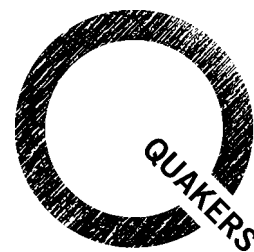


# Britain Yearly Meeting Children and Young People's events 2018



## Volunteer Involvement Policy Example 1

*Connect, enrich, inspire*



## Volunteer role outlines



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**Travel expenses and accommodation costs for volunteers on all these events will be fully met**

**All volunteers will need to have an enhanced criminal records disclosure**

# Children's Programme 2018

For 0 to 11 year olds, at Yearly Meeting

## Overview of event

The Children's Programme is a significant and recognized part of Yearly Meeting (YM). It aims to offer an enjoyable, engaging and challenging programme based on the BYM 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 is based in Friends House running 15 minutes before to 15 minutes after each YM session, morning and afternoon on Saturday to Monday. Made up of four age groups, each group has a team of three or four adult volunteers (depending on numbers booked) and a Key Facilitator. Age groups are split depending on final numbers and age ranges, but 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.

Number of participant spaces: 25 for 0 – 5 year olds and 36 for 5 – 11 year olds.

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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 together 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:** 16 volunteers will be invited to join the Children's Programme Team, four of whom will be Key Facilitators who take the lead within each age group, also some volunteers will be asked to be in reserve to enable the teams to expand if bookings are high.

**CYP Staff:** Mel Cook, Children's Work Officer and Howard Nurden, Head of Children and Young People's Team who has oversight of all the CYP programmes at YM.

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## Commitment required

**Planning meeting:** Saturday 24 March from the morning until mid-afternoon on Sunday 25 March at Feldon Lodge in Hemel Hempstead. The Key Facilitators arrive and meet on the Friday evening.

**Event:** Evening of Friday 4 May until late afternoon of Monday 7 May, Friends House, London. Nearby hotel accommodation is provided.

For 0 to 11 year olds at Yearly Meeting

## Key Facilitator for an age group

### Overview of role

Each of the age groups in the 0 to 11 year olds programme at 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 designed to ensure good communication, to give clear lines of responsibility and to ensure 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 Children's Work Officer 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 programme planning, delivery and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To check that team members responsible for particular sessions have the resources.
- To ensure that each session runs effectively, taking into account the needs of the children.
- To ensure that all paper work relevant to the programme is completed as necessary.
- To ensure that sessional helpers and outside 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 the Children's Work Officer in the planning and delivery of the programme.
  - To liaise with other Key Facilitators – about sharing sessions, activities or resources.
  - To ensure that the resources required are requested from the Children's Work Officer.
  - 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 Children's Work Officer or the Head of the Children and Young People's Team.
  - To communicate any concerns about team members working with their age group to the Children's Work Officer or the Head of the Children and Young People's Team.
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### Commitment required

**Planning weekend:** 23 - 25 March at Feldon Lodge, Hemel Hempstead (Friday evening to Sunday early afternoon).

**Check-in day:** Key Facilitators have a day meeting on 21 April in Friends House, London.

**Event:** Afternoon of Friday 4 May to late afternoon of Monday 7 May in Friends House, London.

# Young People's Programme 2018

For 11 to 15 year olds, alongside Yearly Meeting

## Overview of event

The Young People's Programme, (which is part of Yearly Meeting), provides an opportunity for young Quakers aged 11 – 15 to gather in community with their peers, whilst engaging with Yearly Meeting in age appropriate 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 Programme Arrangements Committee when they meet in December 2017. This will reflect the main Yearly Meeting topics.

The event is residential and will take place at Felden Lodge, Hemel Hempstead, perhaps visiting Yearly Meeting during the weekend. On the final day the Young People's Programme will join with the Yearly Meeting session at Friends House, London.

Number of participant spaces: 32.

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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 YPP 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 YPP 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 YPP 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 get 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 and two reserves.

**Arrangements Committee:** Four young people (nominated at YMG 2017).

**CYP Staff:** Lucy Sam (Children and Young People's Officer) and Howard Nurden (Head of Children and Young People's Team who has oversight of all the CYP programmes at YM).

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## Commitment required

**Planning weekend:** 23 to 25 March at Felden Lodge, Hemel Hempstead. (Arrangements Committee will join the adult volunteers from Saturday mid-morning).

**Event:** Friday early evening 4 May until late afternoon Monday 7 May at Felden Lodge, Hemel Hempstead. The event will start and finish at Friends House, London.

# Junior Yearly Meeting 2018

For 15 to 18 year olds, alongside Yearly Meeting

## Overview of event

Junior Yearly Meeting, which happens alongside Yearly Meeting, provides an opportunity for young Quakers aged 15 - 18 to gather in community with their peers, whilst engaging with Yearly Meeting in age appropriate ways. It is a spiritual event with the opportunity to explore a theme in a variety of ways and experience Quaker practices. It is also about young people having fun and making friends. JYM is planned and facilitated by a group of young people – with the support of adult volunteers and staff. The event is residential and will take place at Lee Valley Youth Hostel with the intention to visit Yearly Meeting during the weekend. On the last day Junior Yearly Meeting will join the final Yearly Meeting session at Friends House, London.

Number of participant spaces: 68.

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## Adult volunteer role

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

**Relationships:** Volunteers are expected to get alongside participants, in both free time and during sessions. Team members will build appropriate relationships to encourage the spiritual and personal growth of participants, as well as to nurture a sense of community and meaningful relationships during the event. These relationships will model appropriate and inclusive behaviour in line with BYM's Event and Activity Management Policy.

**Support:** Adult volunteers will support a member of the Arrangements Committee (either a clerk or a peer facilitator) or will be the Base Group Coordinator. Supporting the Arrangements Committee includes helping them prepare for and develop in their role. Those supporting Peer Facilitators will also work alongside them in some of the base group sessions. The Base Group Coordinator will work alongside staff, having oversight of pastoral care and the facilitation of base group's.

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

**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 this event and will work within BYM's Safeguarding and Pastoral Care Policies.

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## Team

**Adult Volunteers:** Eight adult volunteers and two reserves.

**Arrangements Committee:** Seven young people (two Clerks, five Peer Facilitators).

**CYP Staff:** Cat Waithaka (Youth Participation Officer) and Ellie McCarthy (CYP Intern).

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## Commitment required

**Adult volunteer weekend:** 9 to 11 March at Felden Lodge, Hemel Hempstead.

**Team day:** The JYM adult volunteer team join the JYM Arrangements Committee on Saturday 14 April, at Lee Valley YHA, Cheshunt.

**Event:** At Lee Valley YHA Cheshunt, Friday 4 May, 5:00pm until Monday 7 May, 5:00pm. The event will start at Lee Valley and finish at Friends House, London.

# Live Adventurously 2018

For 8 to 11 year olds

## Overview of event

The Live Adventurously event will provide an opportunity for 8 - 11 year old Quakers, from throughout Britain Yearly Meeting, to gather together in community and take part in adventurous activities such as the 3g swing, ropes, archery, zip wire, and climbing. It aims to enable children to reflect on taking part in adventurous activities and how this may impact on their wider spiritual lives as well as their understanding of what being a Quaker means to them, in particular how they speak to their friends about this.

Accommodation will be at a Scout activity centre in Chingford, Essex and we will be catered for by volunteer caterers. The event will begin 5pm on Wednesday 25 July with a coach from Friends House at 4pm. Live Adventurously will be a mixture of active adventurous activities provided by the centre alongside reflective and creative sessions run by the event team. The event will finish on the Friday 27 July at 1.30pm with a coach returning to Friends House for 2.30pm.

Number of participant spaces: 32.

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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 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 need to plan, deliver and facilitate some activities and sessions which promote the programme aims.

**Support:** Volunteers will be required to support children to engage with the programme.

**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:** Three adult volunteers and one reserve.

**Young volunteers:** Two young volunteers (aged 16 – 17)..

**Caterers:** Two caterers.

**CYP Staff:** Mel Cook, Children and Young People's Officer and Ellie McCarthy, Intern for the Children and Young People's Team.

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## Commitment required

**Planning meeting:** Saturday 30 June at Friends House, London.

**Event:** The afternoon of Wednesday 25 July at Friends House, London until the afternoon of Friday 7 July. Volunteers should be happy to travel on the coach to and from Gilwell Park.



For 8 to 11 year olds

## Overview of event

The Live Adventurously event will provide an opportunity for 8 - 11 year old Quakers, from throughout Britain Yearly Meeting, to gather together in community and take part in adventurous activities such as the 3g swing, ropes, archery, zip wire, and climbing. It aims to enable children to reflect on taking part in adventurous activities and how this may impact on their wider spiritual lives as well as their understanding of what being a Quaker means to them, in particular how they speak to their friends about this.

Accommodation will be at a Scout activity centre in Chingford, Essex and we will be catered for by volunteer caterers. The event will begin 5pm on the Wednesday 25 July with a coach from Friends House at 4pm. Live Adventurously will be a mixture of active adventurous activities provided by the centre alongside reflective and creative sessions run by the event team. The event will finish on the Friday 27 July at 1.30pm returning by coach to Friends House for 2.30pm.

Number of participant spaces: 32.

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## Caterer role

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

- Planning the menu in advance of the event in consultation with CYP staff.
  - Liaising with CYP staff about particular diets.
  - Purchasing food in advance of the event, within a set budget, either transporting the food to the venue or arranging for it to be delivered.
  - Preparing food for all meals during the event.
  - Working with small groups of children who are on the rota to help with the setting up and clearing up of meals.
  - Keeping the kitchen in good order at the event and cleaning it at the end of the event.
- 

## Team

- **Adult volunteers:** Three adult volunteers.
  - **Young volunteers:** Two 16 – 17 year old volunteers.
  - **Caterers:** Two volunteers undertaking the catering for the event.
  - **CYP staff members:** Mel Cook (Children's Work Officer) and Ellie McCarthy (CYP Intern).
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## Commitment required

**Planning meeting:** Saturday 30 June at Friends House in London, for the whole team.

**Before the event:** Time spent in menu planning and food purchase. Undertake the Basic Food Hygiene Course, this will be paid for by the CYP office and can be completed over the internet.

**Event:** From Wednesday 25 July to Friday 27 July. The caterers need to be there from 4pm on Wednesday 25 July, so that the kitchen can be set up and the meal prepared for the first evening. The event finishes at 1.30pm on Friday 27 July, the caterers will be free to go once lunch is provided and the kitchen has been cleaned.

# Young Quakers Participation Day 2018

For 14 to 18 year olds, alongside Meeting for Sufferings

## Overview of event

The Young Quaker's Participation Day, which happens alongside Meeting for Sufferings, is for young Quakers to be involved in decisions that affect them and the organisation they are part of. Meeting for Sufferings representatives are asked to take responsibility for accompanying young people to the day, where they are not willing or able the Area Meeting can fund an alternate adult to support the young person's attendance. It is hoped that as well as a chance for young people to spend time together, they will connect with their Responsible Adult.

The Participation Day is held at Friends House and will start with worship alongside Meeting for Sufferings. The young people will then participate in programmed activities with their peers in the morning and afternoon sessions. They will have lunch with the adult that is responsible for them. The day ends with worship alongside Meeting for Sufferings.

Number of participant spaces: 40.

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## Adult volunteer role

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

**Relationships:** Volunteers are expected to get alongside young people on the day, building appropriate relationships to encourage the spiritual and personal growth of participants. These relationships will model appropriate and inclusive behaviour in line with BYM's Event and Activity Management Policy.

**Facilitation:** Volunteers will work together and alongside staff to plan and organise the programme reflecting the focus for the day. Team members should ensure that they foster the spiritual and Quaker grounding of this day. Volunteers will share the leading and running of sessions and activities as well as supporting any guest facilitators in the implementation of their session/s.

**Participation:** Each adult volunteer will support a group of young people in their participation, this will include supporting their involvement in the consideration of the topics being considered.

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## Team

**Adult Volunteers:** Three volunteers with experience in youth work and participation, one of whom will be asked to provide enhanced support and input into the planning and the facilitation on the day.

**Staff:** Cat Waithaka (Youth Participation Officer) will have overall responsibility for the Participation Day, with the support of the CYP Intern.

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## Commitment required

**Team Preparation day:** Saturday 15 September (10:30am to 5:00pm) at Friends House London.

**Event:** Saturday 6 October (8:00am to 5:30pm) at Friends House London.

# Quaker Pilgrimage 2018

For 12 to 15 year olds

## Overview of event

The Pilgrimage provides an opportunity for 12 – 15 year old Quakers, from throughout Britain Yearly Meeting. The event aims to enable young people to develop their understanding of the spiritual, historical and geographical roots of Quakerism by following in the footsteps of George Fox. The Pilgrimage intends to enable young people to gather in community and develop spiritually through reflecting on these roots and their own understanding of contemporary Quaker faith.

The Pilgrimage will begin on Friday evening at Yealand Meeting House, Carnforth and will finish on Monday afternoon at Lancaster Meeting House. The event will include visits to Clitheroe Meeting House, climbing Pendle Hill, Brigflatts Meeting House, climbing Firbank Fell, Swarthmoor Hall and Lancaster Castle. Each day will begin with worship, end with epilogue and will include reflective and fun activities. This has the potential to be a significant and powerful experience for young Quakers in terms of their spiritual growth, faith development and participation within the Religious Society of Friends.

Number of participant spaces: 20.

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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 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 need to plan, deliver and facilitate some activities and sessions which promote the programme aims.

**Support:** Volunteers will be required to support young people to engage with the programme.

**Relationships:** Volunteers are expected to get 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:** Two adult volunteers and two young volunteers (aged 16 – 17).

**CYP Staff:** Lucy Sam, Children and Young People's Officer and Howard Nurden, Head of Children and Young People's Team.

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## Commitment required

**Planning meeting:** Saturday lunchtime 29 September to Sunday afternoon 30 September, at Yealand Meeting House, Carnforth, Lancashire.

**Event:** Friday early evening 19 October until Monday afternoon 22 October at Yealand Meeting House, Carnforth, Lancashire.

Being available for local / area / regional events with Quaker young people

## Overview

There are times when those running local / area / regional youth events with young Quakers struggle to find enough volunteers to make an event viable. The aim is to address this challenge by recruiting people who are willing to be contacted if extra support is needed on events organised by Quakers throughout Britain, for young people.

Those who are willing to make themselves available and be listed on the volunteer database, will be asked to provide details such as; the distance they are willing to travel, the types of event they are happy to work on and whether there are any dates that they are not available for in 2018.

Those requesting volunteers to help run Quaker youth events, will be able to contact CYP staff in Friends House and request for contact to be made with those listed on the database, to see who is available, and with permission, pass their contact details to those seeking help.

It is hoped that this initiative will support local / area / regional events in ensuring opportunities for young Quakers are available.

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## Adult volunteer role

This would be dependent on the needs of events but is likely to include the following:

**Responsibility:** Working with other team members to be responsible to ensure the smooth running of the event and programme. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies (see [www.quaker.org.uk/cyp-policies-procedures](http://www.quaker.org.uk/cyp-policies-procedures)).

**Facilitation:** Perhaps contributing to the planning and delivery of activities and sessions which take place during the event.

**Support:** Providing support to those responsible for the holding of the event.

**Relationships:** Being alongside young people at the event, building appropriate relationships to support them in exploring their Quaker faith and spirituality. Working in line with BYM's Event and Activity Management Policy (see [www.quaker.org.uk/cyp-policies-procedures](http://www.quaker.org.uk/cyp-policies-procedures)), modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** To work alongside and as part of a team of volunteers on a local / area / regional event. To work under the direction of the body responsible for the holding of the event.

**CYP Staff:** Lucy Sam, Children and Young People's Officer, is the staff member responsible for supporting those on the volunteer database and for liaising with local / area / regional groups who wish to work with volunteers from the database.

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## Commitment required

Initially filling in a form to provide details of availability. Then responding to requests circulated to those on the volunteer database. When an offer is taken up, it will be necessary to follow through on the commitment agreed and work in appropriate ways according to the nature of the event.

If it is evidenced that this opportunity is being well utilised and meeting a need, future training and development opportunities might be arranged for those who are listed on the volunteer database.