



Residential Lead-In Programme



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Introduction

If you choose to use a number of the Youth Club Young Volunteer stand-alone workshops as the basis of a Youth Club Young Volunteer training residential, you may wish to use this lead in programme as a way to prepare the group. However, it is not compulsory! Workers may like to dip into the lead-in programme as a resource to focus the group's mind.

The Lead-in programme includes:

- Exploring hopes and fears
- Assessing their own skill level
- Setting ground rules and signing a personal contract
- Understanding the role and responsibilities of a Young Volunteer
- Exploring discrimination and equality of opportunity
- Teamwork
- Fun
- Understanding the planning cycle
- Understanding what the residential is about
- Choosing workshops (optional)
- Starting an Endeavour Credit
- Choosing a group name / logo

In terms of time commitment, each weekly session of the lead in programme takes between an hour and an hour and a half. The sessions are presented in 'training plan' format and can (of course) be changed to suit your group. Following each session plan are any resource sheets mentioned for use in each plan.

If you have any questions, please contact Kirstie Brown in the Youth and Community Service on 01823 349853 or kbrown@somerset.gov.uk.

Youth Club Young Volunteer Lead In Programme

Session One – Training Plan

Aim: To introduce the group to ‘Youth Club Young Volunteers’

Learning Outcomes: By the end of the session the participants will:

- understand the Youth Club Young Volunteer process
- have explored and problem solved around their hopes and fears
- have assessed their own skill level
- set ground rules and signed a personal contract with their worker

Time: 90 mins

Group size: 4 to 8

Venue: ‘Quiet’ room

Materials:

- Hopes and Fears sheet.
- Flip chart stand, pad and markers pens
- Biro
- Personal Contracts
- Self assessment sheets

TIME	WHAT	WITH
5 mins	Explain what you’re going to do this evening and how long it will take, agree end time.	
15 mins	Outline the Youth Club Young Volunteers process, talk about the sorts of things that the group could do – give dates for the residential and agree dates for these ‘Lead-In’ sessions.	
20 mins	Using flip chart, wordstorm the ground rules needed to make the group work well together. Ask each group member to sign the flipchart when finished.	Flip chart stand, paper and pens
20 mins	Ask the group to complete the ‘Hopes and Fears’ sheet. Discuss their answers as a group, coming up with (and noting) strategies for minimising the fears and worries and maximising the hopes and positives. Keep the strategies in case issues arise.	Hopes and Fears sheet, bios
10 mins	Ask the group to confirm that they still want to become ‘Young Volunteers’. If anyone says no, thank them for their time! If they say yes, give them a personal contract that both you and they sign – this can be amended as a group if you and they wish.	Personal Contracts
15 mins	Explain that everyone has different strengths and weaknesses and that it is important to know what to work on and what you can help others with. Introduce the Self-assessment and ask them to assess their skills in these areas. Explain that we will come back to them after a few months to see how they’ve changed.	Self-Assessment Sheet
5 mins	Evaluation - Group round (note the responses) <ul style="list-style-type: none"> • This is how I feel about being a ‘Young Volunteer’... • This is what I thought of this session... 	Pen and paper

Youth Club Young Volunteer Lead In Programme

Hopes and Fears Sheet

You are about to embark on your Youth Club Young Volunteers training. This is a new experience and not just in terms of learning, but also in terms of taking on a new role in your youth club. You may be feeling a bit nervous! The first thing for you to do is to complete the unfinished sentences on this piece of paper. Don't spend lots of time thinking about it; just write down your first thoughts...

You will then discuss your answers in your group, so that other people can help you with your worries and you can help other people with theirs – you are a group and need to help each other out! Your youth worker will guide the discussion

1. I'm here because...

2. I'm hoping that...

3. I'm worried that...

4. As a Young Volunteer I want to be able to...

5. What I **DO** want to happen is...

6. What I **DON'T** want to happen is...

7. What I really want to learn about is...

8. What would help me is...

Youth Club Young Volunteer Lead In Programme

Personal Contract

I commit to:

- ☆ Working within the ground rules agreed by the Youth Club Young Volunteer team and youth worker.
- ☆ Attending sessions as agreed.
- ☆ Acting in a responsible and mature manner.
- ☆ Participating fully in the training and helping others to get the most from the training.
- ☆ Acting as a role model for other young people.
- ☆ Taking on the role of Young Volunteer (see Job Description).
- ☆ Informing my youth workers in advance if I am unable to attend a session.
- ☆ Working as a member of the team.
- ☆ Preparing for sessions.
- ☆ Asking for help when I need it.
- ☆ Keeping confidentiality (you may need to discuss “confidentiality” with your youth worker at times)

In return, I expect:

- ☆ To be treated with respect and equality.
- ☆ Well prepared, tutored and organised training events
- ☆ Support from my youth worker
- ☆ Reasonable extra support when I ask for it.
- ☆ The opportunity to have my work accredited.
- ☆ Support for my role as a Young Volunteer from my youth worker, Youth Club Young Volunteer team and the Somerset Youth and Community Service.

Signed: Youth Club Young Volunteer

Signed: Youth Worker

Date:

Youth Club Young Volunteer Lead In Programme

Session Two – Training Plan

Aim: To familiarisation young people with the role of a Youth Club Young Volunteer

Learning Outcomes: By the end of the session the participants will:

- understand the role and responsibilities of a Young Volunteer
- have experienced disadvantage and grasped the concept of equal opportunities
- worked as a team

Time: 90 mins

Group size: 4 to 8

Venue: 'Quiet' room

- Materials:**
- Young Volunteer job description
 - Flipchart, stand and pens
 - Hard-boiled eggs
 - Chocolate / fruit for everyone
 - Newspaper & Magazines
 - Sticky tape
 - Elastic bands
 - Blindfolds
 - Role play cards
 - Pens and paper

TIME	WHAT	WITH
5 mins	Explain what you're going to do this evening and how long it will take, agree end time and remind about ground rules.	
10 mins	Role of a Young Volunteer: Brainstorm 'what is the role of a Young Volunteer (5mins), then go through discussing the suggestions - refer to Youth Club Young Volunteer job description handout (main responsibilities) for any missed bits.	Flipchart, stand and pens, YCYV job description handout
10 mins	Brainstorm 'What problems could occur for the Young Volunteer, other young people and the youth worker (5mins), then go through discussing the suggestions - refer to YCYV job description handout (what to avoid) for any missed bits.	Flipchart, stand and pens, YCYV job description handout
30 mins	<p>Tower Exercise Role Play:</p> <p>This is meant for a group of four, extra 'young people' may be added who have no 'disability' if necessary.</p> <p>Usually, there is one observer, two young people and one Young Volunteer per group. Give the Young Volunteer a role play card (attached – stress they must play the role on the card even if they don't like it). Of the two young people, one is blindfolded and one is not allowed to speak. The observer observes, takes notes and does not engage at all.</p>	Hard-boiled eggs, newspaper, magazines, sticky tape, elastic bands, and blindfolds, Role play cards, Pens and paper Chocolate / fruit for everyone

TIME	WHAT	WITH
	<p>The task is to build the highest tower possible from newspaper and sticky tape. The tower needs to be able to balance an egg at its summit (don't tell the groups that the eggs are hard-boiled). The groups have five minutes to do this. The group that builds highest tower from the whole exercise gets a chocolate prize – if there is only one group, they get a prize anyway!</p> <p>Towers are then measured and a note is taken of their height (dropping the egg disqualifies the tower). The observer then feeds back their observations to the group and they all discuss how they felt etc.</p> <p>People then swap roles, different Young Volunteer cards are given out and the exercise is undertaken again and is repeated until everyone has played all roles. The group that built the highest tower is given chocolate as their prize, the rest of the group is given chocolate as a consolation.</p>	
30 mins	<p>Bring everyone together for feedback on the exercise. Give participants the chance to discuss how they felt working with / being the different types of Young Volunteers. Draw out how it felt to be silent / blindfolded and how it was dealt with. Link to equal opps and the role of the Young Volunteer. Finally, look at how people learn, whether or not the towers improved as the group repeated the exercise etc. Give handouts.</p>	<p>Flipchart, stand and pens</p> <p>'Role of the YCYV' Handout</p>
5 mins	<p>Evaluation – ask each member of the group to say one thing they like about the session, one thing they learnt and one thing they would change. Note for future reference.</p>	

Youth Club Young Volunteer Lead In Programme

Youth Club Young Volunteer Job Description

Main Purpose of Role:

The Youth Club Young Volunteer can have many different roles, depending on what you want to do and have the opportunity to do. The important thing is that roles are negotiated and agreed with your youth worker.

Main Responsibilities:

While the Young Volunteer can have many different responsibilities, there are a set of core values that go with being a Young Volunteer.

Your main responsibilities are to:

- ☆ Behave safely
- ☆ Not take advantage of your position
- ☆ Be a positive role model
- ☆ Be honest and trustworthy
- ☆ Be reliable
- ☆ Ask for help when in doubt
- ☆ Respect any facilities and equipment
- ☆ Actively promote equal opportunities
- ☆ Be open and positive
- ☆ Be constructive
- ☆ Be proud of what you achieve
- ☆ Enable other young people to take on more responsibility and encourage them to work up to taking on a Youth Club Young Volunteer role too.

In general, being a Young Volunteer is about doing more for yourself, making things happen in your club / project / community and encouraging other young people take more responsibility, both for themselves and what happens in their lives.

What to avoid

Whilst being a Young Volunteer is a very rewarding experience, there are pitfalls. However, these can be avoided. It is useful to also know what being a Young Volunteer **isn't** as well as what being a Young Volunteer is. You need to avoid:

- ✘ Being seen as part of an elitist group
- ✘ Bossing young people about
- ✘ Counselling young people
- ✘ Pretending to know more than you really do
- ✘ Keeping things from the youth worker
- ✘ Becoming Miss or Mr Fixit
- ✘ Splitting up fights
- ✘ Blocking others from having their say
- ✘ Ignoring/disadvantaging other young people because you dislike them
- ✘ Taking sides in arguments and fights that are nothing to do with you personally
- ✘ Pretending to have more power than you really do

- ✘ Being bullied by other club members to do things you know you shouldn't (for example giving away free tuck, letting people in free)
- ✘ Making decisions based on what you want and not considering the views of other young people

Other young people in your club/project will see being a Young Volunteer as a position of power and may be jealous. This can cause major problems. It is up to **you** to ensure that you don't encourage this by abusing your power. Remember to help other young people to become Young Volunteers if they want to. It often helps to talk about the responsibilities that you have to take on so that other young people understand that it's not all getting your own way and doing interesting things.

Remember if you have any problems, talk to your youth worker.

So, why bother?

There are many things that you can get out of being a Young Volunteer, these include:

- ☆ The opportunity to develop skills that will be useful to you in later life
- ☆ The opportunity to try new things
- ☆ A fat wad of certificates for your Record of Achievement!

If you are interested in youth work as a career, being a Young Volunteer is a good way to start and get a feel for whether or not you'll enjoy it. Many youth workers started off that way.

Also, colleges and employers are impressed by things that young people have done in a youth work setting. That is because colleges and employers can see that you're developing skills that are very useful in the work place and in further and higher education (for example communication skills, working in teams, planning and taking responsibility). You will also be able to use your activities towards any NVQs you may take in the future. You may even be able to get national accreditation for some of your projects through Youth Achievement Awards and Endeavour Credits.

Most importantly, you also get opportunities that you can't get elsewhere. Where else would you be able to organise a day trip, open a skate park, have barbeques or tell the politician what's what? You will get out of being a Young Volunteer just as much as you put in – and more!

Youth Club Young Volunteer Lead In Programme

Youth Club Young Volunteer Role Play Cards

Young Volunteer Tower Role Play Cards

Observer:

Your job is to observe what happens when the group is doing the task.

The main areas that you need to be aware of are:

- Who was in charge?
- How were the disabilities handled?
- Did everyone contribute ideas?
- Did everyone take part in building?
- To what extent did the Young Volunteer help the young people bring forward their ideas or tell them what to do?
- How did the young people react to the Young Volunteer?
- How well was the task completed?

Remember to give your feed back constructively and helpfully!

Young Volunteer Tower Role Play Cards

Young Person: Be yourself!

Don't try to involve the observer - they are just there to watch. If you have a blindfold – don't peek! If you can't speak – don't try, even whispering is not allowed!

Remember, when you are discussing the exercise, own your own views and opinions. Also, remember that the Young Volunteer has been playing a role

Young Volunteer Tower Role Play Cards

Young Volunteer:

You are a Young Volunteer and have been with your unit / project for three years - you know what you're doing and are very confident. You always know the best way to do things and so, whilst you listen to others' ideas, you always go with your own judgement. You are determined to have the highest tower.

You do not try to help those with disabilities overcome them and become a little impatient because it slows you down. You don't let them do anything that you could do better yourself - you do it for them.

Young Volunteer Tower Role Play Cards

Young Volunteer:

You know that the best way to solve a problem is to get as many ideas as possible. You offer your opinion but always encourage the young people to put across their ideas and try to get everyone to agree. You are more concerned with people feeling happy than getting the task done. You ensure that the person who can't speak is given some paper and a pen and always give them time to write down their views. You also ensure that the person who is blind folded is fully involved and always value their contribution.

Young Volunteer Tower Role Play Cards

Young Volunteer:

You are worried and uncertain, you don't know what to do and won't try anything unless you are sure that it will work. You always see the problems involved in any suggestions and always point them out to the rest of the group.

You make sure that you tell the young people that their disabilities will cause a major problem and point out what they can't do.

Young Volunteer Tower Role Play Cards

Young Volunteer:

As a Young Volunteer, you shouldn't really have to do any hard work, after all, you have earned your position and deserve respect and a bit of a rest.

You get the other young people to do all the work - you will offer suggestions if you have any but won't 'get your hands dirty'.

Youth Club Young Volunteer Lead In Programme

Session Three – Training Plan

Aim: To have fun and work as a team

Learning Outcomes: By the end of the session the participants will:

- have played together
- have had a laugh

Time: 1 hour

Group size: 4 to 8

Venue: 'Quiet' room

Materials: • Depends...!

TIME	WHAT	WITH
1 hour	<p>This is a purely fun session and it is recommended that you play games that you think are most appropriate to the group.</p> <p>If you are stuck, have a look at the 'Energisers and Ice-Breakers' document in the 'Useful bits and pieces' part of the Youth Club Young Volunteer web pages. Alternatively, if you wanted more focussed exercises you could look on www.businessballs.com under the sections headed teambuilding games or team building activities. If you prefer (and it would suit your group more) you could have a craft night, a video and pizza night or do karaoke – anything as long as the group have fun!</p>	

Youth Club Young Volunteer Lead In Programme

Session Four – Training Plan

Aim: To introduce the group to the idea of planning work

Learning Outcomes: By the end of the session the participants will:

- understand the planning cycle
- have planned, carried out and reviewed an original game
- have reviewed the session

Time: 90 mins

Group size: 4 to 8

Venue: 'Quiet' room

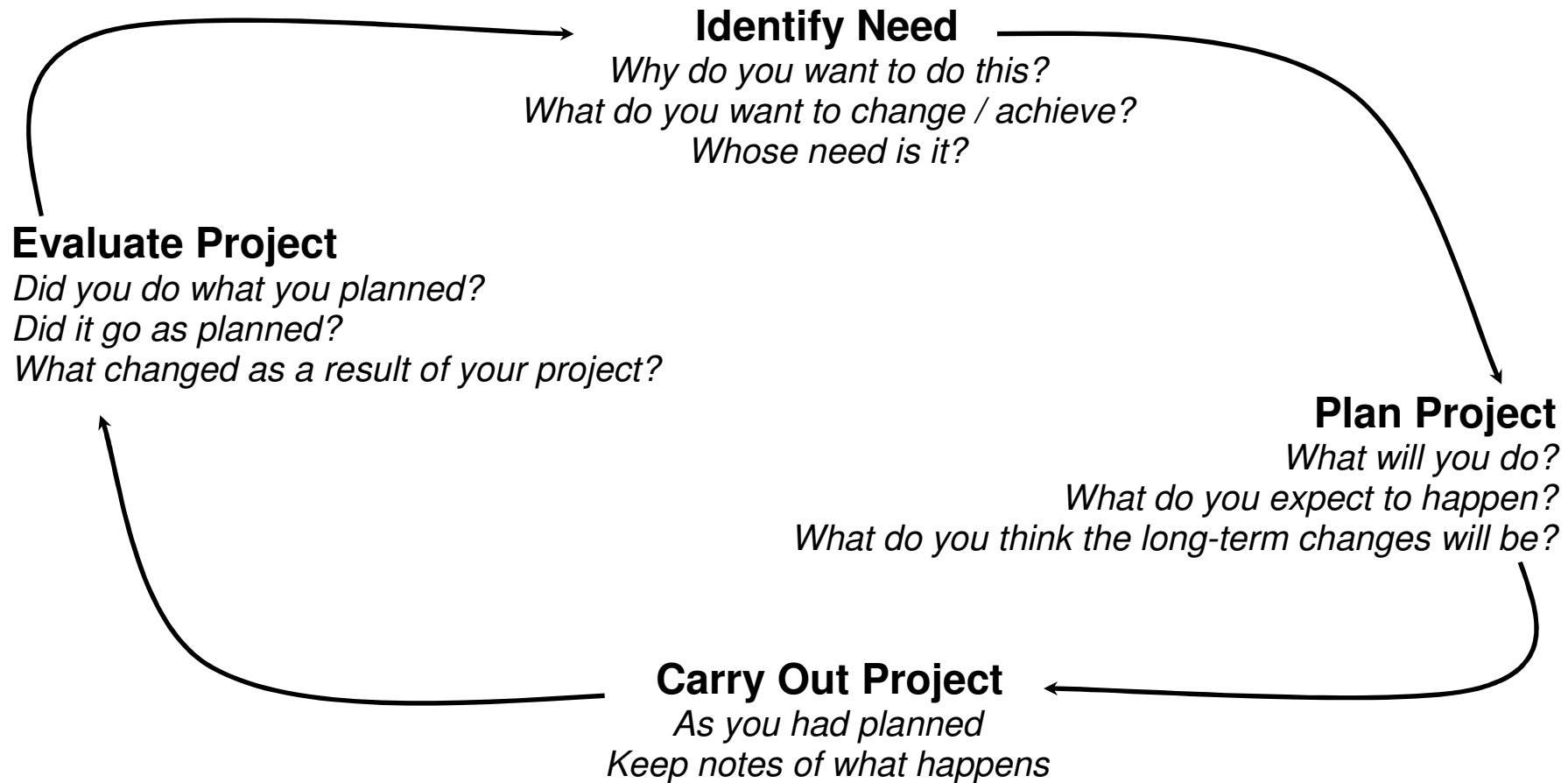
Materials:

- Flip chart stand, pad and markers pens
- Anything else that is hanging around
- Biro, scissors, string, playing cards, building bricks, newspapers, magazines, glue, dice
- Planning cycle handout

TIME	WHAT	WITH
5 mins	Explain what you're going to do this evening and how long it will take, agree end time.	
10 mins	Explain that as Young Volunteers, you will be doing many different activities and projects, and that these will require planning and reviewing. Go through the handout. Emphasise that reviewing is essential so that you can improve things next time.	Planning cycle handout
25 mins	Split the group in half. Place all the resources in the middle of the room and tell the small groups that they have half an hour to plan and create a game for the other group to play. The game: <ul style="list-style-type: none"> • should take about 5 minutes to play • must include all the other team members • must come with a set of rules • must be original Encourage them to be as creative as possible!	Flip chart stand, pad and markers pens, biro, scissors, string, dice, building bricks, newspapers, magazines, glue, playing cards and anything else that is hanging around!
15 mins	Ask each group to set out their game to the other team and watch the team play it.	
10 mins	Each game group reviews their game and comes up with any changes they would make.	
5 mins	Each team feeds back their changes.	
15 mins	Discuss changes - link their learning to the planning cycle.	
5 mins	Evaluation – ask the group what changes they would make to this session, make notes.	Paper and pen

Youth Club Young Volunteer Lead In Programme

Planning Cycle



Youth Club Young Volunteer Lead In Programme

Session Five – Training Plan

Aim: To prepare the group for the residential

Learning Outcomes: By the end of the session the participants will:

- understand what the residential is about
- have amended their ground rules (if necessary)
- understand their consents etc and set a deadline to return them
- have chosen which workshops they want to do (optional)
- have started an Endeavour Credit

Time: 90 mins

Group size: 4 to 8

Venue: 'Quiet' room

Materials:

- Flip chart stand, pad, pens & biros
- Resi programme, kit list etc
- Consent forms and Medical forms
- Current ground rules flip chart (from session 1)
- Workshop information
- Endeavour Credit Reflection Sheets

TIME	WHAT	WITH
5 mins	Explain what you're going to do this evening and how long it will take, agree end time.	
20 mins	Go through the resi programme with the young people, ensuring that they understand the transport arrangements, sleeping arrangements and kit list. Discuss any outdoor activities (if you're doing any). Give out consents and medical forms and agree a date for their return (preferably at next session).	Resi programme Consent forms Medical forms, kit list etc A4 paper and pens
15 mins	Look at the previously agreed ground rules. Think about how they need to be amended to suit the residential setting. Add new rules, agree them and ask young people to re-sign them.	Current ground rules flip chart
20 mins	OPTIONAL: Outline the workshop options for the residential and ask each young person to nominate which workshop they want to do, giving a first and second choice for each session. Come to an agreement with the whole group.	Workshop information (not included)
25 mins	Explain about Endeavour Credits – what they are, how they work and what young people need to do (if needed). Ask young people if they would like to do one for the residential. If they say yes, ask each young person what they think that they'll achieve from the residential (it can be anything from learning skills, to staying away from home, to not arguing). Ask them to write this on the EC Reflection Sheet.	Endeavour Credit Reflection Sheet (see website)
5 mins	Evaluation – Group Round: If this session were an animal, what would it be and why?!	

Youth Club Young Volunteer Lead In Programme

Session Six – Training Plan

Aim: To finish preparing the group for the residential

Learning Outcomes: By the end of the session the participants will have:

- returned their consents etc
- recapped the arrangements for transport etc
- chosen a group name / logo

Time: 90 mins

Group size: 4 to 8

Venue: 'Quiet' room

Materials:

- Flip chart stand, pad and pens
- Scissors
- Biro
- Glue sticks
- Magazines and newspapers

TIME	WHAT	WITH
5 mins	Explain what you're going to do this evening and how long it will take, agree end time.	
10 mins	Gather in the consent forms etc and recap on all the arrangements.	
15 mins	Tell the group that they need to think of a Youth Club Young Volunteer related name and logo for themselves. Ask them to look through the magazines and cut out any names / logos / adverts that catch their eye and that they like. Ask them to stick them to a piece of flip chart paper and discuss the messages that are being put across and who they are aimed at.	Magazines and newspapers, glue stick, flip chart paper
5 mins	Facilitate a group discussion about what the main aim of the group is and who they want to appeal to. Write this in big letters on a piece of flip chart paper.	flip chart paper and pen
20 mins	Look at the two flip charts and use them as inspiration for a name and logo (if possible).	
30 mins	Answer any questions that the group have.	
5 mins	Evaluation – Group Round: complete the sentences: 'I think about our group name' 'I would like to say to XXX (youth worker)'.	Paper to take notes