

# Volunteering with children and young people at Yearly Meeting 2024



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# Information about volunteering

Being on a team at an event for children and young people gives you the chance to be part of a purposeful Quaker community, to develop your skills, to contribute to Quakers in Britain and to make a difference to their lives. If you've not done this before, don't worry - you will be offered support and training. You just need to be willing to get stuck in and help ensure participants are having a good time!

Travel expenses within Britain and accommodation costs for volunteers on all these events will be fully met.

We are committed to a safer recruitment process. New volunteers will need to have an interview before their place on the team is confirmed. The interview is an opportunity for the staff member and volunteer to get to know each other, and it will provide space to explore the role and responsibilities that you will have on the team. It also includes some value-based interview questions to enable us to get to know you and for you to engage with the role.

All volunteers will need to have an enhanced criminal records disclosure. Those on residential events or where supervising children going to the toilet will need to also be checked against 'statutory barred lists'. Details of how to obtain this will be sent to all who are invited to volunteer.

The aim when recruiting is to have a team who together will offer a blend of experience and skills. Video or telephone interviews will take place with new volunteers who are invited to join event teams. It is possible that not every offer of service will be taken up. Invitations to join the event volunteer teams will be sent out on a date specified when volunteering, and it is requested that volunteers keep the dates they have offered free until this time.

As a team member working with children and young people, our intention is to be clear about what is expected of you in your role, how you are in the way you relate to others and your approaches to working with children and/or young people. You can read more about these expectations on page 5, Volunteer expectations.



# Dates for diaries

## April 2024

When	Where	Who	What
<b>Fri 19 (eve) – Sun 21 April</b>	Warwick University Conference Centre, Coventry (accommodation provided)	Key Facilitators only (Children's Programme and Young People @ Yearly Meeting)	Weekend meeting with Yearly Meeting Agenda Committee

## May 2024

<b>Fri 17 (eve) – Sun 19</b>	Warwick University Conference Centre, Coventry (accommodation provided)	All adult volunteers except for day and online volunteers	Adult volunteer weekend
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## June 2024

<b>TBC</b>	Online	Children's Programme Key Facilitators	Online planning meeting
<b>TBC</b>	Online or in person	Young People @ Yearly Meeting Key Facilitators	Online or in person planning meeting
<b>TBC</b>	Online	Junior Yearly Meeting adult volunteers	Pairs check-in with JYM Arrangements Committee
<b>Sat 22 Jun</b>	The Royal Foundation of St Katharine, London	Junior Yearly Meeting adult volunteers	Day meeting with JYM Arrangements Committee and Base Group Facilitators

## July 2024

<b>Thu 25 – Tue 30 Jul</b>	London (Friends House, accommodation provided)	Junior Yearly Meeting (including preparation time)	
<b>Fri 26 (eve) – Tue 30 Jul</b>	London (Friends House, accommodation provided)	Children's Programme and Young People @ Yearly Meeting (including preparation time)	
<b>Sat 27 – Tue 30 Jul</b>	Online	CYP Online @ Yearly Meeting 2024	

*CYP Online planning and preparation meetings TBC over Zoom as suits volunteers*

# Expectations of volunteers

## Team members are asked to:

### In their role

- Understand their responsibilities and work within the agreed procedures and protocols.
- Work effectively with other staff / volunteers and be willing to undertake training or update knowledge as required.
- Understand the need for confidentiality as well as the need to share information respectfully and as necessary within the agreed communication structure of the team.

### In their relationships

- Treat all equally with respect, dignity and integrity.
- Demonstrate empathy and put the needs of the child / young person before their own.
- Act as a role model being aware of the impact they may have on others.
- Establish close professional, trusting relationships with children and young people.
- Build relationships with children or young people who exhibit difficult behaviour by understanding the causes of and appropriate responses to such behaviour.
- Maintain professional boundaries with children, young people and their carers.

### In their methods

- Be open, transparent and non-judgemental.
- Challenge appropriately situations where action is not being taken.
- Recognise when they need support and seek it appropriately.
- Recognise personal feelings about a situation and deal with them effectively.
- Be aware of their power and responsibility for the welfare of the children and young people.

### In their work

- Attend planning and preparation meetings and the actual groups, at the agreed times.
- Attend agreed team meetings, complete all preparation and return forms within stated times.
- Request help and resources as needed but in time for this help to be forthcoming.
- Ensure they have enough rest and refreshment to be able to meet responsibilities.
- Remember they are role models and keep to community agreements set for the event.
- Abide by the CYP policies and be accountable to the CYP staff responsible for the event.
- Recognise that if these expectations are not upheld, volunteers may not be able to continue with the role as agreed.

## BYM staff will, in addition to the above:

- Build supportive relationship with volunteers.
- Offer training and guidance on policies and procedures.
- Provide support with planning, facilitation and resources as required.
- Ensure prompt payment of expenses and provide accommodation and food as appropriate.
- Follow the process for handling for comments, suggestions, and complaints.
- Provide adequate insurance and conditions that meet health and safety requirements.
- Recruit volunteers within the BYM recruitment and safeguarding policies.

# Children's Programme

For 0 to 11 year olds at Yearly Meeting

## Overview of event

The Children's Programme is a significant and recognised part of Yearly Meeting (YM). It aims to offer an enjoyable, engaging, and challenging programme based on the YM agenda. It gives children, in age-appropriate ways, opportunities to explore their place in Quakers and the world, to make friendships, to worship, to be creative, to have fun and to play games.

The Children's Programme will run six times covering Yearly Meeting discerned sessions. The sessions will run 15 minutes before to 15 minutes after each YM session. There will be four age groups: each group has a team of three adult volunteers and a Key Facilitator. There will also be a session for 5 – 11 year olds for the Swarthmore Lecture. Age groups are split depending on final numbers and age ranges, but it is likely that there will be two age groups for 0 – 5 year olds and two for 5 – 11 year olds. Apart from the very youngest group, each age group will have smaller groups and each volunteer will be responsible for working with a small group. The event will take place at Friends House, London.

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## Adult volunteer role

This is key to the effective running of the programme and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the age groups. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will work together and alongside staff to plan and organise the programmes. Volunteers share the leading and running of sessions and activities. Age group teams meet at lunch times each day to share plans and concerns.

**Support:** Volunteers work to encourage the spiritual and personal growth of children in a variety of ways that are age appropriate and child centred.

**Relationships:** Volunteers are expected to get alongside children at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** 4 volunteers will be Key Facilitators who take the lead within each age group. A total of 15 volunteers are needed for each session of the Children's Programme. You might offer service for the whole of Yearly Meeting or one day's sessions.

**Staff:** Mel Cook will be the key contact and Jude Acton Quaker Life Team Leader for Youth, Children and Families, will have oversight of all the CYP programmes at YM, supported by other Quaker Life staff.

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## Commitment required

**Adult Volunteer weekend for full volunteers:** Fri 17 (evening) – Sun 19 May, Warwick University Conference Centre, Coventry (day volunteers will participate in online planning and preparation)

**Yearly Meeting:** Fri 26 (evening) – Tue 30 July, Friends House, London

# Key Facilitator for an age group

On the Children's and Family Programme for 0 to 11 year olds at Yearly Meeting

## Overview of role

Each of the age groups in the 0 to 11 year olds programme at Summer Yearly Meeting will have a Key Facilitator coordinating the volunteer team. A Key Facilitator needs to be able to work in a collaborative manner in the planning and oversight of the programme. The role is about ensuring good communication, giving clear lines of responsibility and ensuring that there is effective support for children, parents, and team members. The Key Facilitator coordinates discussions amongst the team in relation to programme planning and delivery, involving team members and enabling them to take responsibility for elements of the programme.

Key Facilitators may need to make decisions in relation to participants, team members or the programme when the circumstances do not allow for consultation with the whole team. The Quaker Life, Staff Team Leader, Youth Children and Families has overall responsibility for the programme and delegates this responsibility in part to Key Facilitators providing support for them as needed.

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## Key Facilitator's role

### Programme oversight

- To maintain an overview of the age group programme planning, delivery, and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To ensure that each session runs effectively, considering the needs of the children.
- To ensure that all paperwork relevant to the programme is completed as necessary.
- To ensure that guest facilitators are supported during the event.

### Coordinating and supporting an age group team

- To oversee the planning of the programme in advance of the event.
- To convene meetings for their age group team at least once a day during the event.
- To support the building of appropriate relationships with children.
- To work with team members to ensure that effective pastoral care is provided.
- To be available to hear the concerns of the team members working in their age group.
- To support team members in managing challenging behaviour.
- To aid team members to work confidently - providing advice, guidance, support and ideas.

### Liaison and linking

- To liaise with Quaker Life staff member in the planning and delivery of the programme.
- To liaise with other Key Facilitators – about sharing sessions, activities, or resources.
- To ensure resources required are requested in good time from Quaker Life staff.
- To liaise with parents / carers about the pastoral care and behaviour of children.
- To communicate complex or difficult pastoral care issues about participants to the Quaker Life staff team leader.
- To communicate any concerns about team members working with their age group to the staff team leader.

## Commitment required

### Warwick University, Coventry:

- Fri 19 (evening) – Sun 21 April, with Yearly Meeting Agenda Committee
- Fri 17 (evening) – Sun 19 May, with all adult volunteers including YP & JYM

**Online planning meeting (Key Facilitators only):** June TBC

**Friends House, London, Yearly Meeting:** Fri 26 (evening) – Tue 30 July

# Young People @ Yearly Meeting

For 11 to 15 year olds at Yearly Meeting 2024

## Overview of event

Young People at Yearly Meeting (YP@YM) is part of Summer Yearly Meeting that provides an opportunity for young Quakers aged 11 – 15 to gather in community with their peers, whilst also engaging with Yearly Meeting themes in relevant ways. The event provides space for worship and exploration of concerns that are of importance to Quakers. It aims to be fun, thought provoking and exciting. The theme for the event will be agreed by the Young People's Arrangements Committee when they meet in January 2024. This will reflect the main Yearly Meeting topics.

The event is a series of day programmes, alongside and integrated into Summer Yearly Meeting in Friends House, London, with opportunities for young people to be in their age-specific programme and to be with Quakers of all ages.

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## Adult volunteer role

This is key to the effective running of the event and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the event and supporting the YP@YM Arrangements Committee and staff, to plan and facilitate the programme. This includes taking responsibility outside of timetabled sessions. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will contribute to the programme by supporting the YP@YM Arrangements Committee to plan, deliver and facilitate some activities and sessions. This should promote the programme aims and encourage young people to engage with the programme content.

**Support:** Volunteers will support the YP@YM Arrangements Committee by helping them to plan and reflect on their roles as facilitators, and work alongside them in sessions. Volunteers need to complete the relevant paperwork for the Quaker Youth Work Recognition Scheme. Volunteers will be required to support young people to engage with the programme.

**Relationships:** Volunteers are expected to come alongside young people at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** Five adult volunteers

**Arrangements Committee:** Three young people (nominated at YPP 2023).

**Staff:** Kirsty Philbrick, Quaker Life Team Leader: Children and Youth Development Work

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## Commitment required

**Adult Volunteer weekend:** Fri 17 (evening) – Sun 19 May, Warwick University Conference Centre, Coventry, with all adult volunteers including YP@YM & JYM

**Yearly Meeting:** Fri 26 (evening) – Tue 30 July, Friends House, London (series of day programmes)

If only available to support for part of the programme please still offer service, including which days you could do.



# Key Facilitator for YP@YM

For 11-15 year olds at Yearly Meeting 2024

## Overview of role

The Key Facilitator needs to be able to work in a collaborative manner in the planning process and to have an overview of the programme. The role is about ensuring good communication, clear lines of responsibility and effective support for young people, parents and team members. The Key Facilitator coordinates discussions amongst the team in relation to programme planning and delivery, involving team members and enabling them to take responsibility for elements of the programme.

Key Facilitators may need to make decisions in relation to participants, team members or the programme when the circumstances do not allow for consultation with the whole team. The Quaker Life Team Leader: Children and Youth Development Work has overall responsibility for the programme and delegates this responsibility in part to Key Facilitators providing support for them as needed.

This event is a series of day programmes integrated into Summer Yearly Meeting in Friends House, London. This is not a residential event for participants, but the Key Facilitator will have residential responsibilities to the Arrangements Committee.

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## Key Facilitator's role

### Programme overview

- To maintain an overview of the age group programme planning, delivery and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To ensure that each session runs effectively, taking into account the needs of the young people.
- To ensure that all paperwork relevant to the programme is completed as necessary.
- To ensure that outside facilitators are supported during the event.

### Coordinating and supporting the volunteers

- To oversee the planning of the programme in advance of the event.
- To convene meetings for their age group team at least once a day during the event.
- To support the building of appropriate relationships with young people.
- To work with team members to ensure that effective pastoral care is provided.
- To be available to hear the concerns of the team members.
- To support team members in managing challenging behaviour.
- To aid team members to work confidently - providing advice, guidance, support and ideas.

### Liaison and linking

- To liaise with the Quaker Life staff in the planning and delivery of the programme.
- To request resources required from Quaker Life staff.
- To liaise with parents / carers about the pastoral care and behaviour of young people.
- To communicate complex or difficult pastoral care issues about participants to the Quaker Life staff.
- To communicate any concerns about team members to the staff team leader.

## Commitment required

### Warwick University, Coventry:

- Fri 19 (evening) – Sun 21 April, with Yearly Meeting Agenda Committee
- Fri 17 (evening) – Sun 19 May, with all adult volunteers including YP & JYM

**Key Facilitators only:** day planning meeting, in June, online or in person TBC

**Friends House, London, YP@YM:** Fri 26 – Tue 30 July (series of day programmes)

# Junior Yearly Meeting

For 15 to 18 year olds

## Overview of event

Junior Yearly Meeting (JYM) provides an opportunity for young Quakers aged 15 – 18 to gather in community with their peers and engage with Summer Yearly Meeting. JYM is also about building community through socials and making new friends. It is a spiritual event with the opportunity to explore the theme in various ways and experience Quaker practices.

It is planned and facilitated by the Arrangements Committee (AC) that is made up of a group of young people, with the support of staff and adult volunteers. The AC agree on the theme and the JYM sessions as well as how they will link to Summer Yearly Meeting.

JYM 2024 is a residential event that will run alongside Summer Yearly Meeting in central London.

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## Adult volunteer role

Volunteers are essential for making the event run smoothly.

**Responsibility:** Volunteers take on roles to ensure the smooth running of the event, including logistics, participating in and contributing to JYM in ways that nurture the spiritual and Quaker grounding of the event. The team will work within BYM's Safeguarding and Pastoral Care Policies.

**Relationships:** Volunteers are expected to be alongside participants, to enable a sense of community in both free time and sessions. They will build appropriate relationships (within the boundaries of their role) to encourage the spiritual and personal growth of participants, modelling appropriate values and behaviors in line with BYM's Event and Activity Management Policy.

**Support:** Adult volunteers will support a member of the AC or a Base Group Facilitator (BGF) in their planning and preparation for sessions and their development as facilitators. AC are responsible for main sessions, BGFs for base group sessions (adults support all the base groups).

**Development:** Volunteers will encourage reflection on the young person's practice as a leader and facilitator. They will be responsible for completing the paperwork for the Quaker Youth Work Recognition Scheme certificates.

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## Team

**Arrangements Committee:** Four young people (sharing Clerk, Elder and other responsibilities)

**Adult Volunteers:** Ten volunteers and two reserves.

**Staff:** Two members of staff, Paul Tilley - Young People's Integration Coordinator and Jenny Baines - Young People's Administration & Project Officer.

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## Commitment required

**Adult Volunteer weekend:** Fri 17 (evening) – Sun 19 May, Warwick University Conference Centre, Coventry, with all adult volunteers including CP & YP@YM

**Team day:** The JYM adult volunteer team join the JYM Arrangements Committee on Sat 22 June at Royal Foundation of St Katherine, London

**Online - pairs check in:** JYM adult volunteer team and JYM Arrangements Committee, TBC

**JYM:** Thu 24 (preparation evening) – Tue 30 July, Friends House, London

# CYP Online @ YM 2024

For families and for 11 to 18 year olds

## Overview

The Online @ YM groups provide an opportunity for Quaker families and young Quakers to gather in community with their peers. The groups will provide spaces for worship and exploration of concerns that are of importance to them and to Quakers. The groups aim to be fun, thought provoking and exciting.

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## Role

This is key to the effective running of the group and includes the following:

**Responsibility:** Members of the team will plan the youth work session collaboratively with support from the lead staff member. During the group, team members will be responsible for taking on roles to ensure the smooth running of the group and supporting the peer facilitators and staff, to facilitate the session. All team members need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** You will contribute to the group through the planning, delivery and facilitation of some activities and sessions.

**Support:** There will be time at the start and finish of each group to prepare and debrief as a group

**Relationships:** Team members are expected to come alongside families and young people, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behavior as well as upholding the expectations for volunteers at CYP events.

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## Team

**Adult Volunteers:** Four adult volunteers

**Staff:** Jude Acton, Quaker Life Team Leader, Youth, Children and Families

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## Commitment required

**Planning and preparation to be arranged as suits volunteers, over Zoom**

**Daily sessions over Yearly Meeting - 27-30 July 2024** (will include preparation and debrief at the start and finish of the group).