

**'THIS IS LIFE'**  
**Hosting a Project – The detail**



**13<sup>th</sup> August to 18<sup>th</sup> August 2012**

**INTRODUCTION**

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Thank you for submitting a proposal form to host an outreach project in relation to THIS IS LIFE. This has been accepted and we would like you to complete the next stage.

As highlighted in the 'Get Involved Host a Project' document, the next stage involves moving from a proposal to a well planned and workable project. Therefore it is all about the practical arrangements and the detail!

This guidance document expands on the previous guidance & requests some key practical information to be completed and submitted to the THIS IS LIFE team.

**It is critical that the requested documentation is completed and returned to the THIS IS LIFE team by the 8<sup>th</sup> June 2012.**

This will allow the THIS IS LIFE team to then collate and co-ordinate all the projects and resolve any issues prior to the start of Newday. **If this information is not submitted then the project will not be able to go ahead and receive delegates from Newday.**

Ideally this documentation should be completed by the 'Project Host / Leader' who will be responsible for the practical delivery of the project. If it is being organised by someone else, then you must fully brief your Project Host / Leader. Your church leadership should also be fully aware of the details in case any issues arise.

Following the submission of this information, coordinators from THIS IS LIFE team will talk / meet with you to finalise all the practical arrangements and answer any questions / concerns.

Following the completion of Newday there will be an opportunity for you to feedback on how everything has gone. This will give you and us an opportunity to learn lessons for future years.

Further guidance & information requests now follow.

**Once read & complete please submit electronically to [projects@thisislife.org.uk](mailto:projects@thisislife.org.uk) or send via the post - c/o Kings Centre, Kings Street, Norwich, NR1 1PH.**

## CHECKLIST

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Attached is a 'CHECKLIST / DECLARATION' document (REF 1) relating to this guidance. This will help you make sure you have collated and sent through everything. Please complete and return with the other documentation.

## PROJECT DETAILS

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Further practical project details are required in order to make sure your project is linked in with the overall outreach programme.

Attached is a **PROJECT SUMMARY template (REF 2) for completion** that collects this additional information. Sample information has been inserted to give an example, **so please overwrite this.**

It is important that the details with this are accurate and up to date as they will be passed on to others involved in the event. For example: location of coach drop of points will be passed to the coach companies / mobile numbers will be passed to the THIS IS LIFE team for co-ordination purposes.

In terms of the project start time & finish times to be inserted on the project summary sheet, please bear in mind the timing issues outlined in the 'Other Key Factors to Note' section.

For projects where the same activity is being run over a number of days, please complete one summary sheet. For different projects run, i.e. car wash one day, leaflet dropping the next, please complete separate summary sheets.

At the end of the summary is a place for a map inserted. These will help the Newday delegates / responsible adults know their location especially if they are walking around the town delivering leaflets etc. If you can produce a map & highlight the drop off / collection points for the coach, the route a project will take (if appropriate) and the nearest toilets that would be ideal.

## HEALTH & SAFETY

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The Health & Safety of all Newday delegates is a key priority when delivering your projects. As a result further documentation has to be completed in this area. Much of this should be familiar as your own church should have health & safety policies and risk assessments in place.

For THIS IS LIFE projects there is a **PROJECT SAFETY POLICY / GUIDANCE NOTE (REF 3)**. While this is mainly written for external parties, it should also act as a guide for Project Leaders.

**Therefore all Project Leaders must be aware of this & its contents.**

### Risk Assessments

It is important a risk assessment is carried out on your project to ensure all likely risks are identified, assessed and steps to manage are agreed and implemented. While there are general risks that will apply to a number of projects, **please ensure specific risks that relate to the type of project you are hosting are identified.**

**Attached is a RISK ASSESSMENT template (REF 4 excel format) that requires completion.**

In the bottom left of this excel file are four tabs. The first is labeled 'Instructions', these will show you how to complete the assessment template. The second is labeled 'Template' this is the page that should be completed. Then there is the 'Example' tab which shows a completed assessment from last year. Finally there is a 'General Risks' tab which gives you some risk examples.

Please do not simply copy the examples, make sure the risks outlined are appropriate to your project. Please also remember that this is NOT a 'just a one off' paperwork exercise, risk assessments should be continually updated to reflect changing circumstances.

As with the project summary sheet where the same activity is being run over a number of days, please complete one assessment. For different projects run, i.e. car wash one day, leaflet dropping the next, please complete separate assessments.

### **First Aid & Equipment**

The risk assessment should highlight the main safety equipment you need to deliver a project.

**As a minimum there should be a first aid kit available on the site of the project. All appropriate equipment must be in place prior to the project starting.**

**First Aid should only be given by qualified individuals.** Therefore within the project team there should ideally be a currently qualified person capable of giving first aid.

### **CHILD PROTECTION**

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Similarly to Health & Safety, child protection is an important issue that requires clarification. The key issue for the project outreach is to ensure those supervising the Newday delegates have been through the appropriate checking process with their church / organisation, i.e. application procedure, CRB check.

Therefore churches hosting a project **must** ensure that their team (especially the project leader(s)) have been appropriately appraised in accordance with child protection guidelines / regulations. **The project will not be able to proceed if these checks are not in place.**

**Attached is the overall CHILD PROTECTION POLICY FOR NEWDAY (REF 5) for reference.**

### **PUBLICITY / MEDIA / PHOTOGRAPHS**

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#### **Publicity Materials**

Publicity for your project locally is your responsibility in terms of production of leaflets / flyers etc. However within the design of these we would like some acknowledgement about Newday & THIS IS LIFE.

Therefore please include the Newday & THIS IS LIFE logos, preceded by the line – 'supported by': and underneath the web address [www.thisislife.org.uk](http://www.thisislife.org.uk) to your publicity. This will add cohesion to the whole initiative.

### **Local Media**

In terms of publicising your project with the local media we would ask that you liaise with the THIS IS LIFE publicity / media contact who will be able to help you work with the local media.

### **Photographs**

While photographs may be taken of young people carrying out the activity, photos can only be used for publicity purposes if the young people are not identifiable or a permissions slip has been signed by an appropriate adult.

A publicity & PR pack – ‘Advice for Projects’ will be produced and distributed to you going into more detail about this area. In the meantime please contact the THIS IS LIFE press / media contact.

### **FINANCE**

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As indicated in the ‘Get Involved Host a Project’ guidance, Individual churches will need to cover the costs of running their project safely. **In addition a contribution of approximately £100-£150 (per day, per 50 volunteers) will be expected towards the transportation of the young volunteers to your locality.**

At the end of June once the final arrangements for your project have been agreed (i.e. the number of delegates & journeys) your church/organisation will be invoiced the appropriate amount for payment. This will need to be paid before your project can proceed.

If you have any issues regarding the financing of your project or costs of getting the Newday delegates to your locality, please contact the THIS IS LIFE team.

### **OTHER KEY FACTORS TO NOTE**

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- **Make sure the local council is aware of your project, especially if you are required to have certain permissions / authorisations in place to undertake a project.**
- When the Newday delegates are being transferred to your project, on board the coach will be a designated ‘**coach leader**’. By default this will be one of the responsible adults on board and they will be aware of how many people were counted on the coach. The project leader should meet the ‘coach leader’ and confirm the number of delegates. The coach leader will also be given a project summary with the key contacts.
- Instead of the above arrangement, where possible, a representative of the project should depart with the delegates from the Norfolk Showground. Then when on board they can envision / go through the safety briefing on route to the project. This may be especially beneficial for the more evangelistically direct events as some brief training can be given. **Please indicate whether you intend to do this on the project summary sheet.**
- It is possible on some of the clean up tasks that you may come across discarded needles. If this is likely to be the case project leaders should brief the group not to touch the

needle and call the relevant local authority so they can dispose of the needle. In the meantime make sure that the young people stay clear of that area.

- Coaches will usually depart the Norfolk Showground for projects **between 1.15pm and 1.30pm**. This is dependent on a number of factors, i.e. delegates & coaches arriving on time. Please bear this in mind when you are planning your project and associated timings.
- On arrival (unless completed on the coach), please remember to thoroughly brief all the delegates on the project / health & safety issues as well as introduce everyone involved.
- Projects should be drawn to a close **by 4.30pm**. This will give time for equipment to be handed back, numbers checked and an opportunity given for feedback.
- Coaches usually will depart between **4.45pm & 5pm**. Please make sure everyone is back on board before the coach departs. Confirm the numbers with the 'coach leader'. Coaches can depart earlier if required, please discuss this with the THIS IS LIFE project coordinator.
- **Project Leaders should at the end of each day contact the THIS IS LIFE project coordinator to give an outline of what has happened on the project, i.e. any issues / highlights.**

#### **WHO CAN HELP?**

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If you have any questions or need any other info please get in touch with the appropriate people outlined below.

##### **Overall Project Coordinator**

**Ailsa Magee (Kings Community Church)**

Tel: 01603 765795

Email: [projects@thisislife.org.uk](mailto:projects@thisislife.org.uk)