**FRIENDS SOUTHERN SUMMER EVENTS**

**FSSE JUNIOR GATHERING 2023**

**VOLUNTEER STAFF INFO PACK & APPLICATION FORM**

**Leighton Park School, Reading**

**19th-26th August 2023**

*“Great Fun!”*

Dear Friend,

Thank you for your interest in joining the Junior Gathering staff team!

In this document you will find:

* Everything you need to know about the event.
* Information about the staff team selection process.
* An initial application form - it would be helpful if you could complete and return this to us, regardless of whether you are able to volunteer this year or in future years.
* Volunteer guidelines - we ask all volunteers to agree to these before the event.

If you have any questions or queries, please do not hesitate to contact either of us. We look forward to hearing from you!

In Friendship,

Olivia and Matt

Olivia Sewell Risley and Matt Winkless
Event Coordinators

oliviasr@hotmail.co.uk

matt.winkless@gmail.com

**WHAT IS JUNIOR GATHERING?**

Junior Gathering (formerly Summer School) is a week-long Quaker gathering for young people aged 11 to 14. It is an exciting and busy week that is packed with activities and offers the chance to meet new people, make friends, have fun, and be together in a Quaker environment.

In 2023 the theme for the week will be: ‘The past and present of Quakers around the world’. This theme was discerned by the young people at their Meeting for Worship for Business at the end of Junior Gathering2022.We will explore the theme with visiting facilitators and through simulations, workshops and small group discussions. Everyone is part of a small supportive Base Group which meets each day to get to know each other, play games and talk about the theme (and many other things).

Days begin with worship and end with epilogue. In between they are filled with plenty of activity. There are a variety of fun, creative and active workshops to choose from which are run by the volunteer staff team. These include music, arts and crafts, discussions, swimming, and other sports. There is also an afternoon out, a day trip to Oxford, and lively evening entertainments each night (including a disco!).

Here are some things that people who have been to Junior Gathering before have said:

“I made good friends and did loads of creative stuff”

“I enjoyed the friendly atmosphere and sense of community”

“Great fun!”

“I liked meeting everyone and being part of a real special community”

“The games were fun and the socials reinforced the friendly environment”

 “There were lots of activities and they were cool”

**“I loved my base group, it was a good way of getting together and discussing things”**

“I’ve never felt so free”

*“Worship was a really special time for me. The silence is beautiful, especially in epilogue”*

**FSSE: JUNIOR GATHERING INFORMATION 2023**

Two adult coordinators are responsible for the running of Junior Gathering. They are assisted by a team of adult volunteers.

In organising and running its events, Friends Southern Summer Events (FSSE) follows guidelines from Britain Yearly Meeting concerning the safety and well being of those taking part. A copy of FSSE’s child protection policy can be found on the FSSE website: [www.fsse.org.uk](http://www.fsse.org.uk).

All adult volunteers are required to have current, enhanced disclosures from the Disclosure and Barring Service (DBS).

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| ***Coordinators*** | Olivia Sewell Risley and Matt Winklessoliviasr@hotmail.co.ukmatt.winkless@gmail.com |
| ***Planning Coordinators*** | Lou Whalley, Gwen Da Sousa Correa, Peyton Lee |
| ***Bookings Secretary*** | Ollie Waterhousejuniorgathering@fsse.org.uk |
| ***Dates*** | Saturday 19th August (afternoon) to Saturday 26th August (late morning). Staff arrive on the evening of Friday 18th August.  |
| ***Venue*** | Leighton Park School, Shinfield Road, Reading, RG2 7ED |
| ***Participant places*** | Approx. 50 |
| ***Ages*** | 11 to 14 years old (must be 11/under 15 by 1st September 2023) |
| ***Theme*** | ‘The past and present of Quakers around the world’ |
| ***Meals*** | The week will largely be catered for vegetarians, although there will be some meat options available. Other dietary needs are also catered for (please indicate any dietary requirements on your application form). |
| ***Expenses*** | Staff volunteers will be reimbursed for travel expenses and pre-agreed costs relating to activities. |

**THE VOLUNTEER RECRUITMENT PROCESS**

To apply for a place on the staff team at Junior Gathering please fill in the attached application form.

* Send your completed form by email to the coordinators, matt.winkless@gmail.com and oliviasr@hotmail.co.uk, as soon as you can.
* **Ideally please apply before 19th February 2023**.
* To volunteer on the 2023 staff team you will need to be available to attend the three planning meetings in February, April and June (dates TBC). You may be able to attend via Zoom if you are not available in person.
* At the first or second planning meeting you will have an informal interview with the two Event Coordinators so that they can get a sense of your motivations and what you would like to bring to the Junior Gathering staff team.
* Following the meeting and your interview the Event Coordinators will select the staff team based on the following factors:
* Getting the correct male/female ratio of staff to young people
* A balance of skills and experience in the team
* Suitability to the role as demonstrated in the informal interview

**Please note**: We very often have more volunteers apply than there are places on the team. If we are unable to offer you a place this year because we already have a volunteer team who fit the male/female/experience/skills ratio we will ask whether you would consider being on our waiting list to be called upon if young people numbers increase. If you are not asked this year, we very much encourage you to apply again in 2024.

**WHAT HAPPENS NEXT**

* All staff roles are subject to DBS approval, the cost of which is covered by FSSE. We will be in touch with you to organise this but ask that you are prompt with assisting us in the process as your place on the staff team is only secured when you are DBS verified.
* At the June planning meeting all staff will be thoroughly briefed on the plans for the week and new staff inducted into the staff team.
* At the same time the Volunteer Guidelines form will be sent to everyone who is offered a place. Please note that staff are required to sign these and bring them to the event.
* All staff are required to arrive at **Leighton Park School** on the evening of the **18th August** in order to spend some time getting to know the team, have dinner together, and set up the site for the arrival of the young people on Saturday afternoon.

**VOLUNTEER STAFF APPLICATION FORM FOR JUNIOR GATHERING 2023**

*Please complete this form if you would like to be considered as a staff volunteer for Junior Gathering 2023*

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Phone** |  |
| **Local Meeting** |  |
| **Area Meeting** |  |

If you do not have contact with a Quaker meeting what is your involvement/contact with Quakers?

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Please tell us about your experience working with young people:

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Please tell us about your work, study and/or interests:

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Please tell us why you are interested in volunteering at Junior Gathering:

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Every day we offer activity sessions to the young people drawing on the skills and interests of the staff team. Are there any activities that you feel you could offer (you would be supported by other staff members)?

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Do you have a First Aid qualification?

*(please mark as applicable; if YES, state qualification and expiry date)*

|  |  |
| --- | --- |
| **YES** |  |
| **NO** |  |
| **Details:** |  |

Any other relevant qualifications?

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Please disclose any relevant health or personal issues that you feel may affect you during the event (e.g. physical health/mental health/neurodiversity/bereavement). All information is completely confidential and will not affect your application, but it will help us to provide you with the right support.

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Are you able to volunteer for 2023?

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| **YES** |  |
| **NO** |  |

*If YES -* would you be able to attend the planning meetings in February, April and June?

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| **YES** |  |
| **NO** |  |

*If NO -* would you like to be contacted about volunteering for a future year?

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| **YES** |  |
| **NO** |  |

Are you likely to have a child/sibling/relative attending Junior Gathering?

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| **YES** |  |
| **NO** |  |

Please add any further information you would like to give:

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**CoNFidENTIAL**

*This form must be completed by any person volunteering to be a member of staff. Details are kept by the event coordinators and will remain confidential amongst the members of the FSSE management committee. Procedures for appointing volunteers are intended to ensure that all who work with children and young people will contribute to their safety, spiritual development and overall wellbeing.*

**REFERENCES**

Please give details of two people who are not related to you to whom reference can be made.

* Both should know you well.
* At least one should have known you for at least two years.
* At least one should be able to comment on your experience of, attitudes towards, and behaviour with children/young people.
* One should be a Quaker.
* One should know you from some other area of life (for example, as neighbour, employer, work colleague).
* They should not be a member of your family.

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| --- | --- |
| **Reference 1** | **Reference 2** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Email Address** |  | **Email Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Connection with you\*** |  | **Connection with you\*** |  |

\*(e.g. Quaker, work colleague, neighbour)

# **DECLARATION**

**I understand that I am legally required to declare any convictions for sexual offences, or for offences against children/young people and that if I have been convicted of any such offences I cannot volunteer to work with children/young people. I also declare here any other convictions. I have never been convicted of a sexual offence, or an offence against children.**

**I give permission for enquiries to be made about me as necessary.**

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| **NAME** |  |
| **DATE** |  |
| **SIGNATURE** |  |

**VOLUNTEER GUIDELINES**

FSSE Junior Gathering and Senior Conference are Quaker events and so Quaker values and practices underlie the way we work together. We are committed to providing an environment in which all young people and staff are valued and respected as individuals and Quaker values are upheld in what we do, the way we act and the way we treat each other.

As a staff team we are role models to the young people and should bear this in mind at all times. In order to ensure a successful and safe week we ask all staff to read and sign these guidelines:

* Treat all young people with respect and dignity and be aware of your language, tone of voice and body language.
* Encourage an atmosphere of mutual trust, support and care.
* Recognise when you are too tired or stressed to work cooperatively and inform the Event Coordinators if this situation arises or you are concerned that it may.
* Be prepared to be on time for all sessions, meetings and jobs. Sessions are not optional unless it is your time off.
* If you are unable to do a job or are likely to be late then please arrange for someone to cover for you.
* If you need to make a change to your night duty or job allocations, please talk to the Event Coordinators.
* Equal Opportunities: Junior Gathering wishes to include everyone; no-one should feel excluded or isolated because of race, age, gender, disability, sexuality, culture or social background. Please consider how you can contribute to an inclusive atmosphere.
* It is important that you observe the health and safety rules which apply to the site, including any off-limits areas. These will be explained in detail at the opening staff meeting.
* There should be no smoking, alcohol or illegal substances on site at any time.
* If you need to leave the site for a cigarette, please inform the Event Coordinators.
* If you are signed off-duty in the evening you may leave the site and drink alcohol if you wish. However, it is expected that you will only drink in moderation and have no further contact with young people until the following day.

The Event Coordinators have overall responsibility for Junior Gathering. This includes the site, young people and staff. If you have any concerns about anything during the week it is important that you discuss them with the Event Coordinators.

**I have read and understand these guidelines and agree that I will abide by them during Junior Gathering. In signing these guidelines, I am confirming that I have read, understood and will adhere to the FSSE Child Protection Policy.**

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| --- | --- |
| **NAME** |  |
| **DATE** |  |
| **SIGNATURE** |  |

Thank you for taking the time to complete this form!