



The Anglican Church of Luxembourg

Information for Crèche helpers

An important feature of the life of the Anglican Church in Luxembourg is our work with children. We have set in place a structure and some guidelines which offer a safe and child-friendly environment in which to meet. We hope that the information below will be helpful as you work with the children whom God has placed in our care and we hope that they will always be able to look back at their time in the Crèche and Sunday School as a happy experience where they felt welcomed and nourished.

Child Protection Training

To assist us in our church policy of offering a child-safe environment to all families in the church and also to comply with the Church of England Child Protection policy, all people who work with children and young people under the age of 18 must attend a Child Protection Training session. This is now a legal requirement. Training is arranged as necessary by Joan Lyon, Assistant Chaplain and takes 2-3 hours. Our Child Protection policy has been agreed by the Church Council and a copy is available on the noticeboard outside the chapel.

The Crèche

Our crèche is available for babies and children between the age of 0 and 3 years and is held in the room at the end of the corridor through the glass doors opposite the chapel. Small tables and stools and the crèche toys are kept in the confessional boxes in the Chapel.

There are two adults (or one adult and one teenage helper) on duty with each age group of children. This is to conform to our Diocesan Child Protection Guidelines. Parents may stay with their child until he or she settles and is happy to be left with the crèche helpers.

Parents can leave their children in the crèche for the whole of the I Am service until they come down for coffee or, alternatively, parents can come to collect their children and take them into the Chapel for a blessing when they themselves come up to receive communion or a blessing along with the other Sunday School children. As soon as the I Am service is ended and, particularly during coffee time, all children are the responsibility of their parents.

If at any time a child in your care becomes distressed or obviously needs one of its parents, the crèche helper should come into the service at any time and quietly ask the parent to come to the crèche room. You should be ready to help with toileting if required but if a baby needs a nappy change, then you should ask the parents to deal with this. All children who wish to go to the toilet must be accompanied by a helper and returned safely to the room. There is a toilet opposite the glass doors to the corridor.

Duties of helpers

Please arrive 15 minutes before the start of the service and put out the crèche equipment and toys. Be ready to welcome the children into the crèche room.

Ensure that all equipment is tidied away afterwards and registration forms are dealt with (see below). There is a CD/tape player and some CDs of music and songs for crèche use. This is kept in the large cupboard in the Sacristy (door in the chapel opposite the right hand end of the altar) and should be collected before the start of the service.

Please keep all the toys which are used clean and in good working order. Anything broken or unusable should be thrown away.

Registration forms

The parents of all children attending crèche and Sunday School should fill in a Registration Form. Blank forms are kept in the red plastic loose-leaf folder with the crèche equipment. If a new child comes into crèche, it is the helper's duty to ask the parent to fill in a form to either give to the crèche helpers or to send it to the Anglican Office. This asks for helpful information of which the helpers should be aware e.g. any allergies or medical condition. Please familiarise yourselves with the information on the forms. You should also give the parents a copy of our Child Safe Policy. If a parent gives you a completed form, please give this to the Assistant Chaplain.

Rota

The rota is organised by Liz Schmidtke (Tel: 2648 2133; email: tammytot@mweb.co.za). Liz will send out the rota for the next few months. **If you find that you are not going to be able to do your duty (e.g. due to sickness or something else having arisen), it is your responsibility to arrange with another helper to stand in for you.** As a last resort, please telephone Liz. There is a list of telephone numbers and emails of the other helpers on the Crèche rota.

I hope that you enjoy your work with the children. We are blessed with a lovely group of children and the feedback is that they really enjoy coming to Crèche and Sunday school. Thank you for your input.

Joan Lyon
Assistant Chaplain
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