

# YOUTH, CHILDREN & FAMILIES 2022

*Please consider offering service!*

## JUNIOR YEARLY MEETING

*Event: Saturday 9 April to Tuesday 12 April*

*Planning: Friday 11 to Sunday 13 February  
& 12 March*

*Preparation: Friday 8 April*

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## CHILDREN & FAMILIES

*Event: Friday 27 to Monday 30 May*

*Planning: Saturday 26 to Sunday 27 March*

*Key Facilitators meeting: Saturday 14 May*

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## YOUNG PEOPLES PROGRAMME

*Event: Friday 27 to Monday 30 May*

*Planning: Friday 25 to Sunday 27 March*

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## ACCOMPANYING

*Event: Friday 27 to Monday 30 May*

*Planning: Saturday 14 May*

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## ONLINE QUAKER YOUTH WORK

*Includes regular groups and one off events*





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Being on a team at a CYP event 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 the lives of children and young people. It doesn't matter if you've not done this before - 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 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, you'll have an opportunity to ask questions about the opportunity. It will also 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. Telephone interviews (hopefully via Skype if this is possible) 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.

# Summary of events

**Junior Yearly Meeting** a residential event for 15 to 18 year olds

Staff contact: Catherine Waithaka

Held in April at the Frontier Centre near Northampton. It provides a programme designed by the Arrangements Committee (young people appointed after JYM in 2021) that explores topics being considered by Yearly Meeting in 2022.

Team members will need to be available for the following dates:

- Adult volunteer weekend: 11 February to 13 February at Woodbrooke.
- Team day: Saturday 12 March at Felden Lodge, Hemel Hempstead.
- Event: Friday 8 April, to Tuesday 12 April, Frontier Centre, Northamptonshire.



## Yearly Meeting at Friends House

The remaining events happen as a part of Yearly Meeting, all team members need to be available for Yearly Meeting, from 27 to 30 May at Friends House, London (30 May is NOT a bank holiday).

**Children's Programme** non-residential, for 0 to 11 year olds at Yearly Meeting

Staff contact: Jude Acton

Up to four age groups offering programmes to children that link with the Yearly Meeting topics. These take place on the morning and afternoons of Saturday, Sunday and Monday. Volunteers need to be available for all these sessions. There is an additional session on the Saturday evening (during the Yearly Meeting Swarthmore Lecture) that team members can offer to be involved with. Volunteers will be accommodated in a nearby hotel.

Team members will need to be available for the following dates:

- Adult Volunteer weekend: 26 to 27 March at Felden Lodge, Hemel Hempstead.
- Yearly Meeting, from 27 to 30 May at Friends House, London (30 May is NOT a bank holiday).

Additionally up to four Key Facilitators are needed to facilitate these age groups.

In addition the commitments stated above Key Facilitators will need to be available for

- Key Facilitators only: 14 May planning meeting Friends House.

**Young People's Programme** a residential for 11 to 15 year olds, alongside Yearly Meeting

**p4**

Staff contact: Kirsty Philbrick

Held at Felden Lodge, in Hemel Hempstead. It provides a programme designed by the Arrangements Committee (young people appointed at YPP in 2021). It offers young people the chance to explore the Yearly Meeting topics in age appropriate ways and YM speakers will be invited to be part of the programme.

Team members will need to be available for the following dates:

- Planning weekend: 25 to 27 March, at Felden Lodge, Hemel Hempstead.
- Yearly Meeting, from 27 to 30 May at Friends House, London (30 May is NOT a bank holiday).

In addition the commitments stated above Key Facilitators will need to be available for

- Key Facilitators only: 14 May planning meeting Friends House



**Accompanying** non-residential, for 15 to 18 year olds as a part of Yearly Meeting.

Staff contact: Catherine Waithaka

This is an opportunity for young people to attend Yearly Meeting in Friends House, independent of a formal programme, with the support of a team of adult volunteers. It offers reflection on Yearly Meeting Sessions and community activities to support participation and engagement.

Alongside Yearly Meeting, Team members will need to be available for the following dates:

- Team planning day: Saturday 14 May (10:30am to 5:00pm) at Friends House London.
- Yearly Meeting, from 27 to 30 May at Friends House, London (30 May is NOT a bank holiday).

**Online Quaker Youth Work** online, for 11 to 18 year olds

Staff contact: Jude Acton

This is an opportunity for young people to gather in community with their peers on a regular basis. It provides space for worship and exploration. The groups aim to be fun, thought provoking and exciting. Dates for 2022, to be confirmed, will include one off and regular commitments.



# Expectations of Volunteers

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Children and young people's programme volunteers are asked to:

## In their role

- Understand their responsibilities and can work within the agreed procedures and protocols.
  - Work effectively with others 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.
  - Promptly, report any breach of these expectations or any safeguarding disclosures, concerns, allegations and suspicions to the Safeguarding coordinator.
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## In their relationships

- Treat all equally with fairness, 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 safe, 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.
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## In their methods

- Be open, transparent and non-judgemental. Have proper regard for each individual's interests, rights, safety and welfare.
  - Listen carefully to those they are supporting.
  - 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.
  - Work in an open environment – avoid private or unobserved situations.
  - Are aware of their power and responsibility for the welfare of the children and young people.
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## 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.
  - Note that when in loco parentis and during online sessions consuming alcohol or illegal substances is not acceptable. Smoking in the presence of children / young people is not acceptable.
  - Recognise that engaging in any behaviour which might allow a sexual relation to develop with someone they are responsible for in this position of trust is unacceptable.
  - Remember they are role models and keep to community agreements set for the event.
  - Abide by the BYM policies, procedures and guidance and be accountable to the BYM 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.
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## BYM Staff will:

- 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.

For 15 to 18 year olds

## Overview of event

Junior Yearly Meeting, provides an opportunity for young Quakers aged 15 - 18 to gather in community with their peers. JYM is planned and facilitated by a group of young people – with the support of adult volunteers and staff. This group agree the theme and create a programme for the event, which links to issues being considered at Yearly Meeting (YM). It is a spiritual event with the opportunity to explore the theme in a variety of ways and experience Quaker practices. It is also about building a sense of community through socials and making new friends. The event is residential and will take place at the Frontier Centre, Northamptonshire.

Number of participant spaces: 80.

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## Adult volunteer role

**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 behaviours in line with BYM's Event and Activity Management Policy.

**Support:** Volunteers will support a member of the Arrangements Committee (AC) or Young Adult Facilitator in their planning and preparation for sessions and their development. Adult volunteers will co-facilitate base group sessions with the young person they are supporting. Two volunteers will be invited to be either an AC Coordinator or a BGF Coordinator, who work alongside staff in the training and support the under 20 team, mentoring the young adult facilitators and will share oversight of pastoral care at JYM.

**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 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.

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## Team

**Arrangements Committee:** Five young people (one Clerk, four Community Facilitators),

**Young Adult Volunteers:** Two young adults (to offer continuity where none of the AC have attended an in person JYM)

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

**Staff:** Two members of staff, Youth Participation Officer and Quaker Life Team Leader

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## Commitment required

**Adult volunteer weekend:** 11 February from 6:30pm until 13 February 8 at 3:15pm Woodbrooke

**Team day:** The JYM adult volunteer team join the JYM Arrangements Committee on Saturday 12 March 11:30am to 7:15pm, at Felden Lodge, Hemel Hempstead.

**Event:** Friday 8 April, 5:30pm (JYM preparation time). The programme will run from Saturday 9 April 4:15pm until Tuesday 12 April, 2:30pm at the Frontier Centre, Northamptonshire.

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 runs 15 minutes before to 15 minutes after each YM session, taking place each morning from Saturday to Monday, made up of four age groups, each group has a team of three adult volunteers and a Key Facilitator. There will also be a session for 5 to 11 year olds for the Swarthmore Lecture. Age groups are spilt 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. 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 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:** Sixteen volunteers will be invited to join the Children's Programme Team, five 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.

**Staff:** 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:** Felden Lodge, Hemel Hempstead 26-27 March (Saturday morning to Sunday afternoon).

**Yearly Meeting** 27-30 May Friday 6pm to Monday 5pm Friends House, London (please note that Monday 30 May is NOT a bank holiday).

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 Yearly Meeting Gathering 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 to 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, 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 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 team leader 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.

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## Commitment required

**Adult volunteer weekend:** 25 to 27 March Children's Programme and YPP teams, Felden Lodge, Hemel Hempstead

**Key Facilitators only:** 14 May planning meeting Friends House

**Yearly Meeting** 27-30 May Friends House, London 6pm Friday to 5pm on Monday (please note that Monday is not a Bank Holiday)



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 2021. This will reflect the main Yearly Meeting topics.

The event is residential and will take place at Feldon lodge, Hemel Hempstead, with Yearly Meeting speakers being invited to our programme to deliver some sessions. 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 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 and two reserves.

**Arrangements Committee:** Three young people (nominated at online YMG 2021).

**Staff:** Quaker Life Officer: Youth, Children and Families and Youth Development Worker

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## Commitment required

**Planning weekend:** 25 to 27 March with YPP and Children's Programme volunteer teams, at Feldon Lodge, Hemel Hempstead

**Yearly Meeting** 27-30 May at Feldon Lodge, Hemel Hempstead 4pm Friday to 5pm on Monday. Please note the 30 May is NOT a bank holiday.

# Key Facilitator for YPP

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For 11-15 year olds at Yearly Meeting Gathering

## Overview of role

The 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 to ensuring that there is 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 Officer: 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.

This event is residential at Felden Lodge, Hemel Hempstead with a capacity for 32 young people.

## 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, taking into account the needs of the young people.
- To ensure that all paper work relevant to the programme is completed as necessary.
- To ensure that outside facilitators are supported during the event.

### Coordinating and supporting the YPP 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 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 Officer: YCF 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 YCF Officer or Team Leader.
- To communicate any concerns about team members to the staff team leader.

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## Commitment required

**Adult volunteer weekend:** 25 to 27 March with YPP and Children's Programme, Felden Lodge, Hemel Hempstead

**Key Facilitators only:** 14 May planning meeting Friends House

**Yearly Meeting** 27-30 May Felden Lodge, Hemel Hempstead, 4pm Friday to 5pm on Monday.  
Please note Monday 30 May is NOT a bank holiday.



For 15 to 18 year olds at Yearly Meeting

## Overview of event

Accompanying happens alongside Yearly Meeting (YM). The coordinating group (15-21 year olds) inputs into the structure and facilitation of Accompanying at YM. It provides an informal meeting hub for 15 to 18's at Friends House in London during YM. It includes attendance at YM and a selection of optional social activities out of session time. This is about young Quakers being involved in decisions that affect them and the organisation they are a part of.

The event seeks to encourage young people's independence and integration within Yearly Meeting, so that they feel able to participate in future years as a (young) adult. Young people will be allocated to small groups each with an adult volunteer providing opportunity for informal chats. The small groups are central to providing a safe space for young people to connect with each other and the content of the Yearly Meeting.

Number of participant spaces: 24

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## Adult volunteer role

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

**Participation:** Volunteers will support young people in their participation in Yearly Meeting. Volunteers will take part in the programme which includes a timetable of social activities.

**Facilitation:** The adult volunteers will facilitate a small group (alongside a member of the coordinating group) on a regular basis each day, to prepare for and reflect on Yearly Meeting sessions. Through this group each adult volunteer will support up to six young people. Team members should ensure that they foster the spiritual and Quaker grounding of participants.

**Relationships:** Volunteers are expected to come 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 behaviours in line with BYM's Event and Activity Management Policy.

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

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## Team

**Coordinating group:** Two young people aged between 15 and 18 years old and two people aged between 18 and 21.

**Adult Volunteers:** Four volunteers, of which we hope two will be aged between 18 and 21.

**Staff:** Youth Participation Officer with support from a Quaker Life Staff Team Leader

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## Commitment required

**Coordinating group:** Saturday 29 January (online) under 21 team only

**Team planning day:** Saturday 14 May (10:30am to 5:00pm) at Friends House London.

**Event:** Early evening Friday 27 May to late afternoon Monday 30 May, all volunteers requiring it will be accommodated locally (please note that 30 May is NOT a bank holiday).

For 11 to 18 year olds

## Overview

Online Quaker Youth Work provide an opportunity for young Quakers to gather in community with their peers. The group will provide space 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. Dates for 2022 to be confirmed.

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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 take in turns to plan the youth work session with support from the lead BYM 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 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 events for children and young people (see overleaf).

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## Team

Two adult facilitators including a member of BYM staff.

Where possible, a young adult with experience of facilitation at a national event.

**BYM Staff:** Youth, Children and Families Team Leader, Quaker Life Officer: children, families and Young Adults, Youth Development Worker, Youth Participation Officer

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## Commitment required

**There is likely to be both one off, and regular commitments.**

**Timings and dates to be confirmed.**

Expressing an interest in volunteering to support online youth work means we will contact you about opportunities which you can then accept/decline.

These will include Youth Epilogue on the first Sunday of the month 6.30-8.30pm, regular after school youth groups and one off events.