

Organisational notes

Timetable

A draft timetable is sent out with the final mailing that details what is most likely to occur during the week. At the event conferees are given a new timetable which includes any possible changes. It is rare for the timetable to change greatly, but usually something on it does change, often due to speaker availability.

Workshops:

Each 22+ is expected to be able to run a workshop for the young people during the week. Sometimes 22+'s will team up with other 22+'s to run a workshop. Past workshops have included: Senior Conference Newspaper, Craft, Sport, Out & About, Discussion Groups, Yoga, Creative Writing and Drawing, Baking, Swimming, Film Making and others. Ideally there will be a wide variety of workshops for the young people to choose from. Something about new 22+'s not running one on their own?

There are 4 workshops sessions throughout the week lasting just over an hour each. Traditionally young people sign up for a workshop in advance of the event that they do for the first 3 slots and the 4th slot has at-event sign-ups so that participants can try other workshops if they want to.

22+'s decide upon workshops at the second planning meeting. Prior to the final mailing being sent out, a description of the workshop including anything young people need to bring with them to do it, needs to be provided for the bookings secretary to include in the mail out. Group size limits also need to be established for the lists-person.

Modest expenses are provided for workshop materials. Keep your receipts.

Meeting for Worship & Epilogue:

These are organised and planned by the Elders and in most cases last for 30 minutes. The final epilogue and meeting for worships of the week are usually an hour long. It is up to the Elders if music is played or readings are organised or if extra attention is paid to ministry enabling activities. While these timetabled slots are a time for Quaker worship, it is also hoped that they may overcome some of the more intimidating or adult aspects of worship; music and ministry based activities have gone some way toward encouraging ministry and active worship participation among participants in the past.

Secret Friends are allocated by drawing names from a hat on the first night of Conference. Throughout the week you are invited to deliver small tokens of appreciation or gifts anonymously (via other people) to your secret friend. Someone else will be doing something similar for you. These are not expected to be extravagant and can simply consist of a hug or short note wishing your secret friend a good day. The tuck-shop provides a good source for small gifts. Everyone at conference takes part, including 22+'s.

Tuckshop

We run a tuck shop where young people can buy sweets and drinks and snacks during the event, a 22+ should oversee the running of the tuckshop but where

possible organise young people to volunteer to run the tuck shop. This job involves getting the tuck from a cash and carry in Banbury, pricing the tuck and organising a timetable of young people to staff the tuck shop and to ensure it is running well, ie, no thefts and that conferees are using it.

Coloured Scarves:

It is helpful for conferees if BGFs, Arrangements committee members and 22+s have coloured scarves to wear throughout the week in order to help them be identified. This also makes us look more competent and responsible in the eyes of the school and helps them know who to approach if they see behaviour they're not happy about.

Dietary Needs

In advance of the event the kitchen will need to be informed of any special dietary needs including the number of vegetarians, vegans, gluten/dairy/wheat-free etc etc.

22+'s with cars

Senior conference would be impossible to run without access to vehicles for shopping trips, picking up/transporting conferees to hospital, police stations, train stations etc throughout the event. (while we try to ask that conferees attend for the whole week, invariably some need to leave or arrive outside of the timetable, this should be avoided where possible as it can be disruptive to the sense of community). We always need to be in a position where journeys can be made easily and at short notice.

Audio-Visual equipment

We use Microphones and a PA system to aid announcements made by the Clerks and during the entertainments/social events. This equipment needs to be rented and transported to the event. In the past we have used William Alder as a contact willing to rent us this equipment for the week. It tends to cost around £100 for the weeks rental.

The audio booth and lighting equipment that the school allow us access to each year is fairly simple/basic. Time should be made during the first 24 hours for Entertainments, Clerks and Elders along with their 22+ support to test and understand the Audio visual equipment so as to avoid damage and technical difficulties later on in the week. This includes understanding the Projector, PA system and Mircophone, Stage lights, and Lighting for the Oliver Studio.

Lock Up

Each night we lock the main school, dining hall and sometimes the sports hall depending on what the school request. This responsibility is best shared via a rota as it can involve staying up later than other 22+'s. It primarily involves checking the school is empty, setting alarms, locking doors, closing windows and turning off lights. This is also a good time to take note of any damage to the school and either rectify it by the morning or inform the school of the damage if necessary. This is rare but needs consideration.

Photography

22+'s should be careful with photography at the event, primarily because not all conferees will have given permission to be photographed, and because of the

subsequent use and distribution of those images. As a general rule, it's best not to take any photographs at the event. For the Cosy Glows a group photo of each base group is taken and printed (during the Oxford trip) to be stuck on the front of cosy glows. We recommend that the cosy glow photographs are taken by a female 22+.

Social Media

Care must be taken by adults using social media with the young people between events. Use must be appropriate, and whilst it can be helpful to contact or support young people in this way, we must use caution so no dependency or expectations are created. Many 22+ will decide that it is better not to use social media with the conferees.

How to behave

It is important to remember at Senior Conference that we are adults and while it is a friendly and trusting community, there are ways to behave which keep both volunteers and young people safe. Hugs for example, should not be initiated by volunteers, if a young person initiates a hug, it is fine to hug them back, but volunteers should be cautious of initiating them themselves.

Use of language and appropriate conversation. While conference is a safe environment and many attempts are made to make it a good place to discuss difficult subjects, it should always be remembered that we are setting an example and that young people are incredibly attentive to what we say and how we interact with other people. Conversations around sex and drugs should certainly not be completely avoided but should receive appropriate and consistent responses. These subjects of conversations should not be casually brought up by an adult volunteer. These are things that are on the minds of young people, and conversation with them about these things are a great opportunity to encourage healthy approaches to such things. Conversations of this nature should avoid becoming personal, leading or encouraging. It is best for us to be open and not to treat anything as a *taboo* subject but we absolutely must be careful about what we do say. If a young person is being offensive or sexually aggressive or overly colloquial, safeguarding measures should be observed. Usually saying with sincerity that a conversation is inappropriate will be an adequate course of action.

Feedback forms

These are completed by participants and adult volunteers on the final full day of the event and are used as an insight to where the event can improve and what should be maintained. They are invaluable and their structure should be reviewed regularly to ensure that the questions they ask remain relevant and invite useful feedback.

DBS/CRB

All volunteers must be CRB/DBS checked before attending Senior Conference.

Dorm allocation

This is usually not possible until the event, sometimes a few conferees will have special requirements, eg a ground floor room or being located near a bathroom. being on duty – sweeping, things to look out for

Drugs & Alcohol

Participants and responsible adults (22+) all agree not to drink alcohol or take illegal drugs while at Senior Conference, this includes time spent in Oxford. It is exclusive behaviour and the consumption of these substances can have a negative effect upon Conference. Breaking of this boundary can result in a participant or 22+ being asked to leave and not being invited back in future. Volunteers and participants may not attend Conference without agreeing to this beforehand.

Smoking

The school is a non-smoking site, as such all smoking must be done offsite. Participants may only smoke if they have put on their application form that they are a smoker and that it has been signed by a parent or guardian.

The young people who smoke manage the smoking arrangements themselves, and must ensure that are back to sessions on time and do not let other participants join them when going for a cigarette. If the smoking participants are accompanied by other participants that they may lose the privilege to smoke altogether.

Respect for the school

Senior Conference needs a site to exist, the school and its property should be respected and cared for. We currently take the following steps to ensure the site is respected:

- tidy-ups throughout the week, especially on the last day.
- Ensure rooms we use are returned to their original state at the end of the week, this is easier if a diagram or photo is made of the room before furniture is moved.
- Do not remove bedding from dorms or move the furniture in bedrooms.
- Wipe the tables in the dining hall after each meal
- respect the site, vandalism and theft have rarely (if ever) been problems in the past but instances of this should be reported to the event coordinators and clerks.
- Reiteration of the importance of respecting the site while at the event
- respecting requests of the school and its staff as they arise before and during the event.

Cosy Glows

At the end of the week, *cosy glows* are made available in base groups for participants and 22+'s to write nice comments or happy memories of the week for each other. Each person has one which is named and others are encouraged to write nice things for that person on it. These often feature a photograph of the base group on the front, but are not limited to being written upon by members of that group. Traditionally the comments and compliments are not read until the person has departed from the event, but this is entirely optional. They provide an opportunity to compliment conferees and adult volunteers on their successes or to remember fond memories.

On Duty

- The aim of being on duty is to ensure that young people attend sessions and are safe, and that the school environment is treated with respect. Those on duty keep an eye out for any problems. They wear a distinctive 'on duty'

badge, so that they are easy to spot, for example, by young people who may want help or advice.

- Usually 4 people are on duty together for a morning, afternoon or evening shift.
- At present the shifts are broken down as follows: morning (breakfast to lunch: 8.30am to 1pm). Afternoon (lunch to organisational meeting: 1pm to 5pm). Evening (supper till the end of drinks: 6.15pm to 10.45pm) – similar-ish to time-off

Sharing the tasks

- Check who is on duty with you
- Meet with others on duty at the same time – mealtimes can be a convenient time to do this
- Collect an 'on duty' badge from someone who was on duty during the previous shift
- Agree with others on duty with you how tasks will be shared

Sweeping dormitories and base groups

- Sweep the dormitories about 5 minutes after the start of prologue
- Male dormitories (William Penn, part of Fielding) should be swept by male 22+'s
- female dorms (Margaret Fell, part of Fielding) by females. Note: the layout of Penn and Fell is on two floors and straightforward; Fielding, also on two floors, is a bit of a rabbit warren, and the allocation of rooms to males/females changes from year to year. It's a good idea to be shown the layout before sweeping for the first time
- Knock on every door, then enter each bedroom to check that no one is there (if you see the first aider before sweeping you can ask if anyone is ill in bed)
- Check toilets, showers and common rooms too

Base group sessions/workshops

- Sweep the base groups/workshops about 5 minutes after the start of sessions
- The BGF (base group facilitator) should be able to tell you if anyone is missing, and often conferees will know where 'missing' people are likely to be. If necessary, go to the dorm to check

Speaker sessions

- It's not usual to sweep during speaker sessions (often we will have swept dorms and base groups earlier)

Time Off

Generally speaking adult volunteers should take two time off slots during the week. A time off slot is dictated by mealtimes. If an org meeting occurs within a time off slot, then this should be attended where possible, they are very important to ensuring Conference runs smoothly and so that information which needs to be known by all responsible is known. If volunteers are ill or very tired however, exceptions can be made to this. It is strongly suggested that some time off is taken within the first 48 hours of the event, if volunteers become exhausted toward the end of the week or feel they need some time, this can be requested of the coordinators and will nearly always be given since it is potentially unsafe to have tired volunteers helping run the event.

Time off slots are as follows:

- morning: until the start of lunch
- afternoon: from the start of lunch to the start of the org meeting
- evening: from the end of the org meeting to the following morning.

It should be noted that Senior Conference is an alcohol free event, and that 22+ volunteers agree not to drink alcohol for the duration of the event, including during time off.