

Expectations for volunteers at CYP events

Offering Service

Being on a team at a national CYP event is a chance to be part of a purposeful Quaker community. It is an opportunity to develop individual skills and to make a difference to the lives of children and young people.

To find out about the events being planned for Quaker children and young people in any year, there will be a summary of events available on the website. To volunteer, it will be necessary to read the detailed role outline for each event. This explains what will be expected of a volunteer at each event.

All volunteers (whether or not they have volunteered before) need to complete in full the 'offer of service' form and to indicate which events they would like to help with and keep these dates free. The DBS and reference sections are essential for Britain Yearly Meeting's recruitment and safeguarding policies.

The aim when recruiting is to have a team who together will offer a blend of experience and skills. Telephone interviews (hopefully via Skype if this is possible) will take place with new volunteers (and those returning after a break in volunteering) 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.

Volunteer role

The roles are key to the effective running of events. Detailed descriptions will be provided for each role. The volunteer role outlines include the following:

Relationships: Volunteers are expected to get alongside children or young people at events, building appropriate relationships (within the boundaries of their role) to support participants in exploring their Quaker faith and spirituality and to enable a sense of community. Modelling appropriate inclusive values and behaviours in line with BYM's Event and Activity Management Policy is essential.

Support: Adult volunteers may support less experienced volunteers or a peer facilitator or a member of an Arrangements Committee, supporting their planning and preparation for sessions and their development as facilitators.

Responsibility: Volunteers take on roles to ensure the smooth running of the event, including logistics, participating in and contributing to the programme in ways that nurture the spiritual and Quaker grounding of the event. CYP staff and volunteers will be responsible for participants for the duration of events and will work within BYM's Safeguarding and Pastoral Care Policies.

Facilitation and Development: Volunteers on events for 0 - 14's will work together and alongside staff to plan and organise the programmes. Volunteers share the leading and running of sessions and activities, they may do this alongside young people. Volunteers on events for 15's – 18's will work with young people who are on the team, encouraging reflection on the young person's practice as a leader and facilitator, completing the paperwork for the Quaker Youth Work Recognition Scheme certificates.

Communication Teams will meet together, and with staff, at specified times each day to share plans and concerns.

Volunteers are asked to:

In their role

- Understand their responsibilities and can work within the agreed procedures and protocols.
- Work effectively with other staff / volunteers and are 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.
- Are 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 event, 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 and limit alcohol intake, 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.

Staff intend to:

- 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.