



Group Leaders' Handbook

Please read this book in preparation for attending,
it is full of lots of information to support you in taking your
group to the event

3Generate 2024: 4 – 6 October 2024

National Exhibition Centre
Perimeter Road
Birmingham
B40 1NT

All information correct at time of publishing. Events and times are subject to change
and 3Generate cannot be held responsible for any alterations.

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Welcome

Welcome to the 2023 3Generate Group Leaders' Handbook. Grab a cup of something hot, pull up a chair and take about 20 minutes to go through the information held within. It's all written with you in mind – to help you and your group have the best possible 3Generate, a 3Generate where you feel safe, where you feel included, where you have loads of fun and fellowship and, most importantly, where you feel able to explore faith and tune in to God.

If, after reading this handbook, you still cannot find the answer to your question then please try the regularly updated www.methodist.org.uk/3genfaqs web page. If you still need help then contact the team at the usual email address:

3generate@methodistchurch.org.uk. At the event, please contact the 3Generate Helpdesk.

As well as the information in this book, we have a range of information available on our website:

- On the 3Generate front page (www.3generate.org.uk) you will find different versions of the video, looking back at 3Generate 2023, including links to download this from Vimeo and use it offline. This is a useful tool for helping to get your children and young people excited about 3Generate.
- You can also find several helpful documents, including a letter for parents/carers, explaining the event, and a letter to schools, requesting a child is allowed to leave early to attend. Find these here: www.methodist.org.uk/attending3gen
- There is a page to help you work with your group in the lead-up to 3Generate, including the 'Getting the best out of 3Gen' session plan, which helps to develop an understanding of the event and its purposes and the importance of having your voice heard. Find this page here: www.methodist.org.uk/preparing3gengroups

3Generate complies with The Methodist Church safeguarding policies and procedures and these are reflected in the requirements for DBS checks and safeguarding training to be completed by all volunteers and leaders attending the event. We have a designated safeguarding team at the event.

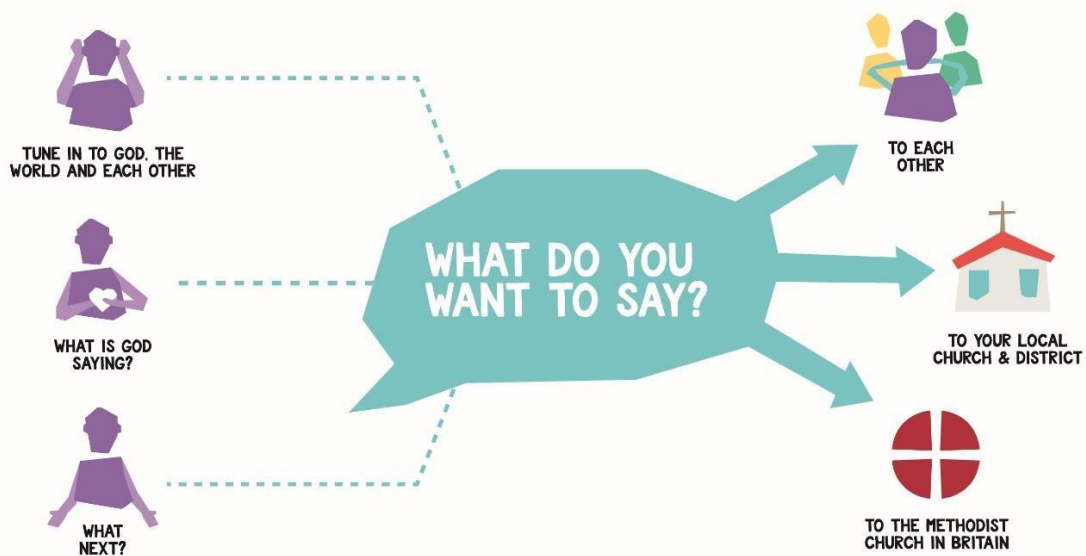
3Generate completes comprehensive risk assessments for the event, which includes programme/activity and venue/site assessments. These are shared with our team leaders, who then brief their teams. We are supported by a health and safety consultant in making the event safe.

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.



Preparing to bring a group

The Methodist Church is an inclusive church and strives to ensure that nobody is excluded. 3Generate, in its activities, content and accessibility, works towards ensuring everyone feels heard, seen and respected. Here is a link to the Methodist Church inclusivity aims and policies: www.methodist.org.uk/inclusive-church. Please take some time to read through these in preparation for the event.

If you are struggling to find leaders to meet the quota for bringing a group, please contact us: 3generate@methodistchurch.org.uk. We will endeavour to link you up with others from your circuit or district so that you can support each other in attending the event (which could be travelling together or linking you at the event with other groups to share supervision). You could also contact your circuit office and put a message out across your circuit asking for help. Help with funding your attendance at 3Generate might also be sought from your circuit or district. We do not charge for leaders to attend 3Generate. This is in order to support you to bring your group.

Travel to and from the NEC

You are expected to make your own way to and from the event as 3Generate cannot provide transport. The good news is that many circuits and districts kindly work with groups to coordinate travel or provide financial support. Talk to your District Ambassador (details can be found on your district website).

Please use this link for travel options to The NEC: www.thenec.co.uk/visitors/getting-here/

Please plan your travel so that you arrive at the NEC for 7pm and not before, as this is when the event opens.

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

For those travelling by coach, we recommend ensuring the coach driver will allow use of the on-board toilet facilities. This can reduce or avoid stopovers during the journey and, as unloading at the NEC can take a while, it also avoids long toilet queues and desperate people on arrival.

Please read carefully the following guidance / instructions for all those bringing vehicles onto site:

- On arrival at the NEC, follow signage rather than your satnav.
- There is a 15mph speed limit in place on-site at the NEC.
- Parking will be in the N1 car park, accessed via Gate 3.
- Buses and coaches will be directed by NEC staff or 3Generate Stewards.

Disabled parking – please notify us in advance if you are a blue badge holder and have specific parking requirements (3generate@methodistchurch.org.uk).

Booking your group in using the iKnow Church system

See Appendix A for Updating your iKnow profile – help notes for Group Leaders

The iKnow 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

Please do not leave it until the last minute to check that all your leaders have the correct DBS certificate, and seek advice if you need help. **All leaders need an enhanced DBS certificate for the child workforce. The certificate also needs to include a regulated activity and barring check (this is not needed if just visiting for the Saturday).** If your group includes anyone 18 or over with additional needs, leaders will also need an adult workforce regulated activity check.

Your Main Group Leader will need to complete a Group Safeguarding Verification Form (find this form online: www.methodist.org.uk/attending3Gen). This confirms that all leaders have been safer recruited and have the correct DBS certificate uploaded to their iKnow profile. Once completed, this form should be signed by your nominated local DBS verifier and then the Main Group Leader should upload the form to their iKnow profile.

Please consider:

- How do you know everyone in your group is suitable for the roles they will have at 3Generate?
- What can you do to make sure you are fully satisfied they are suitable, have the appropriate skills and are not going to be vulnerable themselves?

Each of your registered leaders attending 3Generate will need to watch out for an email with their own log-in details for the iKnow Church system. This will enable them to also upload their own details and, in addition to the Group Safeguarding Verification form, to add a photo or scan of their DBS certificate (both front and back pages).

The deadline for uploading the appropriate DBS certificate to each leaders' iKnow profile and submitting the Group Safeguarding Verification Form is Thursday 31 August 2023.

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 Friday 15 September 2023**. 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 (each leader will be able to do this on their own profile) we need:

- name
- any dietary and medical information
- a picture or scan of their DBS certificate (both front and back pages).

It also helps us if you supply an expected arrival time and transport method (at least once per group please, on the Main Group Leader profile).

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.

Participants aged 18 and over will be sent their own email to create an iKnow Church log-in, so please ensure their email address is included when buying tickets. They will then be able to update their own details and upload their safeguarding declaration or DBS certificate. If you have not already provided us with their email addresses please contact 3generate@methodistchurch.org.uk. If an 18+ participant is coming as part of your group, please ensure they have any support they need.

All leaders in your group will be able to input details of children and young people using their iKnow Church log-in. We need the key information listed above no later than Friday 15 September 2024, but earlier if possible.

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:

www.methodist.org.uk/attending3gen (18+ participants will need to complete a consent form for themselves).

The system enables you to add copies of the completed parent/carer consent forms for your children and young people, allowing you to hold them safely and for your own records. Some groups like to do this and others prefer to have hard copies. If you wish to

add copies of the consent forms, these should be added closer to the event (we recommend gathering the completed forms and uploading them during the week of the event to ensure the information on them is as current as possible). If, on these consent forms, a parent/carer or young person has asked for no photography or filming, please tell us as you check-in for the event and we will provide them with a badge to indicate this.

Please note that the consent is between the parent/carer and the leaders of the group.

Data protection

The iKnow Church system has been updated to ensure it is GDPR compliant and 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 in The Village

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

There are individual showers available for washing during the weekend.

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. The 3Generate Helpdesk will also be happy to help with any accommodation queries.

A number of tents will be allocated to each group, based on the information provided on the iKnow Church system. If a child or young person requires a solo tent for any reason, please indicate this here. Also if you have young people who are over six feet tall we can source larger tents, so please ask for this on the iKnow system. The deadline for leaders updating details about themselves and all the children they are bringing is **Friday 15 September 2024**. Please start uploading information as soon as you are able, there is no requirement to wait until the deadline.

Please also tell us on the iKnow system if any of your group have accessibility needs, so that we can ensure an accessible tent is allocated. We are able to provide wheelchair-accessible tents and showers and a specialised bed.

It is the responsibility of leaders to allocate tents to their group members appropriately. Speak to parents/carers and to the children and young people themselves to establish what will work best for your group members. We recommend that under-18s share with others of the same gender and a similar age. Family members may share a tent.

Tents will be provided and are erected before your arrival. Leaders' share tents but have their own private sleeping quarters, which include comfortable beds and mattresses, as well as a small communal area. Children and young people's tents usually sleep two and include roll mats. All you and your children and young people need to bring is a pillow and one of the following: sleeping bag, duvet or blanket. It is warm in the venue so a blanket might suffice. The Kit List (Appendix B) contains further advice on what to bring. Group leaders can bring a simple luggage lock for use on their tent.

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

At no point during the weekend should under-18s be in tents unsupervised – there should always be leaders in nearby tents. The Village Hosts will be around to help monitor this and will contact you if they need to. There will be limited access to The Village on Saturday between 10am - 12pm and 2pm - 8pm to help manage this safely. Children and young people will only be able to access The Village during this time if accompanied by a leader. Please speak to a Steward or Village Host if you need access.

The site at night

From 11pm please firmly urge your group to respect those trying to sleep and be 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.

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 you. We also have a 24-hour Care Team available on call-out, using the Careline number: 020 3372 0062.

From 9pm in Hall 8 (where The Village is located), leaders will be able to access hot water to make a drink and/or fill-up a hot water bottle if needed.

Packing up on Sunday

Please make sure you vacate your tents and take all your luggage to the designated luggage area before breakfast ends at 9am on Sunday. 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. Breakfast will be 7am to 9am, lunch will be between 12pm to 2pm and dinner will be 5.30pm to 7.30pm. You will be able to collect your meal at any point during these time slots and there should be no need to queue for a long period of time. A range of street

food will be made available from 8pm on Friday evening for you to collect once your group has registered. On Sunday we're encouraging you to pick up your packed lunch and gather in The Park with your group for a final act of Big Worship, including a picnic, before travelling home.

We can provide food to meet all dietary needs if we have been told about these on iKnow Church system before 15 September 2023. 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 are also working with the NEC to explore a wider variety of cultural food.

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.

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 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.

- **Village Hosts** are there to make you feel welcome and look after you in the Village during the weekend. They will be offering refreshments at bedtime, phone charging, 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 you in The Well if you feel you need 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, 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**. Please make sure you tell us about any accessibility needs via the iKnow Church system and, if necessary, the Additional Needs Team will contact you to talk these through.

Further support with accessibility and inclusion

You can also direct individuals with additional needs, who need further support, to access the safe spaces and inclusion boxes available in the different venues. These inclusion boxes contain items such as ear defenders and ear plugs (for children and young people finding the noise too much), fidget toys and whiteboards and pens (to help give another way of listening and participating in discussion).

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

Everyone is welcome to the Sensory Space venue, which is particularly useful when participants feel they might need a lower level of sensory stimulation.

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.

Group supervision

Throughout the weekend, responsibility for each child or young person rests with you as their group leaders. The site is contained so there is some flexibility for children and young people to navigate the site and the programme by themselves, as deemed appropriate by you. It is an idea to check in with your children and young people from time to time. As leaders you know how much responsibility you can place on each participant you are bringing, which will also depend on their age.

Please make sure that you have a working mobile phone and that your mobile phone number is correct on iKnow Church. We recommend that you create an arrangement between your group's leaders on sharing emergency contact details, in case they are needed. We recommend that at least two leaders have access to this information.

Leaving the 3Generate site

It is 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 8 and properly check out/sign-in on return. This is essential for safety purposes. You, as leader, are entirely responsible for the safety of children and young people when outside of the 3Generate halls.

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

We want 3Generate to be a positive and safe experience for everyone. Therefore we would be very grateful if you made your children, young people and fellow leaders aware of the following expectations:

Please

- respect each other's personal boundaries
- do not go into any tent other than your own and socialise in public areas only
- respect other people's property, including things belonging to 3Generate and the NEC
- be responsible for your belongings, and ask if you need help with this
- do not smoke or vape if you are under-18 (over 18s are encouraged not to smoke during the event, but there will be a designated smoking point)
- do not bring alcohol or drugs on-site (if necessary, the police will be informed and anyone involved could be removed from the event)
- do not give out your personal details to people you don't know
- stay within the 3Generate venue, do not leave unless it is in the company of your group leader(s)
- behave in a way that doesn't stop others from feeling safe and able to enjoy the event
- use any language or behaviour that is deemed to be discriminatory – this will not be tolerated.

We would also ask that, to help prevent unsupervised use of age-restricted material (eg films and games) on laptops, games machines, computers or other expensive equipment, and, to ensure that delegates sleep after lights-out, group leaders encourage their young people not to bring these devices to 3Generate.

Please also ensure that your children, young people and group leaders are familiar with our social media guidance (see Appendix C).

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.

Run, Hide, Tell

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 hiding place. Please see Appendix D for further details. It would be good to discuss this with your group, in a non-alarming way.

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:

www.methodist.org.uk/attending3gen. The Methodist Church's policies and procedures are here: www.methodist.org.uk/safeguarding/policies-procedures-posters-and-leaflets/policies-and-guidance/.

Please ensure that any youth leader accompanying your group has completed the appropriate safeguarding procedures (see page 6 in this book).

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.

Programme

The programme is varied and focused around different venues within the 3Generate Town. Each venue will offer a mix of rolling venue activities and timed sessions, some aimed at specific age groups and some for all ages.

Start and finish times

The halls will be open from 7pm on Friday, with the programme starting from 7.30pm.

Please do not arrive before 7pm, as you will have to wait outside the NEC!

The programme on Sunday will finish at 12.30pm this will include a **picnic lunch eating all together** during the final worship. Travel home should be arranged from 12.30pm.

The Town Magazine

Printed copies of the Town Magazine, which includes the programme, will be distributed on arrival at the venue. The programme will also be accessible via the 3Gen App and on the website.

There is a map and planner to pull out from the centre of the Town Magazine, which children and young people can use to build their own programme – making a note of what they want to attend each day. An hour has been set aside on Saturday afternoon for Group Time. Some children and young people might find the wide range of activities on offer a little overwhelming, so it might be worth looking through the options together before the event and also at mealtimes during the weekend.

3Gen Celebrates!

This is an evolution of 3Gen's Got Talent and aims to celebrate the fact that every child and young person has God-given gifts and talents. Open mic sessions will take place across the site in different venues, and children and young people are invited to share their creativity, personal expression, culture, art and testimony (personal faith stories and stories of where you are acting as an agent of change). The Arts Centre will host a '3Gen Celebrates' gallery as part of its venue activities on Saturday and five different venues will have '3Gen Celebrates' open mic slots as part of their programme. This will culminate in a magazine-style show on the main stage in The Park on Saturday night, from 7.30pm to 8.30pm. Some of the performers from the open mic sessions will be invited on to the stage to share a snippet of their talents and stories again as a means of celebrating all the ways in which God gives us gifts and skills and calls us to be agents of change in the world. Sign-up for the open mic slots will take place on Saturday morning – look out for more details when you arrive.

4-7s Venue (Saturday only)

The 4-7s space is situated in the 3Generate Town. We recommend coming dressed ready to play and have fun, wear what you feel comfortable in.

All significant adults attending will be asked to complete a self-declaration form when they arrive at 3Generate (you can download this form here:

www.methodist.org.uk/attending3gen).

Adults are asked to accompany their children at all times, including taking their child to the toilet. The 4-7s venue is open solely for those children and the adults with them, so older children and young people will not be able to join them in the space.

The programme and activities run 10am to 4pm or 9am to 8pm, depending on ticket type. If you're bringing 4-7 year old children as part of your larger group for the day, it may be advisable to purchase a 'long day' ticket for them, so that they can stay in the 4-7s venue until your whole group leaves. Unfortunately, children and adults from the 4 – 7s venue will not be able to access the rest of the event or meet up with others during this time.

General information

3Generate Delivery Team (staff and volunteers)

The Delivery Team is clearly identified by 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 safer recruitment.

Wristbands

Wristbands for your group will be distributed at registration when you arrive. These will be barcoded so that they can be scanned for information. Wristbands are also coloured according to age/group. These wristbands include a numerical code that your children and young people will need in order to participate in the vote for Youth President and Youth Reps

You will only be allowed access to 3Generate if you are wearing a wristband.

Phone charging

Participants and leaders will be able to charge phones in The Village. Leaders will also be able to charge their phones in The Well. Please ask your young people not to remove plugs or other items to plug their phones in, but instead to use the designated charging stations.

Lost property

This should be handed to 3Generate Helpdesk if found. If you have lost an item they can record your details in case it is found later.

Litter

We ask 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 and keep your plot in The Village clear of rubbish.

Communications on-site

Whilst on-site please ensure that you take your mobile phone with you, and it is charged, in case we have cause to contact you via call, text or email. Please also ensure that you have inputted your contact details into your profile on the iKnow Church system.

Please leave a list of your mobile phone numbers with parents, so that they can contact you directly.

Election of Youth President and Youth Reps

Voting for Youth President and Youth Reps is only open to 8 to 23 year old participants at 3Generate.

The elections for the position of Methodist Youth President take place every year at 3Generate. This is a full-time paid role for an 18-23 year old to represent the children and

young people of the Methodist Church. Those who have applied for this role will have gone through a discernment interview, but it is the children and young people who attend 3Generate who will vote to choose who they want for their Youth President the following year. You will find the candidate videos on www.youtube.com/3generatetv (these will be released nearer the event). Please encourage the children and young people in your group to view the videos of the candidates before the event or, if possible, show the videos at one of your group meetings. There will also be time during the programme for further engagement with the Youth President candidates. Please explain the significance of this vote to your children and young people, and encourage your groups to engage with the election process.

Youth Reps will be elected in the weeks after 3Generate by those who attended the event. These are young people who volunteer to take on this role for either one or two years. There are 11 Youth Reps (aged 16-23), who work together as a team, each with a specific role. During their time as a Youth Rep they are offered lots of opportunities for personal and faith development, including the attendance at two residential events. There may be young people in your group who would like to stand to be a Youth Rep, and they can find out more about the role, and how they stand for election, by visiting www.methodist.org.uk/youthreps or by speaking with the current Youth Reps at 3Generate. Again, please explain this to your groups and encourage them to apply, if appropriate, as well as vote. Applications to be on the Youth Rep team close on Monday 16 October.

How to vote

The elections for the next Methodist Youth President begin during the 3Generate weekend. There will be an opportunity for children and young people to speak to the Youth President candidates around the site, and they will be interviewed during 3Gen Celebrates! on the Saturday evening. Following that, the voting will open.

To vote, children and young people will need to enter their unique numerical code, which can be found on their 3Generate wristband, on either the 3Gen App or website. They will then be able to vote for one of the candidates. Group leaders will not be able to vote; the election will only be open to event participants in the 8-23 age bracket. We would encourage children and young people to vote during the 3Generate weekend, either using their phones or by visiting the Town Hall and using one of the tablets available there. However, if they would prefer to vote after the event, voting will remain open until the following Sunday 15 October.

Voting for the Youth Reps takes place between 17 November and 3 December and will happen in the same way (via the 3Gen App or website). **The same numerical code from the 3Gen wristband will be needed to vote for Youth Reps.** There will be space in the 3Gen programme for children and young people to make a note of their own number, and you are encouraged to take a note of your group members' numbers during the Group Time, so that you can refer to them later.

Appendix A – Updating your iKnow profile – help notes for Group Leaders

Below is a step-by-step guide to ensuring that all your information on iKnow is up-to-date (we will send out further information about updating the details of your children and young people at a later date), which really helps us to process group bookings quickly. If you need your iKnow login details reset, or you have any questions, please email 3Generate@methodistchurch.org.uk.

Once you have opened iKnow and logged into the system...

- 1) Click on 'Me' in the menu bar at the very top of the iKnow home screen. This takes you to your own personal profile.
- 2) At the very top-left of your profile you can upload a photo (not obligatory) by clicking on the 'change image' button.
- 3) Underneath the space for a profile picture, please ensure that all the information regarding your name, email address and phone number is correct.
- 4) At the top-right of your profile you can add your date of birth, sex and nationality (again not obligatory). However, you **DO NOT** need to upload a copy of your DBS certificate here – **this should be uploaded further down the form**.
- 5) As you scroll down the form, the next section you come to is "3Generate event attendance". This should say 'Group Leader' and other relevant roles you have in relation to 3Gen. If it gives any incorrect labels, please let us know by emailing 3Generate@methodistchurch.org.uk
- 6) Please then check and, if necessary, update the next section, "Dietary and Medical Info", making sure you've told us everything we need to know about your medical, dietary and access needs.
- 7) In the next section, entitled "Groups", all Leaders need to have uploaded photos of both the front and back page of their DBS certificate in the relevant places. Please also check this certificate will be in-date by the time 3Generate happens (if the DBS check is a Methodist Church one, this has to be less than five years old. If it was carried out by an organisation external to the Methodist Church, it should be less than two years old). If your group is staying overnight (and not just visiting for the Saturday), your leaders' DBS certificate also need to show that a 'Barred list check' has taken place (if you have any questions about this, please email us: 3Generate@methodistchurch.org.uk).
- 8) After tickets have been purchased, please then also complete the rest of the information in this section, regarding your group, as best as you can. Please note – the

two questions regarding travel plans need only be completed by the Main Group Leader nearer to the event (the person in charge of your group).

- 9) Ignore the next section, “18-23 year old participants” – although if a member of your group (not a leader) is aged 18 or over, please encourage them to upload their DBS certificate/safeguarding declaration promptly after they are given an iKnow profile.
- 10) Unless you are Delivery Team member as well as a Group Leader, ignore the next section, “Delivery Team” and the section entitled “Artists & Contributors” and scroll to the bottom of the page. Please tick all permission boxes, as we will need to contact you about your group’s attendance at 3Generate (and this is the only reason you will be contacted). Please also make sure there’s a tick in the box that gives us permission to hold your data.
- 11) Finally – and most importantly – **PLEASE MAKE SURE YOU CLICK THE GREEN ‘SAVE’ BUTTON** at the very top or very bottom of the page, any time you update your profile information.

Appendix B - Kit list

What to bring...

- 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.

You are responsible for your own belongings

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 C – Guidance for participants using social media

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 Methodist Children, Youth & Family Team 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 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. A badge will be available to wear to indicate no photographs or filming, group leaders can request these from 3Generate Registration or Helpdesk.

There will be over 1,000 children and young people at 3Generate so if you have someone in your group that has withheld permission for photography and filming, it is yours and their responsibility to make sure they wear their badge prominently and they stay out of the direct line of the photographer or film crew. It may help to encourage them to move to the edges or back in crowds or groups.

Appendix D – Terrorism

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-terrorist-threat>

Appendix E – Incident protocol

INCIDENT			
Medical	Unacceptable behaviour	Safeguarding	Other
<p>First aid is primarily provided by First Medic.</p> <p>The first aid venue is available for less urgent care.</p> <p>During the night, first aid help is accessible via the Helpline.</p>	<p>If possible, contact group leader(s) of the individual(s) concerned</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 Helpdesk.</p>	<p>Contact our Designated Safeguarding team</p> <p>Howard Smedley, Graham Kay or Reuben Collings</p> <p>via 3Generate Helpdesk or the Careline</p>	<p>Report to the 3Generate Helpdesk</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>Contact the Helpline if urgent.</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, DST and others, as appropriate. 		
<p>Careline: 020 3372 0062</p> <p>Helpline: 0808 169 4703</p>			

Appendix F – Checklist

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

- this booklet and any other useful documents
- details of your booking, ready for registration
- details of any arrangements made with us regarding transport or parking
- all the signed consent forms and relevant information about the children and young people you are responsible for
- 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
- your tent plan

* 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.