Volunteer Training Pack

Autism, Safeguarding, Breaking Down Skills

Follow-up material to the training sessions you have covered so far, and more…

Kith & Kids

Supporting disability – focusing on abilities

Kith & Kids is a company limited by guarantee Reg. No. 3959694 Reg. Charity No. 1080972

What's Inside?

Welcome to Kith & Kids Training Pack

In this pack you will find useful info to backup what you've explored on your training sessions.

We also have, easy-read volunteer training material on the Volunteering pages of our website.

If you have any questions, please ask one of the co-ordinators!

We're always here to support you.

Contents

What's in the pack?

What's expected

What's expected of volunteers on activities

- To respect the dignity of all participants and treat one-another with respect.
- To work together with fellow volunteers, members, workshoppers, parents and co-ordinators; e.g. making plans together, talking things through, ensuring no one feels excluded.
- To work within the Kith and Kids guidelines and policies.
- To work within the programmed structure of the project as much as possible (unless there is an agreed alternative).
- Encourage/support members independence by doing domestic tasks that need to be done to keep things running smoothly and to be active in these yourself.
- To look after the building and all the materials/equipment on loan to Kith & Kids.
- To let people know what's going on (e.g. if you are ill or are going to be late, you need to phone in and let a co-ordinator know.
- To be punctual. Punctuality is extremely important for a smooth running of the project and to reassure all participants, particularly the members.
- To utilise whole-group gatherings for general announce-ments and useful info.

What's expected

supporting members

- The main focus on the project is supporting our members to engage and participate in a wide variety of activities. What is equally important, is supporting our members' social development.
- It's important for volunteers themselves to participate in activities as well, rather than observing or doing things for members. We want to encourage their independence as much as possible.
- If you don't feel able to participate in an activity, tell a co-ordinator. There is always someone who can step in and support the member instead.
- To involve members in everything that goes on or needs doing (planning, writing diaries, making arrangements to go out….etc).

What's not expected

What's not expected of volunteers at Kith & Kids

What's not expected:

- That you do anything you do not feel comfortable and/or confident with.
- That you try to find solutions to problems/difficulties all by yourself.
- That you cannot make a mistake, although it is important that when you are aware you have made a mistake that you own this and address it (using any support on offer that may help you with this).
- That you must stay in a partnership that does not feel workable to you (if this is the case, please talk it through with a co-ordinator).

Autism

What is autism

A number of Kith and Kids members come under the umbrella term of Autism/ Asperger's Syndrome. Autism is a developmental disorder characterised by difficulties with social interaction and communication They have a variety of difficulties in trying to cope with life.

These difficulties may include:

- Connecting/Engaging with others
- Reading other peoples body language
- Understanding innuendo/sarcasm
- Predicting what others may say and do
- Taking things we say literally - 'hop on the bed', 'boil the kettle
- Understanding things which are intangible/abstract - especially emotions!
- Talking about a table you can see is obvious, talking about the air around us could be confusing - you can't see it or feel it.
- High levels of anxiety
- Sensory overload
- Coping with change

Autism

some things to think about

- Empathy - The power of understanding and entering into another persons feelings.
- How does the ability to empathise support communication? How could we appear if we were unable to empathise?
- Tangible - Capable of being touched or felt. Having a physical existence.
- How could you describe intangible concepts (warmth, air, emotions) using tangible ideas? How could it affect you if you couldn't grasp intangible ideas?
- Predict - To state or make a declaration about something in advance.
- How are we able to predict what may be about to be said or done? How would your life be affected if you did not have this ability?
- Imagination - Ability to produce ideas, especially mental images of what is not actually there or has not been experienced.
- What are the advantages of having an imagination? How may you be affected if you had little or no imagination?
- Literal - To take a word to mean 1 thing only - normally it's most common meaning. Word for word. True. Actual
- What things do we say that people might get confused by if they take things literally?

Autism

How we can support

- Give members time to process information – sometimes less information is better.
- Take members to a quieter space when they may be struggling with sensory overload.
- Tell members what's happening in advance – be clear.
- Maintain a routine – familiarity is often important to some people with autism.
- Repetitive behaviours might be a coping mechanism and therefore should be respected .
- Questions should be clear and direct using language that is easy to understand and pictures where necessary.

Safeguarding

introduction to safeguarding

- At Kith & Kids our members are vulnerable and it's everyone's responsibility to keep them safe.
- We all have things that make us feel vulnerable at times and we can take necessary action to make us feel safe, but we must remember our members may not have this same awareness of dangers and how to reduce risk.
- Some ways in which we can help everyone stay safe are :
  - Working as a team
  - Using guidelines and following procedures
  - Asking for help
  - Talking to others
- If you have any concerns or are unsure about anything, always speak to a member of staff and share your concerns.
- Sometimes it's just something you see or hear, or even just a feeling that's something's not quite right.

Keeping our members safe

In our training we talked through a few scenarios and what you could/should do in each situation.

Scenario 1

Next time you meet up with the Kith & Kids member you are supporting you notice they have bruises on their arm that were not there last time you saw each other.

What do/can you do?

Here's a reminder of what action should be taken from volunteers.

- If you see something that you 're concerned with don't ignore it.
- No need to overreact it could be nothing, but don't ignore it.
- Don't investigate yourselves. Volunteers should never be 1-1 with a member when you're away from a group.
- Seek some medical help if needed.
- Ask what happened without making suggestions.
- Tell a co-ordinator.

Keeping our members safe

Here is another scenario we went through on our training day.

Scenario 2

The Kith & Kids member you are supporting or befriending tells you: "They hurt me, but we must not tell anyone - don't tell!

What do/can you do?

Here's a reminder of what action should be taken from volunteers.

- We cannot keep our concerns to ourselves.
- We must break confidentiality by telling a co-ordinator .
- We must let the member know we are telling a co-ordinator. We ought to offer them the opportunity to tell their preferred co-ordinator themselves, so they keep control.
- Safety overrides confidentiality!

10 Golden Rules

Kith & Kids 10 golden rules

1) You don't have to do anything you're not comfortable or confident with. Even when asked to do something you can just say "No, I'm not comfortable with that", or, “I will need some help with that".... There are enough of us around to ensure that what needs doing can get done by those who feel okay doing it.
2) You must know at all times where the K&K member that you are supporting is, or if you are taking a break you must know the name of the person who has taken your place. Take a break after agreeing this with member and fellow volunteer .
3) Should it happen that you have "lost" your Kith & Kids member:
   a. *In the centre* - immediately notify nearest coordinator or workshop leader and a search will be started straight away
   b. *Away from the centre* - inform the local police straight away, use the general public to help you - phone the centre for further guidance if you need it.
4) Do not at any time put yourself in a 1:1 situation away from the group.
5) Know:
   - location of fire exits
   - fire alarm procedure
   - location of first aid box.

Safeguarding

Kith & Kids 10 golden rules

6) Clean up after yourself (encourage members to do the same). Leave spaces and equipment as you would hope to find them.
7) Treat one another with dignity and respect. We are an inclusive club and everyone needs to feel welcome and accepted here. If you disagree with someone, challenge the statement/ opinion - not the person.
8) Ask for help, ask what you need to know. No matter how big or small, please feel free to ask.
9) Let your concerns be known.
   If everyone shares their worries/ concerns (it really doesn't matter about what) with a co-ordinator or workshop leader, we can share the responsibility and can all be Safe.
   Remember: safety overrides confidentiality.
10) Have fun!

Breaking Down Skills

Introduction to breaking down skills

- At Kith & Kids we want our members to be able to take *some part* in all our activities.
- Simple tasks may be complex for our members, we need to keep this in mind when supporting them.
- We may have to break things down into smaller steps to make it easier for them.
- Remember it's really important that whatever contributions our members do make, we give them lots of positive feedback and reinforce this throughout.

Breaking things down into steps

Here are some ideas to help you while supporting our members to take part in all types of activities.

- Go at their pace – you may have to slow things down and simplify them.
- Check that the member is understanding and not getting lost.
- Explain and talk through the steps.
- Share your own uncertainties with the activity/task; you can learn together, and this can be fun and challenging.
- Remember the activity may take longer than anticipated.
- Always encourage our members independence

Creativity

Being creative on our activities

- Our workshoppers provide the core activities on our projects and clubs. However, sometimes volunteer's will need to use their own ideas and creativity to engage members.
- We embrace making differences a part of the game, rather than singling people out - we adapt how we play the game. We like to call it '*Creative Cheating'*.
- Remember these three key things that will help our members to get involved and have fun.
  - Energy – lots of it!
  - Enthusiasm
  - Taking part – if volunteers take part, our members are more likely to take part too.
- Pick up tips from others around you that may know your member well, as well as using your own creativity to support your member taking part.
- There is a balancing act between encouraging our members and giving them space.

Turning negatives into positives

- Sometimes at Kith & Kids, our members may display different behaviour to what we may be used to expect.
- It may come across as negative behaviour, but sometimes there can be a lot of positives that can come from it. Here's an example we gave you on the training day:
  - 'The member you are with clearly indicates that they don't want to go into their workshop'
- Here are some positive aspects from this situation, which can be quite common on our activities.
  - They expressed their wishes
  - They made themselves understood
  - They felt comfortable with the volunteer to express themselves
  - You then had the chance to negotiate what they would like to do.
- Remember, it's important to always think about the positives!

Volunteering

our activities

2-1 Social Development Projects

Every Christmas, Spring and Summer school holiday.

Weekend Clubs

12.30pm-5.00pm Fortnightly, Sat/Sun, term-time

Employment & Life Skills Project (ELSP)

10.00am-3.00pm Weekly, Mon/Fri, term-time

Choir

7:30pm-8:45pm Fortnightly, Wed, term-time

Football

7.00pm-8.30pm Weekly, Wed, term time

Summer Camp

7 nights residential trip late August

Residential Projects

3 nights away,3 times a year

Contact Us

Keep and use this pack to reflect on the topics discussed in your training sessions.

We hope you have lots of fun volunteering with us!!

For more information please contact us:

Phone: 020 8801 7432 / 07801 234 472

Email: projects@kithandkids.org.uk

Website: www.kithandkids.org.uk

Address: Kith & Kids, The Irish Centre, Pretoria Road, N17 8DX

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Volunteer Training Pack

Communication, Epilepsy, Sexual & Emotional Awareness

Follow-up material to the training sessions you have covered so far, and more…

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Communication

How we talk

There are a number of ways we communicate with each other on a day-to-day basis other than just speech. Here is a reminder of all the ways we can support our members and ourselves, whilst communicating with one another.

- **Mimes or Signs:** We could 'act out' what we want to say.. Or we could use a sign language. Some of our members use Makaton which offers key words. Sometimes our members make up their own signs which we can ask others about.

- **Body Language & Facial Expressions:** We use our bodies and faces a lot when we communicate. Even if our members cannot speak, they will be telling us a lot through their bodies and faces.

- **Eye contact:** We usually look at each other when we are communicating. Some of our members with autism may find this hard, but it doesn't necessarily mean they are not listening to you!

How we listen

- **Grunts, moans other sounds**

  You may be surprised how many non-word sounds we make when we're having a conversation. Listen out for them next time you're chatting.

- **Body language , Facial Expressions and Eye Contact**

  As for when we're talking, we use our faces and bodies to show we're listening, as well as lots of eye contact.
  If we don't get these cues, it's hard to know if the other person is listening.

- **Conversation Helpers**

  When we're chatting, we often pick out a phrase, or idea and reflect it back to show we've heard and are interested. We might also ask questions to show interest and to guide the direction of the conversation.

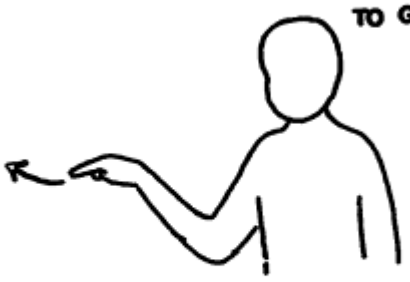
Communication

What if we don't understand

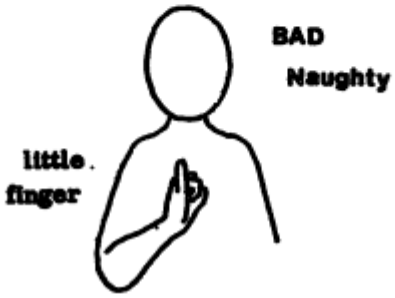
- Some of our members do have some speech, but it may not be very clear, or they may just say a word or two and we're left wondering what they mean.
- We can try lots of different ways for us to try and understand:
  - Can they point or take you to what they want.
  - Can they write or draw it .
  - Can you find a co-ordinator or an experienced volunteer who may be able to help.
- If you still don't understand, it's really important that you are honest with them and acknowledge their frustration and yours ~ don't just go along with it.
- In that way we can acknowledge their frustrations, avoid being dismissive, and show that we still want to connect and engage with them.

Makaton Signs

Useful Makaton Signs



TO BATH - mime bathing



Makaton Signs

MUMMY
MOTHER

tap twice

DADDY
FATHER

tap twice

BROTHER

rub knuckles

SISTER

tap middle
of nose twice

NURSE

cross drawn
with thumb on
outside of arm

DOCTOR

take pulse
with
index
finger
and
thumb

CUP
DRINK
TO DRINK

BISCUIT

tap twice

DINNER

move hands
alternately
to mouth

TOILET

middle finger

BED
TO SLEEP

CHAIR

Makaton Signs

MAN

stroke beard

LADY

straight finger on cheek - move arm

BOY

GIRL

two small forward strokes at corner of mouth

BABY

BREAD

sawing movement on palm of hand

BUTTER

with two fingers as knife, make spreading movement on palm

EGG

MILK

milking cow

TEA

drinking from cup - saucer

SUGAR

gently scratch cheek

CAKE

Epilepsy

Being prepared

- At Kith & Kids, some of our members have epilepsy.
  It is very rare for them to have seizures on activities, but it's important for volunteers to be aware of what to expect.
- If you are going to support someone with epilepsy, we will let you know in advance. You will have the chance to ask any questions to a co-ordinator or sometimes their parents or carers.
- If you go on an outing with a member with epilepsy you will have a co-ordinator with you if they need medical intervention if they were to have a seizure.
- It's extremely rare for our members to have seizures on our activities, but it's best to be prepared on how you can support them if they do.

Epilepsy

Can they feel a seizure coming on?

- A person who has epilepsy might be aware they are going to have a seizure.
- They might feel that a seizure is coming on. This is known as an ***Aura***:
  - They might feel a bit shaky.
  - They might experience a strange taste or smell.
  - They might see particular colours or lights.
  - They may or may not be able to tell you they are about to have a seizure.

Signs of a seizure

There are sometimes signs that show us that someone may be about to have a seizure:

- They may seem vague or slightly disoriented.
- Their speech may be a little slurred.
- They might be shaky or un-steady on their feet.
- They may be a bit grumpy.
- They may just be behaving differently than normal.
- If you think someone is about to have a seizure, try and move to a safe space.
- Always come and find a co-ordinator and let them know.

Epilepsy

seizure triggers

There are some things that can potentially trigger some-one to have a seizure. Here are some of them:

- Flashing lights (only effects 5% of people with epilepsy)
- Alcohol (can bring on a seizure in people without epilepsy too)
- Stress
- Lack of sleep/tiredness
- Illness (particularly in children)
- Hormones
- Food ~ skipping a meal etc.

Types of Seizure

- There are lots of different types of seizure. Our members mainly have **Absences** and **Tonic Clonic** seizures.
- There are also Partial Seizures ~ this is where a person may appear disorientated (as if they are drunk).
- It's important to reassure the person you are with, during any type of seizure, and as they come out of it.

- **Absences**: Absences are a type of seizure where the person generally looks blank and stares. You may not even notice them having a seizure. Physically they may well carry on with what they are doing.

Absence Seizures ~ What To Do

What might you need to do if someone is having an Absence seizure ?

- Be observant while in dangerous situations e.g. cooking, swimming, toilets, roads. If they have a seizure make sure they are safe.
- Don't overcrowd them – this could be a little scary as they come round.
- Go over what you have been doing, where you are etc. You might need to recap during conversations in general and check that people haven't missed anything important you were saying.
- Make a note that the seizure has happened and pass on that information to a coordinator at the end of the day.

Epilepsy

Tonic Clonic Seizures ~ What they look like

- This is the type of seizure you often see in the movies. The person loses consciousness, the body stiffens, and then they may fall to the ground.
- This is followed by jerking movements.
- Irregular breathing might cause them to get a blue tinge around the mouth.
- Loss of bladder and/or bowel control may occur.
- After a minute or two the jerking movements should stop and consciousness should slowly return.
- The person will not remember anything about the seizure when they come round and they will need time to recover.
- Recovery time varies from minutes for some people to hours for others.

Epilepsy

How we can support

There are a few, but important, things you should do if a member were to have this type of seizure.

- Send someone to get a co-ordinator.
- If you're able to, **cushion their head** as they fall.
- Someone must stay with them at all times.
- Make sure the area around them is safe, to protect them from any other injuries.
- **Time and record** the seizure – this is really important. Each member has a care plan/protocol. Co-ordinators are trained to administer emergency medication, if needed.
- Maintain their dignity and respect – they may soil themselves during a seizure so you might want to cover them afterwards with a sheet/blanket.

Epilepsy

How we can support cont...

- Clear crowds.
- **Be calmly reassuring**. Remind them where they are and what's happening.
- Call an ambulance if you were unable to get help or unsure what to do and if the seizure continues **for more than five minutes.**
- Aid breathing by gently placing the person in the recovery position once the seizure has finished.

Epilepsy

after the seizure

- After a **Tonic Clonic** seizure, the member may feel very tired, both physically and mentally. They will need time to rest (this will differ for each person). They may even need to go home.
- This type of seizure can be very upsetting to see for yourself, other volunteers and other members.
- We want to make sure that you're ok too. Take time for yourselves, there are always other people around to step in.

- If you want to talk to us, please don't hesitate— whether it's to a co-ordinator, a workshop leader or another volunteer.

Emotional & Sexual Awareness

appropriate ways to introduce ourselves

- People with a learning disability may not be aware of social norms, they may not know what is and isn't appropriate. They may not be able to read the signals we can.
- When you first meet our members, some of them my ask you personal questions, some may want to hug you. At Kith & Kids we try and teach our members that it's not ok to hug a stranger, or ask very personal questions of someone you've never met.
- We need to be honest with our members and tell them how it may make us feel, if they do ask us personal questions or hug us.
- What's really important also, is that we give them an alternative subject to talk about, or offer them a handshake or a high-five.
- They are not meaning to be rude or cheeky, they are just interested in finding out about you and may not know the appropriate way to ask.

expressing emotions

- On our activities, members and volunteers build trusting relationships with one another. We may feel safe to share/show our emotions to each other.
- Sometimes, people can think that people with a learning disability should be happy all the time. Are we happy all the time? We all have our ups and downs and should be able to feel and express them.
- Some people who have a learning disability may struggle to express their feelings like we are able to. They might not be able to tell you how they are feeling
- They may show us in other ways:
  - Facial expressions
  - Their body language
  - Throwing something on the floor
  - Change of behaviour.

Emotional & Sexual Awareness

Helping the member to express themselves

- If someone is feeling sad or angry we should allow them to feel that and acknowledge it!
- To help the member, you may need to name and describe the mood that you see. They may not be able to do this for themselves. For example, “That’s a big smile, you look happy”.
- Be honest with members about how you are feeling too. It’s ok to share if you are having a bad day, it shows them that it is ok.

Emotional & Sexual Awareness

sexual feelings

- Members can develop very strong relationships with volunteers, occasionally you may get the idea that these feelings have passed beyond the volunteer-member relationship. They may be overly tactile or directly telling you!
- As with emotions it is often thought people with a learning disability don't have sexual thoughts or desires. This is not true - they can have the same thoughts and feelings as all of us.
- Embarrassment around such feelings often leads to people with a learning disability being treated as though they are dirty, naughty, or bad leaving them confused.
- We need to be supportive and sensitive around these needs. They are normal and we don't want our members to feel they are wrong.

expressing sexual needs

- People with learning disabilities sometimes may not be able to express their developing sexuality in a socially acceptable way.
- This can be very frustrating and embarrassing for them and us, but we don't want them to feel ashamed. We do need to support them in knowing what's appropriate where, and what's not.
- If any of our members are going through these stages, we will tell volunteers in advance and how best to support them – so please don't worry, we're here to support you!
- Do talk to us and let us know if there's something that you don't feel comfortable with.

Emotional & Sexual Awareness

Clear messages

- We can support members by giving clear messages to our members. What are we wearing/saying/how are we acting when around them.
- However, a member can still develop a ‘crush’ on a volunteer. If this happened for a Kith & Kids member, there are things you can do to support yourself and the member around these sensitive areas.
  - Don’t ignore it
  - Talk to each other
  - Talk to a Kith & Kids Co-ordinator
  - We can support you and the Kith & Kids member.
- Our members do want friends/boyfriends/girlfriends and they may not get the chance to meet many people.
- We do understand this can be very embarrassing and uncomfortable for people, but we are here to support everyone.

Staying in touch

- Some of our members may want to stay in touch with you outside our activities. They don't have many opportunities to make friends and may see you as a friend.
- You must make it very clear to members that you are not friends, but you've had a great time getting to know them.
- There are a few members who may ask you for a phone number. Volunteers must not give their phone numbers to members. If they do ask you, come and talk to a co-ordinator if you don't feel comfortable saying no.
- Those members who may ask can be very persistent, but they do know it's a Kith & Kids rule that we do not share our phone numbers. You can remind them of the 'Kith & Kids rule' or ask a co-ordinator to speak with them.

Emotional & Sexual Awareness

Facebook

- Some of our members are on Facebook and may want to stay in touch via social media. It's a nice way of keeping a connection with members you have spent time with.
- Volunteers are allowed to become '*Facebook friends',* however there are a few things to think before you agree to it:
  - Firstly, our members may take being a 'Facebook friend' literally and expect you to have contact on a regular basis. They may not be aware of social boundaries and message you frequently and expect a reply straight away. You may need to be clear from the beginning.
  - Secondly, think about what you share on Facebook – you may not want them to see everything you share with others. (Check your settings in this case).
- There are lots of volunteers who stay in touch with our members through Facebook and respect each others boundaries. However, if you find yourself in an uncomfortable situation, you can always let us know and we can support you.

Contact Us

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We hope you have lots of fun volunteering with us!!

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Volunteer Training Pack

Physical Needs, Project & Club Structures

Follow-up material to the training sessions you have covered so far, and more…

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introduction

- At Kith & Kids our members have a wide range of abilities. Each member needs different levels of support.
- We treat everyone with **dignity and respect** at Kith & Kids.
- Remember rule No1 at Kith & Kids, if there's something you don't feel comfortable doing, it's best to tell us as there's always someone else that can step in.
- It's important our volunteers work within the same ethos as this.

Physical Needs

Wheelchair users

When supporting a member who uses a wheelchair, there are some things it's good to think about beforehand.

- Firstly, you should get information on how to use the wheelchair, all the different parts – they are all different! (Talk to a co-ordinator or their parent).
- It's very important that are members are strapped in when manoeuvring.
- When you are stationary, make sure you have the brakes on – especially when you're out and about.
- Don't lift the member out of the wheelchair unless you've been shown or are confident that you can do it safely – always ask for help and don't do it alone.
- When you're talking to your member, it's really important that they can hear you and see what you're saying. Walk alongside them, come down to their eye level to communicate.
- Give the member information in advance – where you are going next, what they will be doing.

Remember, how you would like to be treated, if you were unable to move around by yourself.

Helping With dressing

- There may be times where your member needs support taking-off or putting on an item of clothing.
- They may ask you to help or sometimes we will need to use our initiative. For example, it's a hot sunny day and your member is wearing a cardigan, but they can't tell you they are too hot. We need to be aware and act on it and help them.
- It can be tricky sometimes, but don't worry, there are people around you to show you the first few times. Ask for help.
- Sometimes our members can be a little determined, this is where we can use our negotiating skills. Co-ordinators may also have a few tips to help you – just ask!

Physical Needs

mealtimes

- There are a number of things we need to think about when supporting our members at meal times.
  - It's a good idea to find out what support they need first. Either, from their personal profile or by asking a co-ordinator.
  - You may need to cut the food into **bitesize pieces**, or help them to do this.
  - Check the **temperature** of the food. Some of our members will not understand the concept of food being too hot and may burn themselves (hot drinks too)!
  - Some members have **special equipment**, for example - a plate guard to make it easier for them to take food off the plate themselves without it going everywhere.
  - Making sure we help our members stay **clean** throughout, don't leave it until the end, it can get very messy.
  - Our members should always have **choices**, ask them what they would like and want they don't, if they cannot physically get the food themselves.
- We always want to **encourage their independence!!**

Physical Needs

personal care

- Our members need different levels of support, some may need reminding to go to the toilet or wash their hands, some may need help doing the buttons etc, they may need help wiping or they may wear pads.
- You don't need to do anything you don't feel comfortable with – we'll ask you about this when we meet you.
- **You must always be with at least one other volunteer/co-ordinator**.
- You will support people of the same gender when doing personal care.

personal care

Here are a few tips to help you along the way:

- Plan ahead – make sure you have everything you need. Wipes, gloves etc.
- Your member may not be able to tell you they need to go to the toilet. Ways in which you could possibly tell are:
  - A change of behaviour e.g. they may be agitated or shifting around a lot.
  - A smell, they may have had an accident!
  - A particular time – after food and drink?
- It may be uncomfortable at first, but it gets easier. Think about how you may want to be treated in this situation. Sometimes humour works well, e.g. if there is a smell you could ask, “Was that a fart or something more?”

Project Structures

Example Timetable of Social Development Project

Example timetable for members

	Craft	Music	Massage	Drama	Art	Video	Youth Group	Sensory	Trampoline	Swimming	Other	Day Out	Kitchen
10.00	Members Arrive												
10.15	Warm - Up												
10.30 - 11.15	Riya Adam	Bradley Oriel James M	Charlotte Jessica Natasha Neil Stevie	Beatrice Deo Matthew Wendy Alun	Alfie Aryan Jordan	Belinda Chrissie Elinor Marcus Harriet	X	Hannah	X	Arjun George Kwaga Emma	Saira Sand Pit or Pampering Aidan Cooking James B Video profile	X	Paul Janet Kieran
11.15 -11.35	Morning Break												
11.35 - 12.20	Belinda Chrissie Marcus Harriet	Aidan Riya Saira Adam	Bradley Oriel Paul Janet Kieran	Jessica Natasha Neil Stevie	Beatrice Deo Matthew Wendy	Alfie Aryan Hannah Jordan	X	Charlotte Elinor	X	Arjun George Kwaga Emma	Alun Drumming/Music Outside James B Build trampoline James M Survey	X	
12.20-1.25	Lunch												
1.25 - 2.10	Hannah Jordan	Belinda Chrissie Elinor Marcus Harriet	Aidan Saira Adam	Paul Janet Kieran	Charlotte Jessica Stevie Neil	Deo Matthew Wendy Alun	Arjun George Kwaga Emma	Riya Beatrice	Alfie Aryan	X	James M Shopping Natasha Cooking	X	Bradley Oriel James B.
2.10-2.30	Afternoon Break												
2.30 - 3.15	Beatrice Deo Matthew Wendy	Alfie Aryan	Belinda Chrissie Elinor Marcus Harriet	Aidan Riya Saira Adam	Bradley Oriel Paul Janet Kieran	Charlotte Jessica Natasha Neil Stevie	Arjun George Kwaga Emma	Alun	Hannah Jordan	X	James B Free James M Cooking	X	
3.15	Diary Time												
3.45	Wind - Down												
4.00	Members Leave												

Beginning of the day

- It's really important that volunteers arrive at 9.30, often there are changes and bits of information we need to give volunteers before the day begins
- Also there is the possibility that members can turn up early. It can be disconcerting if their volunteer is not there when they arrive.
- Please check your travel arrangements before the project, in case of planned engineering works

  Please be aware that there is very little parking space at the venue – please try to use public transport.

Warm up

- We need the help of volunteers to make warm ups and wind downs exciting. Clapping, cheering, and lots of encouragement are good things - everyone needs to help! The more energetic and enthusiastic we are, the more likely our members are to feed off this.

Breaks

- The timetable will be up on the wall .
- There will be mini timetables by the side of the main timetable for members and volunteers to write down and remember what sessions they are doing and when their breaks are.

Breaks

- Breaks that are on the timetable are breaks for members. These unstructured times of the day can be quite difficult for members – you might have to create your own activity. Volunteers do not take their breaks at these times.
- Volunteers will be scheduled for one break per day during one of the four workshops – that's a 45 minute break. We often have extra volunteers who can help by covering your break – but not always.
- There will be a breaks rota by the timetable – please stick to it.

  Please make sure that you take your breaks, the project does get very tiring!

Project Structures

Team support

- Team support volunteers work with different members and volunteers during each day and will support members whilst linked volunteers take breaks.
- There will be a Team Support Rota by the timetable each morning to let you know who to work with at what times during the day.
- There should be no more than two volunteers supporting each member at one time
- The only exception is at lunch times where some members might need three volunteers.
- In the morning Team Support volunteers should go and speak to the members and volunteers they will be working with. You can also take a look at the members' profiles.

Kitchen Duty

- We all get a hot lunch each day (or a packed lunch on outings)
- To make this possible, each member and their volunteers will have an opportunity to support the kitchen either before or after lunch one day.
- It's important that our members contribute in some way to the provision of the project for everyone else.
- Please be guided by the parents running the kitchen as to how they need things done – they've lots of experience with what works at Kith & Kids!
- Whilst lunch is being served it's really good if you can thank the parents for the food they've cooked. They work really hard to cook for such a large group of people.

Project Structures

swimming

- Sometimes we have access to a swimming pool at the venues we use.
- The easiest way for us to organise the swimming on the project is for all volunteers and members to bring in their labelled swimming kits on the first day.

- They will all be stored in one room on the project for you .
- If you don't feel able to swim on the project please let us know at some point before the start of the project.

Outings

- Each member has one day out on the project
- You'll leave the project around 10.30 and return around 3pm
- The budget for each person is £8
- We try to make use of concessions; we can provide concession letters to prove you are a part of our project. To get concessions it's often necessary to call ahead to the manager.
- Whilst out and about with our members please take some photos of our members enjoying the activities – see additional guidelines on taking photos.

Project Structures

Travel expenses

- We can offer volunteers their travel expenses up to £75 for the week.
- It may cheaper to buy a travel card than using pay as you go on Oyster. Please do check what's cheaper as we are a small charity and every penny counts!
- Unless you are desperate to be reimbursed at the beginning of the week, we can repay you on the second to last day of the project.

Diary Time

- This is a great time for a members to reflect on what they have done during the day. They may explain what they have done in writing, by drawing pictures, they may stick in something they've made or collected during the day.
- Members parents like to see what their son/daughter has done after each day so please do try and encourage your member to fill in the diary, or perhaps fill it out alongside your co-volunteer if your member is not able to write in the diary.

Project Structures

Feedback groups

- These start at around 4.15pm each day, once our members have gone home. They usually last until about 5pm, but can sometimes go on until 5.30pm so you should be prepared to be available until that time.
- They are a very important part of the project as they give you a chance to tell us what's working and what isn't. We use this info each night to make changes to the timetable.
- Team Supporters should go to the feedback group of the member they've most worked with each day. If you're unsure which one to go to, please ask.

Club Structures

example of club timetable

- Our Weekend Clubs run fortnightly in term time only, they alternate between Saturday's and Sunday's from 12:30pm—5pm.

Weekend Club - Saturday 11th January

	Massage with Jennie	Art with Alissa	Drama with Lizzie	Pampering
1:15-1:30	WARM UP			
1:30-2:15	Aidan Emma Kwaga Terry	Charlotte Natasha Oliver Po-Ting Saira	Adam Belinda Jessica Oriel	Available for members
2:20-3:05	Charlotte Natasha Oliver Po-Ting Saira	Adam Belinda Jessica Oriel	Aidan Emma Kwaga Terry	Available for members
3:05-3:25	BREAK			
3:25-4:10	Adam Belinda Jessica Oriel	Aidan Emma Kwaga Terry	Charlotte Natasha Oliver Po-Ting Saira	Available for members
4:15-4:30	WIND DOWN			
04:30	Members leave & volunteers feedback			

When you arrive

- It's really important that volunteers arrive at 12.30. This gives volunteers 30 minutes before the members arrive. When you arrive at the club you'll be told which member you'll be working with for the afternoon and you'll have time to read through their profile if you haven't worked with that member before.
- **Please ask co-ordinators if you have any questions and also bear in mind that there may well be volunteers around who have experience of working with the member you will be working with.**
- You also have some time to look at the timetable of the member that you will be working with (this will be stuck up on the wall).
- Volunteers also find that this is a good time to catch up with one another and have a bit of a chat.
- Also there is the possibility that members can turn up early. It can be disconcerting if their volunteer is not there when they arrive

When members arrive

Members arrive-1pm.

- Members arrive at 1pm and there is then a fifteen minute period where volunteers and members work out who they are with, have chance to settle in and maybe grab a quick drink prior to warm up.

Warm up- 1.15pm-1.30pm

- We need the help of volunteers to make warm ups and wind downs exciting. Clapping, cheering, and lots of encouragement are good things - everyone needs to help! An energetic warm up does really help our members (volunteers and co-ordinators!) get set up for the day.

1.30pm-3.05pm

- 2 workshops.
- Our workshops range from;
- Dance, Music, Art, Games, Yoga, Massage, Sport, Drama...

Club Structures

Break

Break 3.05pm-3.25pm

- Unstructured time may be difficult for some of our members and this provides a chance for you to use your imagination to keep the person you are working with stimulated or engaged. Perhaps this is a chance for the member to go around and talk to the other members and volunteers at the club, maybe it's a chance for you to break into song or play a game (think back to the creativity and participation workshop!).

3rd Workshop- 3.25pm– 4.10pm

Wind down- 4.15pm-4.30pm

- Similar to warm up, however the activity will often be a little more calm.
- It's a great way of sending our members home in a positive mood, and as with warm ups we like to cele-brate everything that participants do in the activity.

Volunteer Feedback

- We all get together for a short period to share how your day went - any positive or challenging moments.

Contact Us

Keep and use this pack to reflect on the topics discussed in your training sessions.

We hope you have lots of fun volunteering with us!!

For more information please contact us:

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Website: www.kithandkids.org.uk

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