.
- * An official register
- * Your 'behaviour policy'.
- * Names and ages of the children, and any additional needs the children may have.
- * Information on how you want to do first aid
- * Let them know if you need to see their risk assessments.

Many thanks