

Lighthouse Keeper (LHK) – 5 to 9 year olds

You are at the heart of Lighthouse.

You will oversee a 'Lighthouse' of 10-15 children throughout the week with the help of two or more teenage lamplighters (LLs). Each age group will have several Lighthouses led by an Age Group Leader (AGL). The AGL is there to build the age group team and deal with any issues that cannot easily be resolved by the LHK.

Your job is to care for the children in your Lighthouse throughout the week and to ensure that your Lamplighters interact with and help the children in the group throughout the day. You and your LLs should go with them to the various activities, joining in and helping them as appropriate and supporting them and being attentive to their welfare.

You should ensure you are familiar with the timetable for your age group and agree with your AGL and your LLs when they, and you, should take short breaks during the day, whilst ensuring that the children are still looked after. A break should be 15-minute maximum and then swap with your LLs, without disturbing the session. There is a Refreshment area for helpers with free hot and cold drinks. You, and your Lamplighters should eat with the children at lunch time and you should (between you) supervise them during the lunch break.

You must attend your Age group briefing each morning which will take place shortly after 9am. If you have brought your own children onto the Lighthouse site you should take them to the allocated area for them to be looked after until 10am before this briefing.

LHKs should ensure that all children in your Lighthouse are engaged and that no child is favoured. It may be helpful for LLs to each have specific responsibilities. You should organise and support your LLs to:

- Meet the children at Registration and bring them to the Age Group area
- Take children in groups to the toilet. Helpers must never be alone with a child. This is for the volunteers protection (from allegation) as well as for the children. Please encourage children to go to the toilet in groups between sessions. Two helpers must always accompany a child or group of children. Lighthouses can "team up" so that one LL from each Lighthouse can do the toilet run at each occasion.
- Ensure each child's water bottle is refilled at the start of the day (and during the day of necessary). Parents have been asked to provide children with refillable bottles.

Be prepared to help and join in with all the activities (drama, games, Discovery, craft) under the direction of the team leaders. There are notes on the various activities in the Lighthouse handbook.

LHKs and LLs interact with their group in the Discovery sessions using materials and activities planned by the Age Group Teacher to reinforce the teaching theme; more details about these sessions are provided below. This is a good opportunity to get to know the children and build relationships with them. It is important that you remain with your Lighthouse in these sessions to maintain adult:child ratio.

Discovery sessions are led by an Age Group Teacher but require more input from the Lighthouse Keepers and Lamplighters. Please make sure you know the material for the day so that you can share message of the day with the children and help them apply that directly into their life situations.

The aim of the morning Discovery session is that the children understand the main point of the day and what it means for them. Think carefully about the main points and try to use stories and

experiences from your or your family's life to show that the point being made also works in our lives. Asking the children questions can be helpful to get them to think of how it could apply to them. Tailor your questions to help the children understand the main point of the day. Make sure everyone in the group, including LLs, gets an opportunity to contribute.

If you are comfortable doing so, pray for the children and don't be afraid of praying with them. AGTs may encourage the children to pray. There are lots of ways to make prayer fun, prayer can be a creative and interactive conversation. Prayer within the group should include everyone. Do not force a child to pray but they must respect those who do. They do this by being quiet and still when the rest of the group are praying.

Tips for Praying with children

Praying is part of being a friend of Jesus and it's great to pray with the children in the Lighthouses. Here are just a few guidelines to consider and help you if you pray with the children.

- Be friendly and encouraging
- Don't go anywhere on your own to pray with a child. Stay in clear view of others
- Don't lay your hands on a child
- Listen to what the children want to pray about
- Don't laugh at or dismiss what the child/children want to pray for, even if it is for a pet
- Speak slowly and clearly without using Christian jargon
- Keep your prayers short and simple so that you know they have been understood.

Bear in mind that praying is allowed to be fun!

Praying can take many forms; you can get the children to say their prayers; you can encourage the children to write their prayers down on paper and 'post' them to God by putting them into a box; or you can ask the children to draw their prayers. These are just examples, praying can be done in so many ways and it is great to encourage the children to experiment with the way they pray.

We have a fantastic opportunity at Lighthouse to share the love of Jesus with children who don't know him and to help those who do, grow. The children have the opportunity to hear about Jesus and respond to what they hear but this must be done sensitively and appropriately with children.

The afternoon Discovery session is a time for the daily teaching theme to be reinforced through a variety of activities. It is a time when relationships can be built within the Lighthouse.

With direction from the AGT, the LHKs and LLs lead much of the session within their group with support from the AGL. It's a good opportunity to talk with the children about the theme. Help them explore it and apply it using the various activities offered. It is also an opportunity to talk with the children about believing, trusting and following, in ways appropriate to the age group.

Each child has a workbook linked to the Lighthouse theme and daily message to use before Mainstage and during the Lighthouse sessions, which contains activity materials appropriate to the child's age. Workbooks should be kept by LHKs through the week and taken home by children on Friday (or the last day the child is known to be attending) as a permanent reminder of the week.

Each morning and at the end of the day

Helper's children will be looked after by Volunteer's children helpers between 9 and 10am; they will then be brought to join the appropriate age group. During this time you will have a team briefing in your age group area followed by the Refuel worship session.

Children will enter and exit the site through the main Registration tent. Entrance and exit times will be staggered for the different age groups. In the morning at the appropriate time your LLs should go to the registration area to welcome the children and bring them to the area where their age group is based. Here they will be passed over to their AGL and LHKs.

Please welcome children as they arrive, give them their lanyard and help those who don't know anyone in their group make friends. As well as talking to the children you and your Lamplighters can encourage them to look at and complete activities in their workbook.

At the end of the afternoon Mainstage session children will remain in their Age Group area until their collection time. Then the LHK should take your group of children to the registration area at the allotted time for your age group. Children of helpers will remain in the age group area supervised by two or more lamplighters until their parents are able to collect them.

Children's badges on lanyards will be provided to LHKs for children allocated their group on Monday. In the afternoon, after taking the children to the registration area, please collect in their lanyards and keep them for the next day.

At the registration area a child is handed over to a parent (or other person collecting them) after they have handed over the appropriate ticket for that day. This will normally be managed by the Age Group Leader.

Once all your children have been handed over to a parent or carer, please 'check out' with your AGL. Remember that no helpers can leave the site whilst we are releasing children (unless by prior arrangement with the Chairman or with the registration team). It is too busy to leave during this time and it threatens the safety of the children. Once all children have been collected, all helpers may depart.

LHKs will be given a list of their children in their Lighthouse to confirm their attendance day by day. Any concerns about extra or missing children, please tell your AGL who will contact the Registration team immediately.

If a child is unhappy in your Lighthouse please discuss with your AGL whether they would benefit by being moved to another Lighthouse.

Safeguarding and dealing with issues that might arise

The Lighthouse handbook has detailed information on understanding the needs of children with special needs (Section 6) and on safeguarding yourself and the children in your care (Sections 9, 10 and 11). Please read these sections carefully and seek help from your AGL if you have concerns about any of the children or Lamplighters in your group.

If any child is proving particularly challenging with their behaviour, or you think may require 'time out' from the normal Lighthouse activities please speak to your AGL who will assess the situation and may involve the Lifeboat (SEND) coordinator.

When you need to leave your Lighthouse during the day. Please make sure that any children you are responsible for are cared for and that someone else knows where you have gone.

Children requiring medicine during the day

A representative of First Aid will be present in the Registration area on Monday to take medicines as appropriate and to answer any queries from parents. Inhalers and auto-injectors (for severe allergy)

will be kept by the child, in a bum-bag provided by Lighthouse. Other medicines that have to be given during the day will be kept in the First Aid tent and will be administered as necessary by a first-aider.

Each Lighthouse Keeper (or LHKs sharing a group) needs:

- A LARGE, sturdy box or bag to store the lunchboxes and coats for their Lighthouse
- Rugs/blankets for the whole Lighthouse to sit on
- A box or bag to hold their group's craft output from that day

Each age group will be provided with tissues, antibacterial wipes, scissors, felt pens and pencils/crayons, however, if you are able to bring in some felt pens and/or crayons for your Lighthouse to use that would be very helpful. Each child will have a workbook with activities linked to the theme for each day, these can be used when the children first arrive, during the lunch break or at other times if appropriate.

The bags/boxes and rugs and felt pens/crayons should be brought to Lighthouse on the Monday morning (or dropped off on the Sunday). We do not expect anyone to buy things especially for Lighthouse. If you don't have any of these items, please contact Lighthouse Marlow as we do have spares that we can lend.

Remember, if you have a problem of any kind that you cannot cope with, your AGL is there to support you.