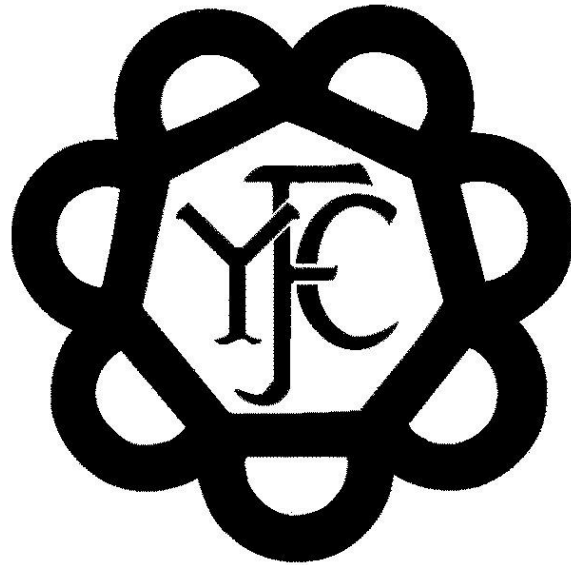


National Federation of Young
Farmers' Clubs



Club Officer Profiles

Junior Club Leader

(Reviewed Nov 2007)

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1. INTRODUCTION

The junior club leader has a role of responsibility because of the young age range of members (10-16). Members are not yet legally able to take on responsibility for their club and so are dependent on the goodwill of volunteers to help them run the club. To be a junior club leader, you have to be over 18 years old and be prepared to commit your time regularly to the club. The junior club leader is part of a team of volunteers voted in by members. When working with a mixed gender group, it is advisable to have an appropriate gender balance among junior club leaders.

There are four types of YFC junior club.

- Where the junior club is a sub-section of an open club. One AGM is held and one set of accounts for both the senior and junior section of the club.
- An individually constituted junior club whereby the club is registered with the charity commission and is a charity in its own right
- A Countrysiders Club which is another name for a junior club and can be either part of an open club or individually constituted.
- A school club is a junior club linked to a school where members/pupils look after the school's animals and usually teachers are the club leaders.

2. OVERVIEW OF MAIN ACTIVITIES

The junior club leader's main activities include:

- To regularly attend club evenings
- To attend other occasional events as and when required
- To work with members to develop a balanced and varied club programme
- To work with other junior club leaders
- To help organise meetings and trips
- To help ensure all obligations are met, including Health and Safety, Child Protection and Charity Commission rules.
- To help look after finances
- To provide the link with the county officers/staff as well as the senior officers if applicable to your club structure.
- To have fun!

3. ATTRIBUTES OF A JUNIOR CLUB LEADER

- Able to listen, consult and involve members
- Friendly and approachable
- Organised
- Fun and innovative
- Able to dedicate one evening a fortnight to running the club whichever has been agreed.
- Able to establish positive relationships with young people

- Able to recognise the personal development needs of young people
- Have a sense of maturity
- Be diplomatic
- Have experience

4. CLUB LEADER AND SUPPORT TEAM

There will normally be a small team of voluntary junior club leaders to help run the club. Some club leaders will be able to input more than others so it is important to have a leadership team. It is essential to establish who is going to be responsible for different aspects of running the club. For example someone needs to be responsible for:

1. finances – from collecting subs, paying invoices and basic bookkeeping;
2. organising and producing the programme, including booking the venues and speakers;
3. ensuring that Child Protection and Health and Safety legislation are met, such as risk assessments and parental consent forms;
4. setting up a club leader rota etc. One person may wish to take overall responsibility to manage the team. Not all club leaders will be able to give so much of their time and may wish to give a couple of hours to helping run the actual club night.

It is important to have regular team meetings (without the members) to make sure that everyone knows exactly what is happening in all aspects of running the club and can plan together the future direction of the club as well as discuss any issues/incidents as and when they arise.

It is also incredibly useful to have 5 minutes at the end of each club evening to debrief how the night went, make others aware of observations and clarify arrangements for the next club activity.

Another group of very important people are the members' parents. Many junior clubs are dependent on the goodwill of parents and without that help the club would struggle to function. It is important to take into consideration the level at which parents are involved – you do not want to burden them too much. However, by involving them in some way such as providing refreshments at an event it will help you tackle the tasks.

5. ESTABLISHING WHERE, WHEN, HOW THE CLUB WILL OPERATE.

5.1 Where – choosing the venue

The venue for the Young Farmers' Club is key to the success of the club. When choosing the venue try to ensure that it meets some of the criteria listed below:

The venue needs:

- To be in a location central to the catchment area of the club.
- To have a large room for activities and meetings
- To have a kitchen area to make drinks and warm food
- To have clean/working facilities such as toilets
- To have access for disabled or wheelchair users
- To have tables and chairs
- To have some outdoor space – it is much nicer to go outside in the summer
- To have outdoor lighting
- To have storage facilities to save using your car! (This is not always possible and in some cases there may be an extra charge)

Most Young Farmers' Clubs meet in a village hall or function room of a public house because they tend to have some, if not all, the features listed above. In some areas it maybe possible to hire the main hall of a school, especially now the government are encouraging schools to be used more by the local community. Having found a venue, check the availability and price.

5.2 When – choosing the day and time

Day

Choosing the day will depend on how often you want to meet, the availability of the hall, volunteers, members, parents and the senior club meeting night. Whilst you will not be able to please everyone, it is worth researching before launching the club night to find out which would be best.

You will also need to decide how often to meet. Some junior clubs meet fortnightly, or every first Monday of the month, etc. Because you and your fellow club leaders are volunteering your time, the frequency of meetings needs to suit you as well as the members. Some clubs find it easier to recruit volunteers for fortnightly meetings as opposed to weekly.

Time

Setting a time to meet will depend on factors including availability of the venue, availability of club leaders, schoolwork

and parents. 7.00 pm is a reasonable time to start with an 8.30 pm finish.

5.3 How – Deciding the opening times and cost

5.3.1 *Opening times*

Deciding in advance whether the club will remain open or close during school holidays and half term will make the club programme easier to manage. Remember, holidays also provide you with the chance to have a break from running the club. If your club is connected to a senior club, your meeting happens to fall during half term and you do not want to close, ask the senior club to run the meeting. This is a very good way of bringing together the two sections of the club and will give members the chance to get to know each other. The junior members are, of course, the future new recruits, so the senior members should invest some time into getting to know the juniors ready for when they move to the senior club.

During the summer holidays, if the juniors are still keen to meet, you could choose to run a couple of events. For example, you may wish to have a trip to a fun park or join up with other junior clubs to have a fun activity day. By providing a couple of activities members are still able to meet up with each other as well as get to know other people from other clubs. During the holidays, it might be possible to change to a later finishing time so that more visits and trips can be made.

5.3.2 *Cost*

The junior membership subscription will vary depending on your county's levy system. Ask your county organiser for advice on the best way to charge members. You could fundraise, apply for grants or charge a weekly rate. You will also need to ensure that you cover the cost of the hire of the venue, refreshments, activities, transport, etc that members take part in. If you are running a special trip, you may want to charge more for that evening e.g. ten pin bowling. You will need to make sure that the programme does not become too expensive for members and parents, otherwise you may end up with only a few members!

6. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We have a duty of care to ensure that YFC members are kept safe from harm at all times during YFC activities.

It is at club level that the majority of interaction takes place between young people and adults as all YFC members participate in club activities. Parents have placed their children in your care and they expect you, as junior club leader, to always act in their best interests.

Therefore, it is essential that junior club leaders are aware of safeguarding issues.

It has been shown that child abusers are often known to the child or young person and are in a position to gain their trust. Because of this, and the way in which YFC organises itself, the Young Farmers' Clubs are the areas of most risk.

As a junior club leader, you will be required to have an enhanced level CRB check carried out which will be arranged through the county office. This is to protect both yourself and the young people.

It is essential that a designated "responsible adult" is identified at each YFC activity at which members under the age of 18 are present – this may or may not be the junior club leader depending on their attendance, but an adult must be clearly identified as taking responsibility for each of the club's activities.

To minimise risk, ensure that the group works as a group, and opportunities for one-to-one contact are kept to a minimum.

6.1 Protecting junior club leaders

- Leaders are at risk of accusations of unacceptable behaviour towards young people.
- Do not rely upon your good name to protect you.
- Do not for one moment believe "it could never happen to me".
- Whilst respecting the need for privacy and confidentiality, try never to be totally alone with a young person. When one-to-one situations are unavoidable, ensure that other adults are close by and are aware of your presence.
- Never engage in inappropriate physical or verbal contact with young people.
- If you suspect that a young person is developing a 'crush' on you, discuss it with other leaders and explore constructive ways of dealing with it in a proper manner.
- Similarly, if you notice one of your colleagues is risking accusations, draw this to his/her attention and suggest they adhere to the guidelines.
- Mixed gender groups (especially residential ones) should always have mixed gender leadership.
- If you are feeling emotionally disturbed, or you feel an abnormal affection for a young person, withdraw from the situation and discuss the matter with a trusted friend.
- Never take chances with young people's safety.
- Be aware that young people can and do fabricate stories that can place you in a bad light. Do not allow circumstances to develop where a young person's story can be given additional credence.

6.2 Transporting younger members

Transport is another potential area of concern. The nature of YFC is that older members help younger members and often do this by providing lifts for younger members to enable them to attend Club meetings and events. It is appropriate for Clubs to review their transport arrangements at regular intervals to ensure that any potential risk is minimised. Examples of such action could include:

1. by the parents / guardians of younger members signing their consent to transport being provided by YFC members – It is good practice for the parents / guardians to be introduced to the driver(s).
2. by involving parents / guardians in transport duties;
3. where possible it is good practice for there to be 2 adults in the car when younger members are being transported. Where this is not possible, point 1 above should apply.

It is also important that parents know of the travel arrangements including time, venue of drop off and pick up point. If transport is to be provided from door to door i.e. from the home to the YFC venue and back to the home – younger members should not be dropped off elsewhere without the consent of the parents. NFYFC has written guidance (PG 063) on motor insurance and is available from NFYFC.

6.3 Parental consent forms

The parent or guardian of every member under the age of 18 years **must** sign a consent form for their child to participate in YFC activities.

- The purpose of the consent form is to ensure that the parent knows the details of the times, location and cost of the event planned.
- It tells them who is in charge of the event and gives a contact phone number.
- The form gives the parent the opportunity to inform the event leader about any health or dietary issues.
- The form also enables parents to sign over, if they wish to, responsibility to the event leader should a medical emergency arise.
- It is therefore important that the consent forms are kept up to date with this personal information.
- Junior club leaders must have in their possession the consent forms for members aged 18 and under and the emergency contact forms for those 18 and over at all meetings, trips and events. Emergencies can arise on route to an activity where a member could be taken ill

during the journey or could be involved in a road accident.

6.3.1 *General consent forms*

It is permissible to use a general consent form which covers normal weekly meetings at a set time and place and covering a range of general YFC weekly programme activities which should be notified to the parent either on the form or as an additional document. Such a general consent form could cover a single term or a Club programme year. The general consent form should be completed annually as a minimum requirement.

6.3.2 *Trips and Residential consent forms*

For all other activities and events outside of the regular club programme Trips and Residential consent forms should be used on each occasion.

6.3.3 *Emergency contact and health forms for members aged 18 and over.*

It is good practice for all members and staff to provide Club Officers or Club Leaders with emergency contact details and information about any medical condition that may arise.

6.3.4 *Confidentiality of consent forms*

In all cases, the information provided should remain confidential and kept by the leader of the activity. After the activity, forms should be destroyed using a shredder to protect confidentiality, unless a generic club consent form is being used. If a member ceases to belong to YFC their consent form should also be shredded.

6.3.5 *Club records*

It is essential that each club maintains a record of its members and that such a record is readily available at Club meetings or activities should an incident arise. Simply filing parental consent forms in a folder and nominating a Club Leader to ensure that the folder is taken to a meeting can achieve this.

Appendix A and B contain information about what to do if a young person wants to talk to you in confidence and examples of parental consent forms.

For further information regarding child protection, please refer to the Safeguarding Children and Young People Policy available from NFYFC or your county office. It is advisable for all clubs to adopt their own policy.

7. ESTABLISHING GROUND RULES AND MANAGING BEHAVIOUR

To make members and junior club leaders aware of what is and is not acceptable behaviour, it is important to set some realistic ground rules. You may wish to set these in advance, or ideally you will spend the first 5 minutes of a meeting asking the young people to help set the rules which would remain throughout the year. If the members are involved in the process they are much more likely to take ownership of the decisions and abide to them. It is also a way of ensuring the members are aware of them.

Your club may wish to include ground rules regarding:

- Smoking
- Antisocial behaviour
- Drugs and alcohol
- Bad language
- Dishonesty
- Bullying
- Discriminatory behaviour

Once agreeing on the ground rules, you need to be clear between yourselves as junior club leaders about how the rules will be enforced. Once agreed, this then needs to be carefully explained to the members. For example, will the member be banned from the club, will the parents be informed, will the member pay for any damage etc. All these factors need to be clarified. NFYFC have produced a paper on 'Standards of personal behaviour' available from your county office. Your county organiser may also be able to provide you with information regarding the county federation's policy which you could adopt or amend as appropriate.

8. HEALTH AND SAFETY

It is vital, if we are going to provide opportunities for "fun, learning and achievement", that the activities we do are safe and that any risks to members and supporters are minimised.

YFC has a duty of care to all members, volunteers, staff, helpers, supporters and the general public that they are protected from risk as much as is reasonably practicable.

Always ensure that there is a first aid kit available at each activity/ club meeting and that one of the junior club leaders in attendance has received first aid training.

Always ensure that the junior club leader or club leader in charge of the meeting carries a mobile phone in case of emergencies.

Always carry out a risk assessment. The junior club leader will need to carry out risk assessments on all activities.

The aims of carrying out a risk assessment are to make sure that no one gets hurt or becomes ill during a YFC activity or event; and that the YFC insurance policy is active.

8.1 The five steps to Risk Assessment

Step 1 – look for the hazards. Identify all the hazards and list them. Ask members what they think as they may have noticed something you have missed.

Step 2 – Decide who might be harmed and how. This might include members, parents, guest speakers, club leaders, county officers and anyone who might be involved with the activity. Write them down and include the possible ways in which they could be harmed.

Step 3 – Evaluate the risks and decide whether existing precautions are adequate or whether more should be done. Consider each hazard identified and list precautionary measures which will lower the risk to the people you have identified.

Step 4 – Record your findings. Complete a risk assessment form and keep it in a safe place. You will need to show that a proper check has been made, that you know who might be affected, that you have dealt with minimising hazards and that the remaining risk is low. Make sure everyone is aware of the hazards.

Step 5 – Review your risk assessment and revise it if necessary.

For further information, refer to the NFYFC Health and Safety policy which provides guidelines on health and safety issues with risk assessments for a variety of events, or contact your County Office. Copies are available from www.nfyfc.org.uk. An example risk assessment form can be found in appendix C .

9. **INSURANCE**

NFYFC arranges insurance for all Clubs, Counties and Areas through the NFU Mutual in the form of a global policy. This policy covers the following areas:

Public/products liability	Trophies
Employers liability	Hired buildings
Fidelity guarantee	Motor liability (off road)
Money	Liability (road use)
Office contents	Damage to farm premises
Borrowed/hired livestock	Personal accident insurance for

Borrowed/hired vehicles, machinery and equipment Travel (optional) Personal accident	YFC staff Personal effects of staff, judges and stewards
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Copies of the concise policy are available from your county office, NFYFC or the NFYFC website www.nfyfc.org.uk. It is important that you obtain a copy of the insurance policy to check what is and isn't insured or if notification to NFU Mutual is required. First aid cover may also be a requirement for some competitions and activities as an insurance requisite.

10. NEW MEMBERS

Members join YFC for a whole host of reasons, but the greatest attractions are the opportunities to make new friends, develop a dynamic social life, learn new skills and take part in a national and county competitions programme.

10.1 Recruitment

Involving the current members in recruitment is essential. Junior members can help with the recruitment campaign, learn how to recruit in a successful way, gain a sense of belonging and ownership of their club and reap the feeling of achievement when new members arrive.

Junior members can help in the following ways to attract new members. They can:

- Spread the word to other young people
- Bring a friend to a meeting
- Design posters
- Help make leaflets
- Put together pictures, poems, quotes to be used on display boards
- Help design a club website
- Appear in the local paper
- And help organise open meetings

For more detailed information about how junior members can be involved in the process and where to recruit, refer to the NFYFC Recruitment and Retention Guide available from www.nfyfc.org.uk or your county office.

10.2 Care of new members

It can be very daunting going to a club meeting for the first time. Remember to welcome new members, tell them your name and introduce them to the rest of the members. You may wish to speak to the regular members beforehand and ask them to take responsibility for welcoming new members and inviting them to join in.

11. CLUB PROGRAMME

The club programme is key to attracting and maintaining members. It should meet young people's needs and interests and reflect the organisation's values and purpose. Ten reasons why your club needs a club programme includes:

1. To attract members to join
2. To encourage members to attend
3. To cater for members' needs and interests with a variety of activities and topics
4. To learn about new subjects and develop new skills
5. To keep the club alive and interesting
6. To keep members connected with YFC activities outside your own club
7. To inform members about what is happening in the club where and when
8. To inform members about other clubs, County and National events
9. To help with the organisation and structure of the meetings
10. To get to know the local area and people through visiting places/trips.

The junior club programme needs to be produced well in advance of the meetings so that members and parents know exactly what is happening, where and when. It is best to try and produce one programme per term.

When planning the programme try to involve everyone! Whilst the organising will probably be left to you and the club leaders, everyone can be involved with generating ideas. It is especially worth contacting your county organiser as they may have a list of contacts that other junior clubs have used. If not start your own as it may become a useful resource for future junior clubs in your county and to refer back to in a few years' time.

The club programme should be fun and contain a balance between social, educational, rural, agricultural and developmental.

NFYFC has produced a 'Club Programming Pack' which contains hundreds of useful ideas and contact information. The club programme section of the 'Pick and Mix Guide to Working with Junior Members' also includes many ideas. (Both packs are available from NFYFC or can be downloaded from www.nfyfc.org.uk).

12. COMMUNICATION

Communication is a two-way process which may involve written words, verbal and non-verbal methods of communicating, or a combination of all three. Communication not only includes talking but also listening.

Listening is one of the key skills of a junior club leader. We are all guilty of listening but not intently enough to actually hear what message is being given whether it is because we are preoccupied or too busy to comprehend. Listening and hearing are two different things.

Junior club leaders need to develop their listening skills so that they are actively listening to what the member is saying. Junior club leaders are more in a position to help if they can do this.

Easy steps to help you listen effectively:

- Firstly, stop talking. It is difficult to listen and speak at the same time.
- Put the member at ease. Give them space and time to speak their piece. How we look at them, how we stand or sit makes a huge difference.
- Show the member that you want to hear them. Look at them and nod to agree or ask them to explain further if you do not understand
- Remove distractions. Ask other members to wait whilst you speak with the member.
- Empathise with the member, especially if they are trying to tell you something difficult or painful. Try to understand what they are saying from their point of view.
- Be patient. Some members find it more difficult than others to communicate what they mean.
- Watch your emotions, stay calm and continue to listen to what they are saying.
- If you disagree, do not be aggressive or dismissive and make the member defensive as they may not wish to confide in you again.
- Be non-judgemental.
- Ask lots of open-ended questions to explore what they mean and clarify points.
- Repeat some sentences back to the member to help you listen.
- Again, stop talking: "Nature gave people two ears but only one tongue, which is a gentle hint that they should listen more than they talk!"

13. EVALUATION AND EVIDENCE

How can we improve if we cannot access how well we are currently doing? In order to develop it is crucial that we evaluate activities and events as we go along. It is important to recognise what worked well, what didn't and what can be improved so that next time we can do it better. It also forms a good reference guide for potential club leaders and can be shared with other club leaders so that we don't all have to re-invent the wheel hundreds of times.

Examples of evaluation techniques can be found in the "Pick and Mix Guide to Junior Work".

Collecting evidence of the work we are doing is also crucial. We know how good YFC is as an organisation but can we prove it? The answer is "Yes", if we record evidence. This can be in a variety of forms and the members can help with the process as well. It might include taking photos of events and activities, feedback forms, club yearbooks, quotes, reports, certificates... (You will need to check that the parents have signed the parental consent form for allowing photos and videos to be used.) Refer to the working with young people section to ensure your evidence shows the key areas of youth work.

14. FUNDING

Funding is available from a number of sources to help pay for activities. Funding may be received through grants such as 'Awards for All' or through club fundraising. There are a number of local organisations which can help you seek funding for particular projects. When applying for grants, identify the learning outcomes of the projects and make sure they fit in with the grant criteria. Whichever method you choose, contact your county office for further information and advice. Fundraising Guidelines will be available from NFYFC.

15. LINKS WITH THE SENIOR CLUB

It is important that the senior club is aware of what the junior club is up to and that there is some interaction between the two clubs. The senior club officers may wish to attend some meetings so that the juniors get to know some of the senior members. Senior members should be tasked with running at least one club evening a term as well as helping out at junior events.

It is especially important that the older junior members get to know some of the senior members before they move to the senior club. Joining a new club is always very daunting and we must help members with this transition.

At rally time, it is important to remember that the junior and senior are two sections of one club and it is essential that the two sections join together and support each other in preparation and on the day. Having the same club shirt helps unite the club.

16. PAPERWORK

There will be some paperwork to do and it is important to try and keep on top of it. Paperwork tasks will include:

16.1 Accounts

An accurate set of accounts must be kept and submitted to the senior club and county office at the year-end in time for the both the senior and junior club AGM (unless the junior club has its own constitution). They must be independently examined. It is, therefore, important to keep a simple accounting system to record income and expenditure. A Club Officer profile for a Treasurer is available from NFYFC which should be followed.

16.2 Calendar

It is essential to keep an up-to-date calendar to include school holidays, half terms, the club's events, county events and competitions. This will ensure that you are aware of important dates and can plan in advance of events.

16.3 County Competition Entry Forms

These will be sent to you in advance of a competition. It is essential to complete these and return as required. You will want to keep a set for your files to remember who has entered what. The county office will either provide parental consent forms for the activity or expect the club to provide consent forms for that competition. It is important to clarify how your county office plans to administer the process. Transport arrangements will need to be in place to ensure members can get to and from the competition.

16.4 Correspondence

A simple system for filing relevant correspondence is helpful. This may include information from County Office, members, NFYFC, speakers, visits or other organisations. It is also helpful to keep a record of the thank you letters sent to guest speakers.

16.5 Membership forms

A potential member can attend a couple of meetings to decide whether Young Farmers is right for them. When a member wants to join YFC it is important to get them to complete a membership form **and for the parent to sign it**. Find out from your county office what the correct procedure is for registering new members and distributing membership cards as this varies from county to county. You do not have to wait until the 1st September to sign members up again, this can be done in advance.

16.6 Parental consent forms

Refer to Child Protection section.

16.7 Register

It is important to keep an up-to-date register of attendees at every club meeting and event which takes place. It is essential in case of an emergency – such as a fire. It also provides a good record of who has attended. It will identify those who miss meetings and you may wish to contact the parents if they miss a number to establish why they are no longer attending.

16.8 Risk Assessments

Keep a simple file of completed risk assessment forms.

16.9 Trophies

If your club gives out awards and trophies throughout the year, it is worth keeping a record of who has been given which trophy/award by using a trophy receipt form. This will help keep track of who has what, especially when they need to be collected in readiness for the following year. It is also useful for junior club leaders to know which members have gained awards/certificates and who has not so that club leaders can help and support those who have not had an award to achieve one. Each club trophy should be photographed and valued for insurance purposes.

17. TRAINING

Training in youth work is available locally arranged through the youth service, Children's Trust or voluntary sector. This training will help you understand how we work with young people and develop your skills.

For further information contact NFYFC or your county organiser.

18. WORKING WITH YOUNG PEOPLE - YOUTH WORK VALUES IN YFC

18.1 Participation

YFC encourages young people to participate in a variety of opportunities which they might not necessarily be able to access outside YFC. Through member involvement, a club programme caters for a variety of interests and needs to help encourage young people to develop skills which can be used in later life. One of YFCs' strengths is that of diversity of opportunities and activities that are available to members. YFC recognises that members' level of participation varies from attending a meeting to running a club and junior club leaders should aim to work with individuals to develop them to their full potential. (see Appendix c)

18.2 Education

Through a diverse programme, members have the opportunity to try new experiences and learn new skills. Informal learning is central to YFC. Young people should be allowed to gain personal independence. They start by gaining responsibility for themselves, then their decisions, gradually increasing to a point where they have responsibility for others and the club. Junior club leaders help members through this transition.

18.3 Equal Opportunities

YFC is committed to ensuring that no member is treated unfairly because of class, age, disability, socio-economic background, health, sexual orientation, religious or political belief, gender or ethnicity. Attitudes, behaviour and language that are discriminatory will be challenged in a positive manner, which informs young people and encourages them to appreciate their own and each other's culture, history and religion.

Young people should be offered the opportunity to try out new experiences, through a well-balanced club programme, which are not those that are traditionally offered to that particular group.

18.4 Empowerment

Junior Club Leaders should ensure that members are able to be involved in the decision-making process regarding their club. This means that Junior Club Leaders should work with members to develop their skills. This may include letting members hold club officer positions, encourage members to take an active role in club programming and decision making. In some cases, the junior club is a stepping-stone to the senior club so we should prepare junior members for the transition.

18.5 Every Child Matters

The government's current youth agenda focuses on five outcomes that young people and children have identified for their well-being. They are: Be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being.

These five outcomes fit extremely well with YFC. For example:

Be healthy – YFC encourages members to participate in active activities and sports for example learning basic cookery skills for the competitions programme. There are lots of club programme ideas that help meet this outcome and if you can

prove that your Young Farmers' Club are doing so, it will help the club and County Federation in seeking grants.

Stay safe – Whilst, junior club leaders have a key role to ensure that members are safe during their time in YFC, this is also about providing members with information and advice on issues such as personal safety, relationships, alcohol and drugs. Many of these subjects can be included in the club programme or discussed informally.

Enjoy and achieve – YFC provides so many opportunities for junior members to enjoy and achieve and it is essential that young people are praised when they do well something out of the ordinary. This could be from something small, such as good behaviour at a meeting, to doing well in an activity. The way in which you recognise members achievements will also vary. You may wish to say something one-to-one (praising good behaviour) or in a group setting (winning a competition).

Making a positive contribution – Community Challenge, fundraising, environmental projects, community projects...the list goes on. Young people love to get involved in a project and this is a great way to involve all members and get some team spirit. With careful planning, the community or fundraising project can reap rewards for young people. They may get media attention as well as recognition from the County FYFC and external youth organisations. For more information download the Community Challenge Pack from www.nfyfc.org.uk, contact NFYFC or speak to your county organiser.

Achieve economic well-being – Again junior members will have important decisions to make concerning which school subjects to choose and which career path to follow. This can be a very difficult time for junior members and they may ask you to help them find out further information. The club programme could include a session on career choices to help the older junior members with their decisions as sometimes young people feel more able to talk about things in an environment away from school and in front of different people.

In addition, YFC can provide fun activities to boost members' confidence, such as public speaking workshops, CV workshops and practice interviews. This can be good fun when members are left to interview one another!

Remember to evaluate and evidence it, it will help you and others see how well the club is doing!

APPENDICES

APPENDIX A

If a young person wants to talk in confidence

1. Accept what they say, keep calm and give your undivided attention.
2. Do not promise confidentiality- tell them you may need to tell someone else.
3. Reassure them that you will not blame them, be shocked or judgmental.
4. Recognise their fears and feelings - they may have been threatened and not be telling you all they know.
5. Reassure them that they were right to tell you.
6. Discuss the options with them and agree a future action.
7. Make notes as soon as possible. Record dates and times of events and keep a handwritten record (typed ones can be changed).
8. Never physically examine a young person except in an emergency, e.g. an accident or to prevent immediate worsening of a condition.
9. In this case, always have another person present. (Rule of thumb - an examination starts when clothing is removed and the body is felt for signs of injury. A peep down a child's collar to spot signs of injury to neck or back would be observation rather than examination). If in doubt - leave well alone
10. Never push for information. Leave this to a practitioner skilled in asking such questions and aware of the sensitivities required in evidence gathering.
11. Always seek professional help with speed and in the best interests of the child.
12. Where a parent is not implicated, involve them as early as possible. If you return a child to a parent's care and fear that the allegations may go unreported, seek immediate professional advice from Social Services.
13. Have the 'Childline' number on display so that a worried child can ring this if they prefer.

(APPENDIX B) XXX AND DISTRICT YOUNG FARMERS' CLUB – PARENTAL AND MEDICAL
CONSENT FORM FOR **CLUB MEETINGS**



VENUE: **XXX** DATE(s): **XXX** TIME: **XXX**

Name of Club/Organisation:

Name of Participant:

Address:

Telephone: Age: Date of Birth: Male / Female

Two responsible adults who can be contacted in an emergency:

Name 1: Address:

Telephone (home): (work): (mobile):

Name 2: Address:

Telephone (home): (work): (mobile):

MEDICAL HISTORY

Name of Doctor: Address:

Telephone:

Have you ever suffered from any of the following conditions?

Diabetes, Asthma, Migraine, Epilepsy, bad period pains or any other illness

YES / NO If yes, give details

Are you allergic to anything (e.g. antibiotics, penicillin, elastoplast, aspirin or any such medicines, any particular food etc.)?

YES / NO If yes, give details

Are you receiving any medical treatment or on any prescribed medication?

YES / NO If yes, give details

Details of any medication to be taken, include frequency and any relevant side effects?

Do you have any disabilities? YES / NO If yes, give details

Do you have any other special needs? (dietary, wheel chair access)

F YOU ARE UNDER 18 YEARS OF AGE PLEASE GET A PARENT/GUARDIAN TO SIGN THE FOLLOWING DECLARATION:

I have read and understood the *attached club programme* and hereby give my consent forto take part in this/these events. I understand that the insurance policy is made available to me *via the County Office* or NFYFC website and understand the extent and limitations of the insurance cover provided.

Signature of Parent/Guardian: Date:

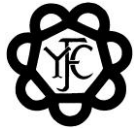
The above medical information is correct as far as I know. In the event that I cannot be reached in an emergency, I hereby give my permission to the physician, selected by the *chairman/club leader* acting on behalf of the club to hospitalise or treat my son/daughter, including proper anaesthesia, injection, or surgery.

Signature of parent/guardian: Date

Under the Data Protection Act 1998 we need to obtain your consent before photographing your son/daughter. We therefore ask your consent for still photographs to be taken of your son/daughter either by XXX Young Farmers Club for use within displays, the website or for marketing and advertising purposes, in addition local press may also photograph participants on occasions. I also consent for photographs to be used in publicity and marketing for NFYFC.

I offer / do not offer consent (delete as appropriate): Signature Date

(APPENDIX B) **XXX AND DISTRICT YOUNG FARMERS' CLUB – PARENTAL AND MEDICAL
CONSENT FORM FOR A RESIDENTIAL**



Residential details:

Address:

Dates:

Departing from: At:

Returning to: At:

Members of YFC hope to take a group of young people to XXX as described above. If your daughter/son would like to take part in the outlined activities, please fill the permission slip at the bottom of this form and return it to your club leader by:

The cost, which includes transport and equipment hire will be:

The following clothing/equipment will be needed:

In an emergency the club leader can be contacted on: Or

Name of Participant:

Address:

Telephone: Age: Date of Birth: Male / Female

Two responsible adults who can be contacted in an emergency:

Name 1: Address:

Telephone (home): (work): (mobile):

Name 2: Address:

Telephone (home): (work): (mobile):

MEDICAL HISTORY

Name of Doctor: Address:

..... Telephone:

Have you ever suffered from any of the following conditions? Diabetes, Asthma, Migraine, Epilepsy, bad period pains or any other illness

YES / NO If yes, give details

Are you allergic to anything? (e.g. antibiotics, penicillin, elastoplast, aspirin or any such medicines, any particular food)

YES / NO If yes, give details

Are you receiving any medical treatment or on any prescribed medication?

YES / NO If yes, give details

Details of any medication to be taken, include frequency and any relevant side effects?

Do you have any disabilities? YES / NO If yes, give details

Do you have any other special needs? (dietary, wheel chair access)

IF YOU ARE UNDER 18 YEARS OF AGE PLEASE GET A PARENT/GUARDIAN TO SIGN THE FOLLOWING DECLARATION:

I have read and understood the *attached itinerary* and hereby give my consent for to take part in this/these events. I understand that the insurance policy is made available to me *via the County Office* or NFYFC website and understand the extent and limitations of the insurance cover provided. I understand that while the adults in charge of the party will take all reasonable care or the young people, they cannot necessarily be held responsible for any loss, damage or injury suffered arising during or as a result of the activity.

Signature of Parent/Guardian: Date:

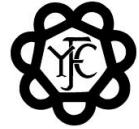
The above medical information is correct as far as I know. In the event that I cannot be reached in an emergency, I hereby give my permission to the physician, selected by the *chairman/club leader* acting on behalf of the club to hospitalise or treat my son/daughter, including proper anaesthesia, injection, or surgery.

Signature of parent/guardian: Date:

Under the Data Protection Act 1998 we need to obtain your consent before photographing your son/daughter. We therefore ask your consent for still photographs to be taken of your son/daughter either by XXX Young Farmers Club for use within displays, the website or for marketing and advertising purposes, in addition local press may also photograph participants on occasions. I also consent for photographs to be used in publicity and marketing at NFYFC.

Signature of parent/guardian: Date:

(APPENDIX B) **XXX AND DISTRICT YOUNG FARMERS' CLUB – PARENTAL AND MEDICAL
CONSENT FORM FOR A TRIP**



Trip details:

Address:

Dates:

Departing from: At:

Returning to: At:

Members of YFC hope to take a group of young people to XXX as described above.

If your daughter/son would like to take part in the outlined activities, please fill the permission slip at the bottom of this form and return it to your club leader by:

The cost, which includes transport and equipment hire will be:

The following clothing/equipment will be needed:

In an emergency the club leader can be contacted on: Or

Name of Participant:

Address:

Telephone: Age: Date of Birth: Male / Female

Two responsible adults who can be contacted in an emergency:

Name 1: Address:

Telephone (home): (work): (mobile):

Name 2: Address:

Telephone (home): (work): (mobile):

MEDICAL HISTORY

Name of Doctor: Address:

Telephone:

Have you ever suffered from any of the following conditions? Diabetes, Asthma, Migraine, Epilepsy, bad period pains or any other illness

YES / NO If yes, give details

Are you allergic to anything? (e.g. antibiotics, penicillin, elastoplast, aspirin or any such medicines, any particular food)

YES / NO If yes, give details

Are you receiving any medical treatment or on any prescribed medication?

YES / NO If yes, give details

Details of any medication to be taken, include frequency and any relevant side effects?

Do you have any disabilities? YES / NO If yes, give details

Do you have any other special needs? (dietary, wheel chair access)

TRAVEL

I am happy for my child to be transported by a member of XXX YFC of either sex to and from club visits and events if this was necessary. YES/NO

IF YOU ARE UNDER 18 YEARS OF AGE PLEASE GET A PARENT/GUARDIAN TO SIGN THE FOLLOWING DECLARATION:

I have read and understood the *attached itinerary* and hereby give my consent for to take part in this/these events. I understand that the insurance policy is made available to me *via the County Office* or NFYFC website and understand the extent and limitations of the insurance cover provided. I understand that while the adults in charge of the party will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss, damage or injury suffered arising during or as a result of the activity.

Signature of Parent/Guardian: Date:

The above medical information is correct as far as I know. In the event that I cannot be reached in an emergency, I hereby give my permission to the physician, selected by the *chairman/club leader* acting on behalf of the club to hospitalise or treat my son/daughter, including proper anaesthesia, injection, or surgery.

Signature of parent/guardian: Date:

Under the Data Protection Act 1998 we need to obtain your consent before photographing your son/daughter. We therefore ask your consent for still photographs to be taken of your son/daughter either by XXX Young Farmers Club for use within displays, the website or for marketing and advertising purposes, in addition local press may also photograph participants on occasions. I also consent for photographs to be used in publicity and marketing at NFYFC.

Signature of parent/guardian: Date:

RISK ASSESSMENT (APPENDIX C)

A Risk Assessment is a careful examination of what could cause harm to people so that a judgment can be made as to whether enough precautions have been taken or whether more should be done to prevent harm. The key judgment is whether a hazard is significant and whether the precautions taken make the risks small. There are five steps to follow:

- Look for Hazards** – look for significant hazards that could result in serious harm. Ask other people in the setting for their views and for information about hazards they have noticed;
- Decide who might be harmed and how** – consider everyone who may be in the setting, including volunteers, members, the general public and guests;
- Evaluate the risks and decide whether existing precautions are adequate or whether more should be done** – Look at ways of removing the hazard or, if this is not possible the ways of controlling the risks.
- Make a record of your findings** – A blank standard form is overleaf
- Review assessments and revise if necessary** – it is good practice to review the risk assessments in order to check whether procedures are still effective. A new risk assessment will be needed for any major changes which introduce other significant hazards into the setting, for example, if outdoor activities are introduced or major new equipment is purchased.

Precautionary measures can be taken to reduce risk and prevent accidents:

Electrical

- Have all your electrical equipment been checked in the last year by a qualified electrician?
- Do all members know where the fuse box is located?
- Are there unsafe trailing wires?
- Make sure sockets are not overloaded with the amount of equipment.
- Make sure electrical items are switched off at the end of the night. Who is responsible for this?
- Make sure plug sockets are safe and not over heating.
- Make sure all members are informed about how to use electrical items.
- Remember to turn off lights and heaters at the end of the night.

First Aid

- Is the first aid box complete and contents still in date?
- Make sure you have a list of first aiders in your group.
- Make sure you have a procedure in place in case of an accident and that all members know it.
- Make sure you have a list of emergency contact.
- Make sure you have an accident book.

Fire

- Fire extinguishers must be checked on a regular basis.
- Make sure you have written fire instructions.
- Make sure you have regular fire drills.
- Make sure everyone knows what the fire alarm sounds like and knows the drill.
- Do you have a No Smoking Policy?

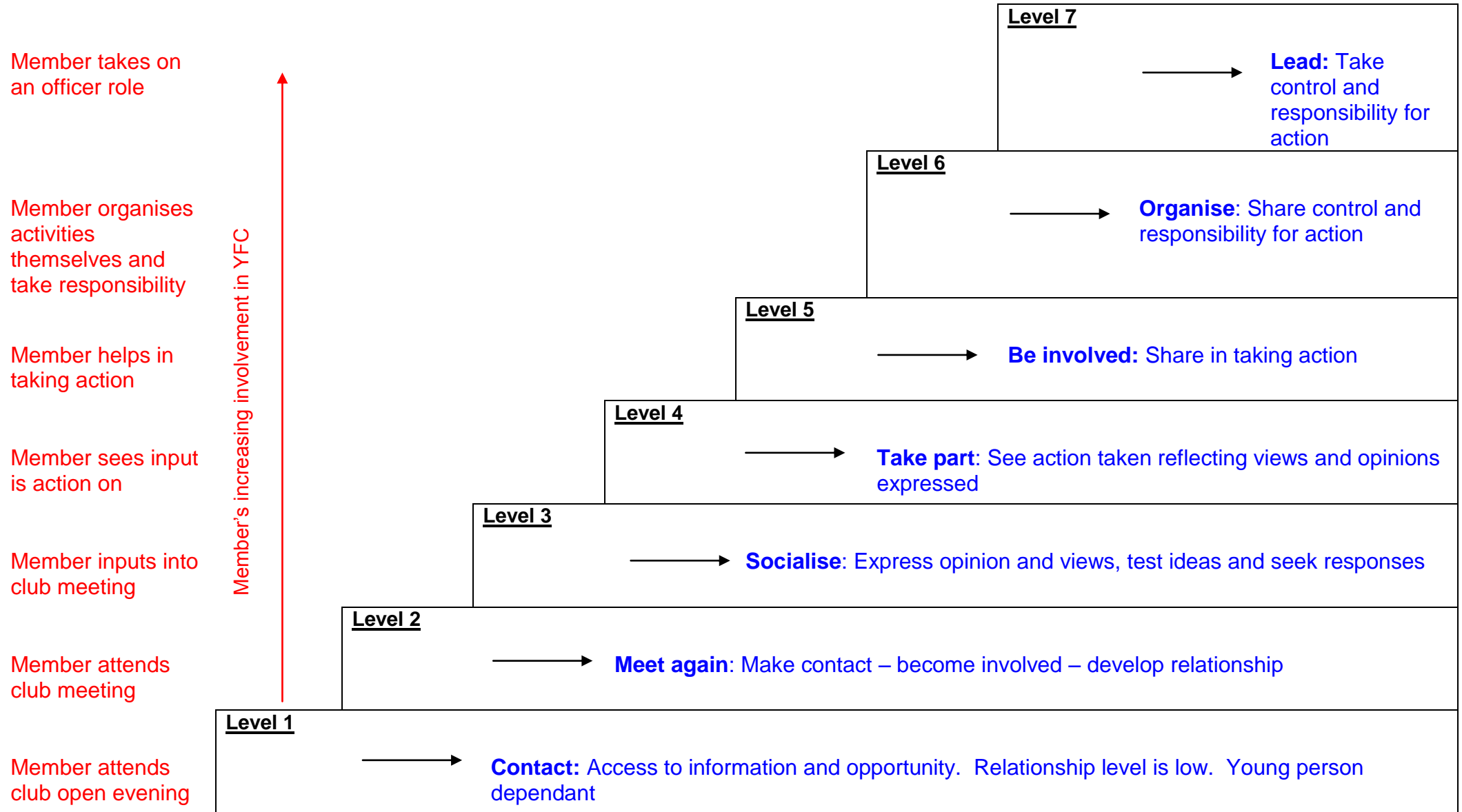


Risk Assessment Template (APPENDIX C)

Risk Assessment For (specify event/ venue):		Date Assessment Undertaken: By:	Assessment Review Date:	
List Significant Hazards	List groups of people who are at risk from the significant hazards identified	List existing controls. List risks which are not adequately controlled and the action needed	Action taken and by whom	

APPENDIX D

Ladder to Participation adapted for Young Farmers Clubs'



National Federation of Young Farmers' Clubs

YFC Centre

10th Street

Stoneleigh Park

Kenilworth

Warwickshire

CV8 2LG

Tel: 02476 857200, Fax: 02476 857229

Email: post@nfyfc.org.uk, Website: www.nfyfc.org.uk