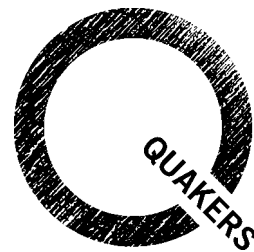


# Yearly Meeting Gathering

## Responsible adults for Junior Yearly Meeting 2020 Outline of Role and Responsibilities



### Background

- All children and young people under the age of 18 participating in YMG 2020 must have a responsible adult present throughout the event. This includes those participating in Junior Yearly Meeting (JYM).
- All responsible adults must be aged 20 or over.
- Responsible adults should not have responsibility for more than four young people.
- It is preferable if responsible adults are not people considering being on the JYM team.

### Booking guidance

- The responsible adult for each participant must be declared on the JYM nominations form from area meetings / schools / yearly meetings.
- Responsible adults need to be booked onto YMG before the young person (and should also give the young people they are responsible for their name and booking reference).
- When booking, JYM participants will need to state the name and booking reference of their responsible adult in order for the booking to be accepted.
- JYM participants will be accommodated alongside their responsible adults, in rooms close by to other JYM participants, so need to book into the same accommodation type as their responsible adult. Bookings for YMG open on 5 January 2020.
- Area meetings, yearly meetings or schools should consider upholding and supporting those taking on the role of responsible adults for JYM participants at YMG. As well as making it known to the meeting who is undertaking this role. If possible financial support should be offered, especially if this person is attending YMG in order to carry out this role or if this role requires them to book into more expensive accommodation than they intended.

### Responsibilities

#### Prior to YMG:

- Safeguarding in relation to responsible adults for JYM (where this person is not a relative) is the responsibility of each area meeting / school / yearly meeting. Those who are responsible adults for JYM participants should normally have a Disclosure & Barring Service (DBS) criminal records check, unless they are related to the participant.
- If the responsible adult is not the parent or legal guardian, it is advisable for a meeting to take place between the young person, their parents or guardians and the responsible adult, in advance of the event.
- When the JYM participant has been booked onto YMG this will be confirmed with their responsible adult. If the place is being funded by the area meeting, school or yearly meeting, the responsible adult should then notify the Area Meeting that young person has been booked and that the YMG fee can be reimbursed (if this is necessary).

- If the YMG booking form for the JYM participant is not completed within two weeks of their JYM nomination being received, after an initial follow up by Friends House staff, the responsible adult will be asked to follow this up with the parent or guardian.
- In June 2020 JYM participants will be sent a mailing with a chance to offer help at JYM and a form to indicate their arrival and departure times. This will require them to respond. If there is no response, after an initial follow up by Friends House staff, the responsible adult will be asked to follow this up with the young person.
- Responsible adults should reassure the young person they are responsible for that a participant information pack will be sent out in July. They should check that participants have received this and encourage them to read it. This is a good time to make sure that young people have all they need to participate in JYM.
- Before the event all responsible adults will be sent further information about JYM.

#### During YMG:

- Responsible adults have full responsibility at YMG outside of JYM programme time. JYM begins most days when YMG sessions start, includes a packed lunch, stops over dinner time and ends at 10:45pm after an evening session. There will be one morning, two afternoons and one evening when JYM will not run (at these times there will YMG options that young people can participate in). Full JYM programmes will be sent to responsible adults in advance of YMG.
- Responsible adults will be invited to attend a 'information and thank you' session early on in the event, this will offer the opportunity to find out more about the programme, the responsibilities and to meet with the staff members.
- Responsible adults must ensure that:
  - ➔ Each participant they are responsible for abides by the community expectations (agreed by Yearly Meeting Arrangements Committee and those planning Junior Yearly Meeting) which are signed in advance by all participants. These expectations apply to young people throughout the gathering and will be sent to responsible adults in advance of YMG.
  - ➔ They meet with each participant that they are responsible for at least once each day in order to support the young person's involvement in the programme and encourage them to share their experiences with them.
  - ➔ Each participant they are responsible for participates fully in the programme or that they inform JYM staff if there is a reason why they are unable to do so. If participants do not turn up for a session and JYM staff have not been informed that they will not be present, their responsible adult will be contacted.
- Responsible adults should be willing and available to discuss with the JYM staff any issues that arise in relation to the participant that they have responsibility for.

#### After JYM:

- Responsible adults should liaise with the JYM participant about reporting back to the area / yearly meeting / school. Young people might need support in attending and reporting back. This provides a good opportunity to speak with them about their experience of participating in JYM and encourage their future involvement.