

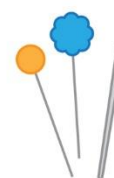


Volunteer Handbook



The Quilters' Guild of the British Isles
Registered Office: St Anthony's Hall, Peasholme Green, YORK YO1 7PW
Telephone: 01904 613242
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Why do we need a Handbook?

YQ volunteers come from all walks of life and we have tried to create a Handbook that will be useful and informative for everyone. It aims to give you all the information you need to run your YQ workshops smoothly and safely. Following the procedures outlined will also ensure that you will be covered by The Guild's insurance policy.

Who should read it?

YQ Coordinators and Group Leaders need to have a detailed knowledge of the Handbook and ensure that their workshops follow the good practice described. Helpers should read the quick helpers guide and must understand their role – particularly that they must not be left in sole charge of young people and should always work in conjunction with an approved YQ volunteer.

What does it contain?

The Handbook includes key document for YQ volunteers, Who we are, YQs in the Regions, Running a YQ workshop, and Safety. Copies of all the forms you will need to run your events are on the YQ website under Volunteer resources - <http://www.youngquilters.org.uk/blog/yq-volunteer-forms-for-workshops.html>

Who can I contact for further advice?

If you have queries or questions about anything in this Handbook, then please contact The Guild Headquarters in York.

- yqpl@quiltersguild.org.uk (Young Quilter Project Leader)
- qgyq@quiltersguild.org.uk (YQ Trustee)
- yq@quiltersguild.org.uk (YQ National Officer)

The Quilters' Guild of the British Isles

St Anthony's Hall

Peasholme Green

York

YO1 7PW

01904 613242 (main office)

Who can I contact in an emergency?

Chief Executive – Chris Gatman - 07803212374

Documents for YQ Volunteers

All available in the Volunteers Resources section of the YQ website:

<http://www.youngquilters.org.uk/resources/volunteer-resources/>

YQ01 YQ Volunteer Handbook

Becoming a YQ volunteer

HR16 YQ Volunteer Registration Form

YQ11 DBS Checks and References

YQ13 YQ DBS Privacy Policy

Key documents for YQ workshops

YQ Membership Form

YQ02 YQ Registration and Record Form

YQ03 YQ Events Record

YQ04 YQ Annual Activity Summary

YQ05 YQ Workshop Evaluation Form

IN16 YQ IN PERSON event Risk Assessment

IN17 YQ VIRTUAL ONLINE event Risk Assessment

YQ08 YQ Poster Templates A4 and A3

YQ09 YQ Photo Permission Form and Code of Conduct

Insurance forms:

- YQ06 YQ Insurance Checklist
- IN09 YQ Insurance Request Form
- COVID risk assessment forms

F12 Event Financial Summary (please send this to your regional committee)

Policies, Procedures and Guidance

POL06 Data Protection Policy

POL21 Child Protection Policy

YQ15 YQ AGM Challenge Guidance for nominated person (one request)

YQ16 Guidance for photographing and sharing images of young people

YQ17 Photo Permissions – Young Quilter Volunteer Agreement

PRO 01 Membership Enquiry Form – for any membership queries

Working with Schools

YQ14 Schools membership form

YQ 18 Frequently asked questions for YQ Volunteers working in schools

YQ19 Questions to ask in preparation for working with a school

YQ20 Introduction Letter to Head Teacher

Young Quilter Volunteer roles:

R04 REGIONAL YOUNG QUILTER COORDINATOR ROLE DESCRIPTION

R29 YQ GROUP LEADER ROLE DESCRIPTION

R30 YQ HELPER ROLE DESCRIPTION

R31 YQ OUTREACH VOLUNTEER ROLE DESCRIPTION

C13 NATIONAL YOUNG QUILTER OFFICER ROLE DESCRIPTION

R38 FOQ CHILDRENS WORKSHOP ORGANISER

Budgets and expenses

YQ10 Expenses and Budget Guidelines

F06 Claiming Expenses

F14 Guild Expense Claim Form

F14a Expenses Claim Continuation

Calendar of key dates

January

February

Deadline for AGM Challenge – hand in your entry form

Think about photos – send in for Spring –e-newsletter

Look out for holiday sewing activities via e-newsletter/website

March

Send in AGM entries

Look out for Easter holiday sewing activities via e-newsletter/website

April

AGM – if you are attending collect free fabric for your workshops and meet the YQPL

Spring e-newsletter

May

Look out for holiday sewing activities via e-newsletter/website

June

Deadline for Festival of Quilts – hand in your entry form

July

Send in your Festival of Quilts entry

Summer e-newsletter

August

Festival of Quilts – if you are attending collect free fabric for your workshops and meet the YQPL

September

Think about photos – send in for Autumn e-newsletter

October

Autumn e-newsletter

Black history month on Youngish Quilter blog

Send your annual activity summary to your treasurer

November

Christmas project in the post

December

Christmas countdown on Youngish Quilter blog

YQ volunteer training will be run on Zoom throughout the year

Part 1

Who we are

Who are Young Quilters?

The Quilters' Guild of the British Isles (QGBI) is open to everyone and is run by its members. Young Quilters and Youngish Quilters aged 5 to 18 come under the umbrella of QGBI/Education.

Young Quilters operates at two levels:

UK wide, as a membership club; YQ members receive:

- Four digital e-newsletters in the spring, summer, autumn and winter
- A special YQ Christmas Project in post
- The chance to enter competitions and win exciting prizes
- Have access to member only resources and video workshops on the Guild Website YQ Section
- The opportunity to attend Festival of Quilts children's workshops

Regional level

- Children may be able to attend workshops in each of The Guild's 18 regions which are led by dedicated Guild volunteers.

Our Aim and Vision

To be the first port of call for all young people and those who work with them wanting to explore textile crafts and participate in patchwork and quilting -

- Providing national events and online educational opportunities
- Supporting regional and local groups and initiatives
- Developing innovative ways to reach our young members and to engage with them.
- Reaching out to all communities and valuing their own contributions to textile heritage
- Providing an inclusive offering with awareness of the needs of all who may wish to engage with us.

We endeavor to provide access to all young people who wish to investigate textiles, patchwork and quilting. We are aware of the health and developmental benefits of working with textiles and the positive impact on mental wellbeing. We want young people to have fun and enjoy learning to sew. We want young people to foster a sense of achievement and respect for the work of others

How does it all work?

As a YQ volunteer you have an important part to play creating opportunities for young people to develop. You are also part of a wider network and team of Guild staff and volunteers who work together to run the Young Quilters.

Volunteers

YQ Trustee – Represents YQ interests on the Trustee board. Works with the broader YQ team to support YQ development. QGYQ@quiltersguild.org.uk

National Young Quilter Officer – works with the Young Quilter Project Leader and YQ Trustee to plan and develop YQs, including the YQ Newsletter projects, the YQ Christmas project, and coordinates communication between the YQ Reps.

Email: yq@quiltersguild.org.uk

YQ Coordinators– work with their regional committee and local group to plan and support workshops for young people in the regions. Reports to the National YQ Officer and their Regional Coordinator.

YQ Group Leaders – run local sewing activities for young people within the regions. Reports to their regional YQ Coordinator.

YQ Helpers – assist the YQ Coordinator and Group Leaders with running children's workshops. Reports to their workshop leader.

YQ Outreach volunteers – work with local schools or groups to run sewing activities. Contact yqpl@quiltersguild.or.uk for more information.

Guild Staff

Young Quilter Project Leader (YQPL) – works with the National YQ Officer to support the YQ Coordinators and develop and promote Young Quilters on a national level. (Produces reports with the YQ Trustee for Guild Trustees. Produces guidance and policies for the safe, effective running of YQ events. Maintains the YQ website. Writes and manages the distribution of the YQ newsletter.) Reports to The Guild CEO.

Email: yqpl@quiltersguild.org.uk

Guild Administrator – manages insurance cover for YQ events

Email: admin@quiltersguild.org.uk

Usual working days are Monday - Thursday.

Guild Membership Officer– manages the membership database

(Carol Bowden is also the designated Child Protection Officer)

Email: membership2@quiltersguild.org.uk

Usual working days are Wednesday – Friday

Communication

If you do not have computer access, the YQ Officer and YQPL are happy to stay in touch with you via phone or by post.

If you have access to the internet, regular emails are sent to all YQ volunteers. Please email yqpl@quiltersguild.org.uk if you would like to be added to this mailing list.

Trustees

Young Quilter Trustee – Helen Vivian

Email: QGYQ@quiltersguild.org.uk

Education Trustee – Jenny Hall

Email: Education@quiltersguild.org.uk

Part 2 – Key information about running Young Quilters



Young Quilter membership

Anyone aged 5 to 18 years old can join Young Quilters for free.
Schools membership costs £15 for one year.

How to join

The Guild must have written consent from a parent or legal guardian before we can accept a young person aged 12 or under as a YQ member. Young people aged 13+ can join without this written permission.

Aged 12 and under – Join by visiting the YQ website and download a form. The form must be completed and emailed or posted to The Guild.

Aged 13+ - Join online at <https://quiltersguild.org.uk/members/subscribe>. They can also join by completing the paper membership form and emailing or posting it to The Guild

YQ membership form: <http://www.youngquilters.org.uk/about/>

Renewing YQ Membership

Renewing membership is currently being reviewed in line with the Guild's new website. For questions around renewal, please contact our membership officer.

Membership lists

A full list of YQ members in your region is sent to the YQ Coordinator approx. 4 times per year by the YQ Project Leader. You can check if the young person is a member by looking on your membership list. In Regions where there is a YQ Coordinator, the list will be sent directly to them, as an Excel Spreadsheet that is password protected (contact Regional Coordinator for password). It is their responsibility to split the list and email on to Group leaders in their region as appropriate. The excel spreadsheet should always be password protected before emailing, using the same regional password.

Region Coordinators receive a new members list more often, you can contact them for a more up to date list and to find out about new members.

If YQ Coordinators have a query about YQ membership they can email

membership2@quiltersguild.org.uk

or phone the office on 01904 613242. YQ Group Leaders will need to go through their YQ Coordinator or Regional Coordinator.

Membership lists hold personal data and must be held in accordance with best practice for data protection. More information on this can be found in **The Guild's Membership Privacy Notice** (<http://www.youngquilters.org.uk/about/membership-privacy-notice/>) and the **Data Protection Policy, POL06**.

- The information may only be used to send YQ members information about Young Quilters and for no other purpose.
- YQ volunteers must not under any circumstances give anyone (with exception of registered emergency or social services staff) information about children.

- Any hard copy or electronic lists of children's names and contact details should be kept in a secure location by the YQ volunteer.
- The list should be deleted or shredded once it is out of date, and replaced by an updated list.
- Any email lists should be sent as 'blind carbon copies'. Advice on this can be sought from the YQPL.
- All membership lists must be password protected, YQ Coordinators will receive the password from their regional coordinator.

Registration forms at YQ workshop and events

A YQ REGISTRATION FORM must be completed by all parents/guardians of children attending events. This form includes medical and emergency contacts. If you are running a club which meets regularly, you can use one registration form for each child but it must be reviewed and if necessary updated by a parent/guardian every time a child attends a workshop with you. Registration forms must be stored in a secure place – in your locked home out of sight, ideally in a lockable drawer or folder. Forms must be kept safe and out of sight during your workshops when not in use. If a Young person stops attending your workshops, the record must be deleted/shredded. Please review the paperwork regularly and delete/shred details of young people who have not attended your workshops in the last 12 months.

DBS checks

All YQ Coordinators need a DBS check. Group leaders need a DBS if they work with YQs more than three times a month. Outreach volunteers working in schools will need a DBS check. Checks will be renewed every 5 years (please contact Carol Bowden - membership2@quiltersguild.org.uk). All YQ volunteers will require a minimum of two references. Please see Guild form YQ11 for more information about DBS checks and references.

Adult volunteers

It is the workshop organiser's responsibility to recruit and communicate with all adult helpers to keep them informed. YQ helpers do not need to be Guild members, but they must be willing to share their contact details with you and follow The Guild's Child Protection Policy and procedures in the YQ Volunteer Handbook. Please keep a record of your YQ Helpers' contact details on file. Ask them to complete and send a Volunteer Registration Form (**Guild form HR16**) to The Guild (admin@quiltersguild.org.uk) who will follow up 2 references. In the event of an accident or incident, the Guild HQ may need access to their contact details.

Insurance

All YQ events must be covered by The Guild's public liability insurance. YQ events are eligible for insurance cover if they meet the criteria set out in the **YQ06 insurance checklist**. In order to ensure coverage of your event, please send the following information to The Guild Administrator (admin@quiltersguild.org.uk or ring 01904 613242) before your event:

- IN16 or IN17 risk assessment with IN09 Insurance request form
- Covid risk assessment needs to be carried out and kept for your own record (not sent to The Guild).

YQ workshops **must** have YQ members attending to be covered by insurance. A workshop with no members would not be covered. Non-members can attend but only if YQs are present. YQ membership is free so all children can enjoy being a YQ member.

If YQs are taking part in a Sit and Sew event, please make sure that this is covered by the required insurance, as the sit and sew is not covered as a YQ workshop. If insurance is not in place then, for the leaders own safety and that of any young people the sit and sew cannot take place. The Sit and Sew organisers should complete an IN09 form and follow usual Guild procedures around risk assessments.

Hire of premises

If you hire a hall to hold your event, be sure to have a contract of booking. This will cover you if the hall is not up to your standard. Also ensure that the hall has its own public liability insurance, accessible toilets and disabled access.

Workshop Suitability for Different Ages

Young Quilters is a membership organization for children ages 5-18. This covers a wide range of developmental stages and skills. Therefore, not every YQ activity needs to be open to this entire age group. The programming of YQ events in relation to ages is up to the volunteer organizing the event. The Guild requires that any children under age 8 be accompanied by a parent or guardian who will be responsible for them at all times.

Adult-child ratios

You must have a ratio of at least 1 adult for every 8 children at YQ activities. Two adult volunteers must always be present at YQ workshops unless YQs are accompanied by a parent/carer. Children under 8 years old must be accompanied by a parent/carer. Workshops should never run with less than 3 YQs.

Transport

The Guild public liability insurance does not cover private vehicles. Therefore avoid transporting other people's children in your car. YQ Volunteers should also not be involved in organising lift rotas between parents/guardians or arranging/suggesting for parents/guardians to transport other people's children as this has child protection ramifications with legal consequences.

Photography

It is the responsibility of the YQ Coordinators, YQ Group Leader or a designated volunteer to obtain and maintain a clear, confidential record of parental/legal guardian permission prior to taking photographs which may be used for publicity, magazine articles or web etc. Please use the **PHOTO PERMISSION FORM YQ09** to obtain permission from the parent/guardian when they drop their child off at the workshop. If a parent/guardian does not give permission or does not complete the form, please do not photograph the child. Please make sure the parent/guardian and child are well informed why you are taking photos and how you are keeping the photos safe. Photo permission forms must be kept securely, see **Guidelines YQ16** more information.

Photographs of children at YQ events must only be taken by the YQ Coordinators, YQ Group Leader or designated volunteer (at AGM and Festival of Quilts, the YQPL, YQ National

Officer, YQ Trustee and Guild Media staff may also take photos and use photos where permission is granted). This is because The Guild would be liable if these photographs were ever misused (even by accident). Photos must only be taken and used for Guild purposes and use only – never for personal use. Video and audio must never be captured. Alternatively a parent/ guardian can take a photo of their child only and email it to The Guild, accompanied with a photo permission form

Photos of children must be kept securely and by the YQ Coordinator, group leader or designated volunteer. Hard copies of images should be kept in a locked drawer and electronic images should be on a password protected device with restricted access. Photos must only be kept whilst in use and for the appropriate length of time. More information can be found in **YQ16 Guidance for photographing and sharing images of young people**, as well as guidance on safe practice sharing photos on website, social media, and printed materials.

Management and content of the YQ Website

The YQ website (www.youngquilters.org.uk) is managed by the Young Quilter Project Leader. It contains useful information for volunteers, including: news, information about events and competitions, project instructions and volunteer resources forms.

To list information about YQ events or news or to include photographs of young quilters or their work on the website, contact the Young Quilter Project Leader at yqpl@quiltersguild.org.uk

Young Quilters also has a presence on the following social media sites:

Facebook: <https://www.facebook.com/pages/Young-Quilters/115681431912789>

Pinterest: <http://www.pinterest.com/youngquilters/>

Flickr: <https://www.flickr.com/photos/66769853@N06/>

Instagram: <https://www.instagram.com/youngquilters/?hl=en>

Dropbox can be used to share photos with the YQPL: <https://www.dropbox.com/>

The Youngish Quilter blog hosted by WordPress is managed by the Young Quilter Project Leader and volunteers from Region 14. It contains articles, interviews, projects, links, quilt hacks and inspiration for 13 to 18 year olds.

Youngish Quilters also has a presence on the following social media sites:

Instagram: @youngishquilters

Record Keeping and Evaluation

Keeping records and evaluating YQ activities is crucial in order for Young Quilters to receive sponsorship from funders. Therefore, YQ Coordinators and YQ Group Leaders are asked to provide your YQ Annual Activity Summary to the Young Quilter Project Leader on an annual basis. Please list the date, event type and number of participants you had at any events you held in that year (November - October). This information is extremely useful and will be used to calculate how many activities are happening throughout the UK as a whole. You may also wish to keep track of your events using the YQ Event Record to help you fill in the YQ Annual Activity Summary at the end of the year.

YQ Evaluation and Feedback

Feedback is always helpful in evaluating how we can make YQs even better and provide more support for YQ volunteers. The YQPL welcomes any feedback and ideas you have about Young Quilters. You may also want to collect feedback from Young Quilters themselves when they attend your activities. Use the YQ Evaluation Form to find out what YQs would really love to see happen in their next workshop. Don't forget to feedback young people's ideas and suggestions to the YQPL or encourage parents to contact The Guild with their feedback.

Part 3 - YQs in the Regions



This section offers guidance on planning YQ activities in the Regions.

Finding some potential Young Quilters

Here are some ideas which may help to get your Young Quilters group started.

- Have a stand at a local craft fair or festival to generate interest, recruit YQ members and promote future YQ workshops. Remember to take along examples of what children might make in a workshop.
- Contact a local art gallery, quilt shop or museum about holding a sewing workshop at their venue.
- Contact your local school to find out if any teachers are interested in doing a sewing project with their class.
- Contact a local after-school club or uniform group to see if the leader would be interested in doing a sewing project with the group.
- You may wish to hold a workshop at your Regional Day or regional event. This is a great way to get young people involved in the wider Guild. However, it is not a requirement to have an event for young people at all Regional events.

Advertising your Workshop

- Put a notice in your next Regional Newsletter and in the events section of The Guild website.
- Email yqpl@quiltersguild.org.uk or ring 01904613242 to have your event listed on the YQ website: www.youngquilters.org.uk.
- Local newspapers and local radio often have free event listings. The newspaper may even include a feature about your YQ group if they have space to fill.
- Word of mouth! Encourage YQs to bring a friend with them to their next workshop.
- Use the YQ POSTER TEMPLATE, or a poster of your own design, to advertise your workshop at your local library, school or community centre. Alter the poster to include:

Event and theme

Date, time and place

Cost
Age range
Name and email or telephone number of person to contact for bookings



Part 3

Running a YQ workshop

Project ideas

Each YQ Coordinators or YQ Group Leader and their team of helpers select a programme to suit the particular needs in their region. The YQ Newsletter and YQ website have project ideas based on particular themes and techniques. Please contribute to these resources by sharing your project ideas with other YQ volunteers.

Workshops Ideas

- * Make items for the Festival of Quilts tombola. Children can make one to keep and one to send to FOQ
- * Enter the AGM or Festival of Quilts competition, each year has a different theme
- * Use holiday themes to make gifts or decorations
- * Check out the YQ website and Youngish Quilters blog for ideas
- * You can never go wrong with a cushion or a bag.
- * Ask the YQs! Ask YQs what they would like to do in their next workshop.

Finding a Tutor

You do not have to lead each workshop yourself. There may be a Guild member in your area who specializes in a skill who could be invited to run a special workshop. However, if you are inviting individuals who are not registered YQ Volunteers to lead a workshop, please make sure you share a copy of the Guild's Child Protection Policy and Volunteer Code of Conduct with them and that a YQ Volunteer is present at all times.

Donated Fabric

As a YQ Volunteer, you may receive donations from those wishing to support YQ. Not all donations will be appropriate for children's workshops, but they may be sold to benefit YQ funds. Do not feel you must accept all donations but please be tactful and provide an explanation when turning something down. We recognize that many volunteers have limited storage space as well. From donated scraps, bright coloured cotton fabric which has a plain weave tends to be most useful for children's workshops.

We are fortunate to have generous sponsors who periodically donate products that will be distributed to each region. If you are in need of new fabric, wadding or threads contact the YQPL to arrange this for you.

How long should a session be?

The length of your YQ Workshop is up to you. A standard workshop for 8-12 year olds is usually 2-2.5 hours. This is just enough time to finish an activity without being rushed, but also short enough that volunteers who are working without a break do not get exhausted. If planning a full day workshop (for example 10:00-15:00), plan times for adult volunteers to take turns having a break and decide how you will supervise children during lunch. For younger children you may wish to have a shorter drop in style workshop where parents accompany their children and complete a project together.

How much to charge for a session?

The charge for sessions is up to you and your regional committee. This is dependent on the budget the YQ Coordinator receives from the Region, the materials required for the session and the type of event.

Ultimately, you need to ensure you cover costs so that the programme is sustainable. In addition, no individual profits may be made from YQ workshops. Please see Guild form **YQ 10, Guidelines for Young Quilters budgets and expenses**, for more guidance.

Behaviour

All parents/guardians and young people should sign the Code of Conduct for behavioural expectations at events. Monitoring the behaviour of children is the duty of the YQ Volunteer who has organised the workshop. Workshop leaders should make each stage of an activity clear to avoid confusing or upsetting situations. Children who misbehave in workshops should be reprimanded verbally, never physically. If necessary, volunteers may ask parents/guardians to remove children from the activity.

Mixed age activities

If a workshop has a mix of ages and abilities, this requires additional planning and preparation.

- * You have the option to limit the ages of a workshop, for example, an advanced workshop for ages 12+ or a beginner's workshop for only ages 8-10. Just because YQs can be anywhere from 5-18 does not mean every workshop has to be designed for the whole age range.
- * If holding a workshop for a range of ages, make the activity adaptable. For example, more experienced sewers can add extra embellishments or embroidery, while young children may be gluing or hand sewing simple embellishments.
- * Remember that sewing skill experience does not necessarily match the age or development of a young person
- * To give appropriate support for children with physical or learning difficulties or for those who speak English as an additional language, volunteers should do all they can to ascertain from the parent/guardian the details of a child's needs prior to the activity and use these details to plan an effective and enjoyable activity.
- * Support worksheets with clear diagrams can help to support those with language difficulties or those with visual learning styles.

- * Step by step samples will help to illustrate stages and what is required..Blue Peter Style.
- * Adults without children are discouraged from taking part in activities aimed at families or young people but their participation is at the discretion of the activity leader. If the activity leader has any concerns about the motivations of an adult they should not let an adult participate in the activity and if necessary contact any relevant authorities.

Tips from successful workshops

- Volunteers have contributed the following tips for running successful workshops. However, every idea on this list will not be relevant to every workshop situation. Do you have tips to add to the list? Please share your experience and help future YQ volunteers.
- Use gender neutral themes, or have more than one theme so that it is appealing to a wide range of young people .
- Choose a project that can be completed in a 2-2.5 hour workshop. It is much more satisfying both for adults and children to go home with a finished project. Most projects which go home unfinished stay unfinished.
- Try to provide all of the workshop materials and charge a fee to cover this if necessary. If children do need to bring something, issue a clear list to parents of what equipment or materials they should bring with them but have some spares yourself.
- Pre-cut as much of the fabric for a workshop as possible. This will save time and make the activity more accessible to children who are just beginning to learn to sew. If you are not precutting the fabric, make a photocopy of the template/pattern for each child to cut their own pieces.
- Make up a kit for each child. This will ensure that there is a fair share-out of the nicest fabrics and that each child has suitable materials for the project.
- Where physical contact is part of an activity - e.g. measuring for making a garment - boundaries of physical contact should be clearly defined with the participants and any responsible adults before the activity begins. If participants do not wish to take part they should be given this opportunity.
- Make up as many project samples as possible. Ask a quilting friend to make up a sample based only on your instructions (no visual), and see how it is different from yours. It will be fun for the kids to see a variety of interpretations of the completed project.
- If you have a dedicated group of regulars, try working on a larger scale project over several sessions or do a group piece. Longer term projects develop valuable sewing skills and group projects can be adapted to incorporate a range of ages and abilities.
- Choose needles with large enough eyes for children to thread themselves. Sew with short lengths, no more than about 45cm. Double the thread and tie it for beginning hand sewers so they do not constantly unthread their needle.

- Limit choices! We all want YQs to express themselves, but the amount of choice, whether it is fabrics, embellishments, or threads can sometimes be overwhelming to children and valuable workshop time is lost while they make a decision.
- If you have limited equipment (sewing machines, scissors, etc) partner up the children so they can take turns and share the equipment. This way no one gets left out waiting to use something.

Workshop Format

Every event will run differently, but here are some general ideas for workshop formats.

Set-up

- * Ask helpers to come early to help set up and brief them on the activity. Assign roles for each helper (registration desk, supervising the ironing, etc.)

Registration

- * Give clear timings for the workshop so that parents/guardians know when they need to collect their child.
- * Ensure that YQ members are attending. Non YQs can attend, but only if members are present too. This is so the event is covered by insurance. Please see the insurance section above for more information.
- * Have each parent complete a REGISTRATION FORM for each child with emergency contact details so that you can contact them during the workshop if necessary. If a grandparent or a different responsible adult is bringing the child to the workshop, ensure the registration form is completed by the parent/guardian prior to the event. If it is a regular attendee check the details on the form in the file are still correct.
- * Keep a file of Photo Permission forms so that you will have a record if photos are used in Guild or sponsor publicity. Do not photograph any children whose parents do not wish to complete a permission form. It is also polite to ask the child if they would like their photograph taken. More information can be found on the YQ16 document about permissions and managing photos.
- * Give each child a name badge, a sticky label will do.
- * While children are waiting to get started but others are still registering, have a simple activity such as drawing paper and coloured pencils available for them to stay busy while they wait for the activity to start. There are lots of quilt patterns to colour in on the YQ website:
<http://www.youngquilters.org.uk/resources/patchwork-block-patterns/>

Running the activity

- * Ensure registration and photo permission forms are safe and out of sight during the workshop.
- * Introduce helpers, children, and yourself. Explain Health and Safety rules for the workshop and point out the location of the toilets.
- * Depending on the project, explain the first step or the whole activity using your examples, check if there is anyone who has never used a sewing machine before or has any special requirements (such as left handed scissors).
- * Remember that everyone has different learning styles (including the adult helpers) so be prepared to explain the project several ways (visually, written instructions, etc).

- * If going step by step, explain the next step after everyone has finished the previous step and try to keep everyone working at the same pace if appropriate. Plan for experienced sewers to want to skip ahead. Designate volunteers to help those who are working ahead or may need extra help.
- * Give a warning when you only have a half hour to go so the children can focus on finishing their projects and get extra help if needed.

Finishing the activity

- * Give children evaluation forms and pencils, this is also good to give out when children finish early.
- * Take a group photo showing off the projects. Everyone must have a signed permission form to be in the photo. Make sure you also photograph just the projects too.
- * Clean up and put away equipment – involve YQs in cleaning up their workspace.
- * Wait for the responsible adult to collect children. Do not allow children to leave without a parent/guardian or designated adult picking them up.
- * Finish packing away any other equipment.
- * Store the registration and photo permission forms securely in your locked home out of sight, preferably in a lockable drawer or folder.

Part 4

Child Protection and Health and Safety Guidelines



Why does The Quilters' Guild need guidelines for Child Protection?

All organisations that work with young people have a responsibility to ensure that their members both adults and young people are kept safe from harm. It is vital that all YQ volunteers have an understanding of child protection issues. This knowledge will help you to provide a safe environment for YQ members, as well as to protect yourself from allegations of abuse.

All YQ volunteers must read the full Child Protection policy found on the YQ website and by reading this you will:

- Understand the types of abuse that may occur
- Know the expectations that The Guild has for adults working with young people, which in turn will help protect your team from allegations of abuse.
- Know what to do if you suspect that abuse may be occurring.
- Know what to do in the rare circumstance that a young person does disclose information to a YQ volunteer.
- Know what to do if a YQ volunteer is accused of, or suspected of abuse.

<http://www.youngquilters.org.uk/resources/pol21-child-protection-policy.html>

It is likely that such instances will be rare at your events, but an understanding will help if such a situation arises.

Relevant people and responsibilities

Designated Protection Officer: Carol Bowden 01904 613 242. If not available, or if out of office hours: Chris Gatman, 07803212374

Young Quilter Project Leader: Sarah Illing 01904 613 242, yqpl@quiltersguild.org.uk

Police and Local Authority child protection teams dependent on Local Authority area where the alleged incident occurs. Refer to internet search engine or phone book.

NSPCC Helpline: 0808 800 5000 help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222)

YQ Volunteer Code of conduct

Following the basic guidelines given in this section will help to prevent abuse occurring, false allegations, arising and will safeguard young people, staff and volunteers.

As a YQ volunteer you **must**:

- Treat all children and young people with respect and dignity
- Recognize that you are a role model and be an example of good conduct and professional behavior at all times

- Be aware that **if** physical contact is necessary for an activity (such as measuring for a garment), it should be made clear to the young person what assistance you wish to give, how this will be done, and that their consent is given.
- Deliver activities with the needs, health and safety of the users in mind.
- Keep members' details securely
- Ensure more than one adult is present or is in sight and hearing during activities
- Administer any necessary First Aid with other adults around
- Obtain consent for any photographs, shown or displayed
- Ensure another adult is informed if a child needs to be taken to the toilet.

As a YQ volunteer you must **not**:

- Engage in inappropriate physical or verbal contact
- Show favouritism to any one child
- Use any form of physical punishment or restraint
- Spend periods of time alone with children or take them to your home as part of Guild activities
- Permit abusive peer activities e.g. ridiculing or bullying
- Allow unknown adults access to children
- Believe 'it could never happen to me' or rely on your good name or the good name of The Guild to protect you
- Transport individual young people in your private car unless absolutely necessary
- Use young people's contact details for anything other than the purpose they were given
- Use images when consent has not been given or for purposes for which consent has not been given
- Either exaggerate or trivialize child protection issues

Health and Safety Guidelines

Sewing involves lots of opportunities for minor injury, but these can be minimized with common sense and educating young people on proper equipment use. The most obvious injuries are those caused by sharp implements, such as needles and cutting tools. In addition to puncture wounds, sewers are at risk for slicing wounds (from scissors and rotary cutters) and burns (from irons). Taking basic precautions will reduce the risk of injury in workshops.

To prevent injury, use your common sense

- Know where the fire exits are and where the first aid box is kept (and someone who could attend to an injured child if you cannot).
- Establish clear rules for the participants. If children and other volunteers know what is expected of them, they can be responsible for their individual safety and the safety of others.
- Keep sewing machines and tools in top condition. A blunt rotary cutter is more dangerous than a sharp one. Sewing machines must be PAT tested.
- Keep the work space tidy, and involve volunteers and children in keeping the area neat. Prevent trip hazards from cords by running them along the wall or under a table. Store pins safely in pin cushions, etc.
- Switch sewing machines and irons off when not in use.
- Use extension leads which are individually switched and surge protected.
- Limit the use of irons and rotary cutters to adult volunteers or experienced older YQs with adult supervision.
- **Wear shoes!** Shoes should always be worn during workshops. Child should not be allowed to participate if they are in sandals or bare feet. Dropped scissors or rotary cutters can cause serious injury to unprotected feet. If holding a summer workshop, inform parents of the 'shoe rule' when they book for the workshop.

Medication and First-Aid

Staff should never administer medication to young people during a Guild activity. This is the responsibility of the child's parent or guardian. The Guild recommends that a basic first aid kit provided by the region is present at all events. In the event of an emergency call emergency services and the child's parent or legal guardian. Guild Health and Safety is managed by the Business Manager and all accidents should be reported to her. Please inform the Guild Business Manager if emergency services are ever contacted during a Guild event. Details of any incident should only be shared with the relevant parent/guardian, emergency services and HQ. For more information about health and safety and accident forms please refer to POL21 Child Protection Policy.

Business Manager – Christine Morton - business@quiltersguild.org.uk

Risk assessments

A risk assessment should be carried out prior to all activity delivery to ascertain the risks involved and control measures required. Where possible, risk should be eliminated but if this is not possible, the control should reduce the risk to a minimal threat only. Please see the Risk Assessment documents IN16 and IN17. These need to be sent to Guild HQ with your Insurance Request Form. You also need to complete a Covid-19 Risk Assessment and keep for your own record. These forms are available on the YQ website.