



## Impact Activities Weekend Youth Leaders Guidance / Information 12<sup>th</sup> – 14<sup>th</sup> October 2018

### **Impact Team**

The Impact Team are a group of volunteers from the NWBA. Their primary role both before and during the weekend is to coordinate and run the programme for Young People (aged 11-16 at secondary school) and their Youth Leaders. The aim of the Impact Activities Weekend is to organise a fun, action packed programme that enables youth leaders to spend quality time with their youth group

### **Church Youth Leaders**

It is the Youth Leader's responsibility to supervise their young people for the entirety of the weekend. This includes if a young person needs to be taken off site or sent home. You are also the first port of call for your young people overnight (e.g. if they are unwell). It is vital that leaders stay on site for the *whole* weekend.

Youth Leaders are expected to work together with the Impact Team to ensure everyone has a good experience during the weekend. This will include supervising and assisting with tasks such as washing up at the end of meals, tidying bedrooms etc. All Youth Leaders must be over 18 years of age.

### **Ratio of Youth Leaders to Young People**

The minimum ratio we recommend, in line with Safe to Grow is 1:8. However, this is dependent upon the age, maturity, behaviour or individual needs of the young people you are bringing. It may be necessary for you to bring more leaders to ensure your young people are adequately supervised and their needs met. If you are bringing a mixed group of boys and girls, then you will require both a male and female leader.

### **Safeguarding**

To come to the Impact Weekend, you must have an enhanced DBS for working with children / young people. You must also have the agreement of your Trustees (Deacons) that they are sending you as their church representatives to work with and supervise the young people from your church.

Tim Presswood will be the Safeguarding Officer for the weekend should any safeguarding / child protection issues arise. Please ensure the Youth Leaders Agreement (see downloadable forms on website) is completed and returned to the NWBA office (by post – an original signature is required)

### **Leaders Sleeping Arrangements**

Leaders will be sharing sleeping accommodation (dormitories) with other leaders. **If there is a good reason why you would not want to share, please let us know.** We cannot promise that separate sleeping accommodation can be found, but we will do our best.

### **Health Issues**

A health questionnaire / medical form is available to download from the website for completion by everyone attending from your group. One copy will need to be sent to the NWBA office prior to the weekend, but please note, you should also keep a copy of this form. You will need to know the medical needs of your young people, and if necessary have discussed the needs of your young people with parents / guardians. If any young person is bringing medication you will be responsible for looking after that medication and administering it. The Impact Team have several trained First Aiders and will deal with any First Aid issues that may occur during the weekend.

### **Programme / Youth Leaders Meeting**

You will be sent the programme and kit list for your young people before the weekend. It is helpful if this is copied and given to each of your young people so they can see what activities they are taking part in and therefore bring the right clothing.

### **Administration**

For the weekend to run smoothly, there is some paperwork that you will be asked to complete prior to the weekend. It is important that the paperwork is completed on time so the Impact Team can pass on relevant information to the activity provider and Quinta. If paperwork or payment is returned late, it may result in your young people being unable to have their first choice of activities. If paperwork or payment is not returned at all, then your young people may lose their place on the weekend.

We would also like to bring your attention to the cancellation policy which is included on the Impact Weekend flyer and on the website. All paperwork can be downloaded from the website. All completed forms are required to have original signatures, so should be posted rather than emailed to the office. **It is the Youth Leaders responsibility to keep copies of all paperwork returned to NWBA.**

Places are allocated on a first come, first served basis with a £40 NON- REFUNDABLE deposit. The total cost is £85. Final booking date 31<sup>st</sup> July 2018. Cancellation must be made in writing and is only effective on the date received. If cancellations are made after 31<sup>st</sup> July 2018, the full amount will be payable. Places cannot be held without the deposit. We apologise for the having to introduce these conditions, but activities and accommodation must be paid for in advance and Quinta and our activity provider, Venture Out charge the above rates for cancellation of places.

Impact Flyer	Please download from NWBA Website <a href="http://www.nwba.org.uk">www.nwba.org.uk</a>
Group Booking Form	Please download from NWBA website – to be completed by Church Youth Leader and returned by email / post by <b>31<sup>st</sup> July 2108</b> or as soon as possible.
Adult Health Form	Please download from NWBA website – to be completed by each Youth Leader attending the Impact Weekend and returned by post (original signature required) by <b>Friday 14<sup>th</sup> October 2018 at the latest</b>
Yth Leader Agreement	Please download from NWBA website – to be completed by each Youth Leader, countersigned by Minister / Church Secretary and returned by post (original signature required) by <b>Friday 14<sup>th</sup> October 2018 at the latest</b>
YP Parental Consent	Please download from NWBA website – to be completed for each young person attending the Impact Weekend by Parent / Guardian and returned by post (original signature required) by <b>Friday 14<sup>th</sup> October 2018 at the latest</b>
Activity Choices	Please download from NWBA website – one copy to be completed for the whole group and returned by email / post by <b>31<sup>st</sup> July 2108</b>

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