

YFHS Student Helpers Procedure

Agreed On: 18/04/26 (last updated by Alex)

To be reviewed on/around: Residential Meeting, Spring 2027

Recruitment

Safer recruitment procedures will be followed, in line with the most recent advice from Quakers in Yorkshire, in the process of recruiting Student Helpers.

During participants' final year (A-group) at YFHS, the staff team (via staff-student helper liaisons) speaks to them as a group about the student helper role. The student helper role is explained to them, the timeline for student helper applications and the DBS process are explained.

At a staff meeting the list of potential first and second year student helpers is discussed. Staff members can raise any concerns they may have regarding participants' suitability for the role and ensure those who are asked to return are capable of fulfilling the duties (refer to student helper job description).

In the event that staff express doubts about an individual's suitability for the role, they may take the opportunity to meet with the young person (in person, or online) to discuss the role in more detail.

On applying for the role, student helpers agree to abide by the code of conduct set out by Quakers in Yorkshire.

A comprehensive guide to being a student helper will be distributed to incoming student helpers to give comprehensive details about the role that must be performed.

An online meeting of student helpers is arranged, prior to Holiday School (late spring/early summer) to ensure that important information has been effectively communicated, that any questions can be asked and answered, timely reminders can be given about completing the DBS process and safeguarding training.

Safeguarding

All student helpers are DBS checked and are given safeguarding training before Holiday School begins. A further safeguarding discussion makes up part of the first weekend of HS. During the week, student helper representatives attend daily meetings with the staff members to ensure any safeguarding concerns can be raised formally and in a timely fashion.

As of 2024, online safeguarding training must be completed by all staff and student helpers before the event. Student helpers will be notified of this training prior to applying to Holiday School, and a link to the training will be sent thereafter.

Staff/Student Helper Liaison

A minimum of two staff members act as liaisons with the student helper group. They support the student helpers throughout the week, providing guidance about their responsibilities, answering questions, and helping with any difficulties with the group dynamic. The staff-student helper liaisons will play a role in ensuring that student helper meetings are well run and inclusive.

The staff as a whole will work closely with the student helpers throughout the week to check they are able to fulfil the role. **Any concerns the staff have about an individual student helper (e.g. how they are getting on in the role, social/emotional) will be addressed at the earliest opportunity and support given to help them. If their behaviour is related to a safeguarding concern then the safeguarding policy will be followed and they may be asked to leave.**

If it is felt that a student helper has not met the requirements for the role, despite being supported by staff, they may not be invited back for a subsequent year. This will be discussed at a staff meeting following Holiday School.

Midweek check-ins

During Holiday School, staff members will conduct a 'check-in' conversation with each student helper in their respective nest group. The purpose of this is to help address any issues that student helpers may be having in the role, and to promote good communication between staff and student helpers.