



The
Quilters' Guild
Young Quilters

YQ Volunteer Handbook



The Quilters' Guild of the British Isles Telephone: 01904 613242
Registered Office: St Anthony's Hall, Peasholme Green, YORK YO1 7PW
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Part 1

Who we are

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?

Everyone volunteering with Young Quilters should read the Handbook. YQ Reps need to have a detailed knowledge of the Handbook and ensure that their workshops follow the good practice described. YQ volunteers should read the Handbook so that they too have a good working knowledge of areas such as risk assessments and child protection. Helpers should also be aware of these areas, and must understand the parameters of their role – particularly that they must not be left in sole charge of young people and should always work in conjunction with an approved and disclosure checked YQ volunteer.

What does it contain?

The Handbook is divided into four sections: 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 included, which you can photocopy for use with your YQs.

Who can I contact for further advice or emergencies?

If you have queries or questions about anything in this Handbook, then please contact The Guild Headquarters in York. You can also email other YQ volunteers on the Yahoo group; if you are not on this list and would like to be, please contact the Young Quilter Project Leader in York.

The Quilters' Guild of the British Isles

St Anthony's Hall

Peasholme Green

York

YO1 7PW

01904613242 (main office)

yqpl@quiltersguild.org.uk

Who are Young Quilters?

Young Quilters are members of The Quilters' Guild of the British Isles who are aged 5-16. The Quilters' Guild of the British Isles is a national membership organisation which promotes quilting, patchwork and appliqué.

Young Quilters operates at two levels:

UK wide, as a membership club; members receive:

- Two issues of *The Young Quilter* newsletter each year
- A special YQ Christmas Project
- The chance to enter competitions and win exciting prizes
- The opportunity to attend special YQ workshops
- Visits to the Quilt Museum and Gallery for free

Regional level

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

What are the aims of Young Quilters?

- To create fun ways for young people to gain sewing skills
- To encourage enjoyment in using textiles
- 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 patchwork and quilting skills. You are also part of a wider network and team of Guild staff and volunteers who work together to run the Young Quilters.

Volunteers

National Young Quilter Officer – works with the Young Quilter Project Leader to plan and develop YQs, including the YQ Newsletter, workshops at the Guild AGM and Festival of Quilts, the YQ Christmas project, YQ National Day, and coordinates communication between the YQ Reps. Reports to the Guild Membership Officer. Email: yq@quiltersguild.org.uk

YQ Reps – work with their regional committee to plan and hold workshops for young people in the regions. Reports to the National YQ Officer and their Regional Coordinator.

YQ Group Leaders – run local regular sewing groups for young people within the regions. Reports to their regional YQ Rep.

YQ Helpers – assist the YQ Reps 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. Reports to their regional YQ Rep.

YQ Website Officer – assist with maintaining the YQ pages on The Guild website.

Guild Staff

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

Email: yqpl@quiltersguild.org.uk

Usual working days are Thursdays and Fridays.

Guild Administrator – manages CRB checks for YQ volunteers and insurance cover for YQ events.

Email: admin@quiltersguild.org.uk

Usual working days are Monday, Wednesday, Thursday, Friday.

Guild Membership Officer – manages the membership database, sends welcome packs to new members and manages the distribution of the YQ newsletter.

Email: membership@quiltersguild.org.uk

Usual working days are Monday-Friday.

Communication

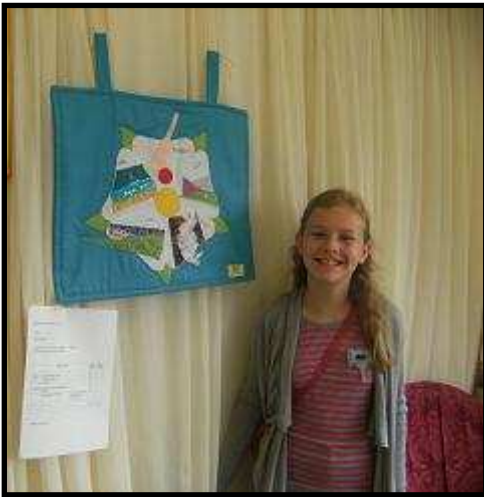
If you do not have computer access, the YQ Officer and YQPL are happy to stay in touch with you via phone or by post.

If you have access to the internet, there are several ways to keep in touch:

The YQ Yahoo group is a forum for all YQ volunteers to communicate with each other and share photos of YQ events and project ideas. All YQ official policies and documents are also available on the Yahoo group. Contact the YQPL at yqpl@quiltersguild.org.uk to be invited this group.

To view the group go to: <http://groups.yahoo.com/group/youngquilters/>

The email address for the list is: youngquilters@yahoogroups.com



Part 2

YQs in the Regions

This section offers guidance on starting your work with YQs and 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 regional section of The Guild website.
- Local newspapers 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

Registration and consent forms

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 and add to it every time a child attends a workshop with you. If you are holding an event where the children are not part of a regular group, you must complete a new registration form for each child every time they attend a YQ event. This is important because contact details may have changed since the last time they attended an event.

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 and send these details to the Young Quilter Project Leader. 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 following criteria:

- The event is held in an accessible public venue that has adequate insurance, NOT an individual's home.
- The event is led or organised by a registered YQ volunteer (YQ Rep or YQ Group Leader) who has a current CRB check.
- The event will have a ratio of at least one adult to every eight children.
- The event must be risk assessed.

All those in attendance will be covered, including paid up YQs and children who are not yet members. In order to ensure coverage of your event, please send the following information to The Guild Administrator (admin@quiltersguild.org.uk or ring 01904613242) before your event:

- Date, time, place, type of event, expected attendance

If you want to check if your event will be covered, please refer to the INSURANCE CHECK LIST.

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.

Contact lists and data protection

YQ Reps and YQ Group Leaders will need to hold membership lists of the YQs in their region or local club. This information is confidential and must be held in accordance with best practice for data protection.

- 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.

Ages

Young Quilters is a membership organization for children ages 5-16. 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

Two adult volunteers must always be present at YQ workshops. Ideally, at least one volunteer besides the workshop leader must have a current CRB check authorized by The Quilters' Guild. This is to ensure that at anytime there are two CRB checked volunteers in case one needs to leave in an emergency. You must have a ratio of at least 1 adult for every 8 children at YQ activities.

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

Photographs of children at YQ events must only be taken by the YQ Rep or YQ Group Leader. Photos may also be taken by the child's own parents or guardian. YQ Helpers must never take photographs of children on their personal phones or cameras. This is because The Guild would be liable if these photographs were ever misused (even by accident).

It is the responsibility of the YQ Rep or YQ Group Leader to obtain and maintain a clear, confidential record of parental permission prior to taking photographs which may be used for publicity, magazine articles or web etc. Permission must be asked of parents for each workshop the child attends. Please use the WORKSHOP REGISTRATION FORM to obtain permission from the parent when they drop their child off at the workshop. If a parent does not give permission or does not complete the form, please do not photograph the child.

It is crucial that written permission is obtained since one of our duties to our YQ sponsors is to supply them with photos for use in their publications and websites, and we do not want to give a sponsor a photo of a child whose parent has not given permission.

Management and content of the Guild Website

The Quilters' Guild currently has two websites on which YQ information is listed:

The Quilters' Guild YQ pages: <http://www.quiltersguild.org.uk/index.php?page=19>

The Quilt Museum YQ pages: <http://www.quiltmuseum.org.uk/learning-centre/families-young-people/>

Sponsorship from the Radcliffe Trust will be used to create a dedicated YQ website: www.youngquilters.org.uk Watch out for more details to come!

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

Record Keeping and Evaluation

Keeping records and evaluating YQ activities is crucial in order for Young Quilters to receive sponsorship from funders. Therefore, YQ Reps 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 calendar year (January-December). 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

Running a YQ workshop

Project ideas

Each YQ Rep or YQ Group Leader and their team of helpers select a programme to suite the particular needs in their region. The YQ Newsletter and YQ pages on The Quilters' Guild and Quilt Museum websites 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 FOQ tombola. Children can make one to keep and one to send to FOQ.
- Make items for the AGM competition. The AGM competition is free to enter and items do not need to be a quilt. YQs can enter the best bag, cushion or other project they made at a YQ workshop.
- Use holiday themes to make gifts or decorations.
- You can never go wrong with a cushion or a bag.
- Ask the YQs! Use the Workshop Evaluation Form to 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 with a CRB check is present at all times.

Donated Fabric

As a YQ Volunteer, you may receive generously donated fabric scraps. Not all of this will be useful or appropriate for children's workshops, so be ruthless and do not feel like you must accept all donations. 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.

Fabric to avoid for most workshops (unless chosen for a specific project):

- Thick fabrics, especially those with a pile like velvet
- Synthetics, especially if they feel slippery
- Very fine or lacy fabric
- Anything stretching like T shirt material or Lycra
- Anything which is fraying a lot

How long should 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 (tots to tens) 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 session?

The charge for sessions is up to you and your regional committee. This is dependent on the budget the YQ Rep receives from the Region, the materials required for the session and the type of event. Here are some examples of charges:

- Offer workshop free of charge – only if the venue or Region will help cover costs.
- Charge a higher rate for ‘non members’ and reduced fee for YQ members – this gives an incentive to join YQs.
- Festival of Quilts workshops run by Twisted Thread are £2. This covers administrative fees only.
- AGM workshops are £3 for a half day or £5 for a full day.
- The Quilt Museum and Gallery charges £7.50 for children’s workshops – this covers the cost of materials and paying a tutor.

Behaviour

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 5-16 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.
- 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.

- 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 both boys and girls.
- 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.
- Precut as much of the fabric for a workshops 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 format.

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 know when they need to collect their child.
- 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. 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.
- Give each child a name badge, a sticky label will do.
- While children are waiting to get started while 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.

Running the activity

- 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 an 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 experience 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.
- Clean up and put away equipment – involve YQs in cleaning up their workspace.

- Wait for parents to collect children. Do not allow children to leave without a parent or guardian picking them up or for children to leave with adults who their parent or guardian has not approved to pick them up.
- Finish packing away any other equipment.



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 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.

By reading this guide 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.

Additional training on Child Protection

The Quilters' Guild recommends these Child Protection courses to YQ Volunteers:

Child Protection Basic Awareness E-Learning course offered by North Yorkshire Safeguarding Children Board:

<http://www.safeguardingchildren.co.uk/basic-awareness.html>

This online course is free of charge and requires you to register with an email address. For 'employer' put 'Voluntary and Independent Sector'.

NSPCC Child Protection Awareness course. Available online or as a correspondence course.

Telephone: 01926 436212

Email: sales@educare.co.uk

Website: www.educare.co.uk

Post: EduCare, Crown House, 33 Warwick Street, Leamington Spa, Warwickshire CV32 5JX

There is a charge for the course which we recommend discussing with your Guild Committee.

Types of Abuse

Please note that YQ Volunteers must never try to investigate cases of abuse but any suspicions must be reported.

The following information is for your guidance only and it is important to remember that the indicators listed may be a result of factors other than abuse; their presence does not prove that abuse is occurring.

It is generally accepted that there are four main types of abuse.

Physical abuse

This occurs where young people's bodies are hurt by ill treatment; it can also be caused through the failure to act to protect a young person. Indicators of physical abuse include:

- Injuries which cannot convincingly be explained by the child
- Injuries which have remained untreated or treated inadequately
- Injuries on parts of the body where accidental injury is unlikely to occur
- Bruising which reflects an imprint (such as an identifiable object or hand print)
- Multiple bruises
- Burns
- Reluctance of a child to have his or her parents contacted
- Aggressive behaviour or severe temper outbursts
- Showing fear of going home
- Flinching when approached or touched
- Covering arms or legs even when hot
- Depression or moods which are out of character with the child's general behaviour

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a young person. They may be made to feel worthless, unloved and inadequate, leading to the development of low self esteem. They may be threatened, verbally attacked, taunted, subjected to degrading punishments or ignored. Indicators of emotional abuse include:

- Failure to thrive
- Reluctance to have parents contacted to explain behaviour
- Withdrawn or aggressive behaviour
- Sudden speech disorders or changes in behaviour
- Depression
- Fear of making mistakes
- Self-harm

Sexual abuse

Both boys and girls can be victims of sexual abuse and for many reasons this type of abuse is difficult to identify. Sexual abuse involves forcing or enticing a young person to take part in sexual activities to meet the needs of an adult whether or not the young person is aware of, or consents to, what is happening. The abuse may involve physical contact or non-contact activities, such as exposing individuals to pornography or encouraging individuals to behave in sexually inappropriate ways.

Indicators of sexual abuse include:

- Inappropriate sexual knowledge and behaviour
- Soreness, bruising, itching in genital or anal areas
- Sudden or unexplained changes in behavior
- Eating disorders
- Self harm
- Pregnancy
- Possession of unexplained amounts of money
- Substance or drug abuse
- Fear of being left with a specific person or group of people
- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Saying they have secrets they cannot tell anyone

Neglect

Neglect is the persistent failure to meet a young person's basic physical and or psychological needs and is likely to result in the serious impairment of the young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a child home alone, or the failure to ensure appropriate medical treatment.

Indicators of neglect include:

- Failure to thrive
- Constant hunger, stealing food from others
- Constantly dirty and/or poor personal hygiene
- Loss of weight, or being constantly underweight
- Being inappropriately dressed for the weather conditions
- Complaining of being tired all the time
- Having few friends
- Mentioning that they have been left alone or unsupervised
- Parents/guardians persistently late in picking up their child(ren) from sessions or dropping them off very early.

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.
- Be available for young people to talk to if they need to speak to someone about a personal concern; and if necessary refer their concerns to the appropriate person
- Refer any suspicions or allegations of abuse
- 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 others around
- Obtain consent for any photographs/videos to be taken, 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 an individual YQ member or take them to your home
- Permit abusive peer activities e.g. ridiculing or bullying
- Allow unknown adults access to children
- Jump to conclusions or make assumptions about others
- 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
- Provide young people with name badges when working in public places
- Use members' details for anything other than informing them of YQ activities
- Use the full name of individual members shown in images or use images when consent has not been given.

What to do if you suspect abuse may be occurring

Even though your contact with YQs may be limited to only a small number of workshops throughout the year, you may become concerned about a young person. You must remember that it is not your responsibility to investigate suspected cases of abuse. It is the responsibility of the police who work closely with social services, education authorities and health care professionals and other social care organisations such as the NSPCC.

If you suspect abuse is occurring, please do the following:

- Keep calm, do not over react, try to act normally
- Do not investigate a situation or ask leading questions
- Do not challenge parents/guardians about your concerns
- Discuss your concerns with The Guild's designated person for child protection, the Young Quilter Project Leader (01904 613 242) or contact the NSPCC Helpline on 0808 800 5000.

What to do if a young person discloses information

- If a child discloses any information to volunteers that they have been subject to physical, emotional or sexual abuse or neglect, this should be reported in writing with names, dates and as much detail as possible. The report should then be referred to the YQPL who will pass information immediately to the police or local social care services.
- The child should be informed as early as possible that you will not be able to keep information confidential.
- Any disclosure should be taken seriously and listened to without judgment. No volunteer should make promises they cannot keep e.g. "I'll stay with you" or "I won't tell anyone". However they should reassure the child that they have done

the right thing by telling someone and that you will be contacting someone who can help them.

What to do if an Allegation of Abuse is made against a Guild volunteer.

- If a child or vulnerable adult accuses a volunteer of any type of abuse or inappropriate behaviour, this should be referred immediately to the child's parent or guardian and the incident recorded in detail as soon as possible. Please refer the report to the YQPL for further action.

Health and Safety Guidelines

Sewing involves lots of opportunities for 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.
- 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.
- 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

YQ volunteers should never administer medication to young people during a YQ workshop. This is the responsibility of the child's parent or guardian. The Guild recommends that a first aid kit is present at all YQ events. In the event of emergency, a volunteer may need to administer first aid, call emergency services and the child's parent or guardian. Please inform the YQPL if emergency services are ever contacted during a YQ event. YQ volunteers are not required to be first aid trained, but we recommend discussing first aid training with your Regional Coordinator.

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 Template for guidelines on completing a workshop risk assessment.