



Warwickshire Pride

Registered Charity Number: 1162449

A Guide to Running Warwickshire Pride Groups

Introduction

Warwickshire Pride runs a variety of support groups and social activities (referred to as groups from now on) for the benefit of LGBT+ people in Warwickshire. This guide provides an overview of the dos and don'ts of running the groups, plus a safety guide for group facilitators.

Some of the groups provide advice, guidance and support to attendees. Some groups are purely social, with a support element available when required. The thing that all groups have in common is that they provide a vital outlet for LGBT+ people to express who they are and be their authentic selves in a safe, welcoming, inclusive, accessible environment. For many attendees, the groups are a lifeline and the only time they come into contact with other LGBT+ people.

Many of the people who attend the groups are vulnerable and/or experience mental health issues. Additionally, there is a risk that groups could be targeted by homophobia, biphobia, transphobia, and other forms of hate due to the nature of the groups. This places a responsibility on those who facilitate the groups. Therefore, it is important that the groups are run in line with this guide, which has been created to provide structure, clear guidance, and to boost confidence in those who facilitate the groups.

Dos

- If the group is running face to face, make sure you are aware of the venue and space the group is meeting in. You may wish to visit the venue before your first group session in order to determine where it is and how long it will take you to get there. Please email info@warwickshirepride.co.uk if you require assistance with this. However, you will be provided with clear information regarding the venue and group timings before your first session. There may also be another facilitator assigned to support you on your first session.
- If the group is running online, make sure that Warwickshire Pride's Zoom account is used to run it. The Zoom account login details will be provided to you directly if the need for you to hold those details arises. Please seek guidance by emailing info@warwickshirepride.co.uk if you are unsure of how to use Zoom.
- Ensure you have read and understood any information provided to you about guests attending the group or specific activities taking place. This information will be communicated to you prior to the guest attending or the activity taking place.
- Ensure that you are familiar with the group venue's policies and procedures. Although Warwickshire Pride has its own policies and procedures, some venues have their own set of policies and procedures. If that is the case, the

information will be communicated to you in advance of your first session and made available to you when the need arises.

- Familiarise yourself with Warwickshire Pride's Safeguarding Policy and understand your role in relation to safeguarding.
- Report any safeguarding concerns or problems arising at the group immediately to Daniel Browne (Chair) on **07816181428**.
- Ensure that when the group begins, attendees are informed of any guests that are attending and the topic the guest will be discussing. Then provide attendees with the opportunity to consent to that discussion taking place or give them the choice to leave the group or abstain while the discussion is taking place. This information will be communicated to you prior to the guest attending.
- Ensure that when the group begins, any engagement work that Warwickshire Pride is carrying out at the group is explained to attendees. Then provide attendees with the opportunity to consent to that engagement taking place or give them the choice to leave the group or abstain when the engagement is taking place. This information will be communicated to you prior to the engagement work taking place.
- Ensure that when the group ends, details of any guest attending next time or engagement taking place is explained to attendees, making sure that information on the subject matter is supplied. Then provide them with the opportunity to consent to the guest attending or the engagement taking place. If anybody does not consent, explain that they do not have to attend next time but that you will feed this back to Warwickshire Pride's board of trustees so their concerns can be heard. Please then email **info@warwickshirepride.co.uk** to disclose that someone or some people does not consent to a particular guest or activity, plus the reason why.
- Ensure that when the group ends, if the group is taking place face to face, that it is made clear to attendees that the group has ended. Sometimes attendees remain at a venue to continue chatting. That is ok if the group has taken place at a public venue (a café, for example), but it must be clear that the group is not continuing beyond its finish time and that Warwickshire Pride or any of its representatives are not responsible for discussions that take place beyond the finish time or any incidents that occur. If the group has taken place at a private venue (a community centre, for example), all attendees must leave the venue when the group finishes.
- Ensure that when the group taking place on Zoom ends, the Zoom session is closed.
- Provide feedback on how the group went to Daniel Browne (Chair) by email at **info@warwickshirepride.co.uk** and any other trustee, employee, or volunteer involved in facilitating the group if there is anything that you feel is worth mentioning.
- Contact Daniel Browne (Chair) on **07816181428** after every session to inform him that the group has ended and everyone (including you) has left safely. If there is more than one person running a group, decide between you who will contact Daniel on everyone's behalf.
- Whether in-person or on Zoom, in the event that an incident arises during the delivery of a group session, an incident form must be completed as close to the event as possible and sent by email to **info@warwickshirepride.co.uk**. [A](#)

[copy of the incident form can be downloaded by clicking here](#). An incident could be identified as any of the following. However, err on the side of caution and capture any details of concerning, inappropriate or challenging behaviour that has required your intervention.

- Homophobia, biphobia and/or transphobia
 - Sexual harassment
 - Sexism
 - Racism
 - Ableism
 - Any and all other forms of hate and/or discrimination
 - Self-harm
 - Verbal abuse
 - Violence
 - All other forms of bullying and/or abuse
- Adhere to all other relevant Warwickshire Pride policies. These are provided when joining the charity as a trustee, employee or volunteer, and are accessible on Google Drive, with the link being provided when joining the charity. Policies are renewed annually as a minimum requirement, or when the need arises, and it will be communicated when an update has taken place.
 - Seek guidance and/or clarification from Daniel Browne (Chair) by email at **info@warwickshirepride.co.uk** if you are unsure about anything at any point. It is better to ask for help than to worry about getting things right or wrong.

Don'ts

- Don't ignore the dos.
- Never promise to keep secrets as you may need to disclose a safeguarding concern. Please refer to Warwickshire Pride's safeguarding policy for advice on how and when to make a disclosure.
- Do not provide responses to questions or incidents on behalf of Warwickshire Pride. Instead, take the question or incident to Warwickshire Pride's board of trustees by emailing **info@warwickshirepride.co.uk** and explain to the group attendee(s) that is what you will be doing.
- Never lone work with a group attendee. If a group attendee wishes to speak privately, two trustees, employees or volunteers must be present. If it is absolutely impossible to have someone else present with you, please inform Daniel Browne (Chair) by email at **info@warwickshirepride.co.uk** that you have needed to lone work with someone and the reason why.

What to Expect from Warwickshire Pride

- Clear information and guidance about group guests, engagement work, discussion topics, and activities planned.

- Where possible, information on upcoming guests, engagement work and discussion topics being provided to group attendees at the previous meeting of the group in order to gain attendee's consent. This is not always possible as sometimes things are arranged at short notice.
- Details of group venue policies provided to all people who are facilitating the group.
- Regular catch ups to discuss how you are getting on in your role and whether any additional support would be helpful. Daniel Browne (Chair) will check in with you by email on a regular basis. Meetings can take place if you wish. Exceptions to this are employees, who will have a monthly meeting with Daniel Browne (Chair), and youth group volunteers, who will attend quarterly meetings with the youth workers in charge of facilitating the youth groups.

Safety While Running Warwickshire Pride Groups

Unfortunately, we are in a climate where hate towards LGBT+ people is rising. Additionally, there have been incidents in which Warwickshire Pride trustees, employees and volunteers have been targeted while running Warwickshire Pride groups. Here is a clear process to follow if there are any incidents of hate while running a Warwickshire Pride group.

1. Do not engage in discussion or any interaction with the person/people.
2. Do your best to move yourself and others away from the person/people.
3. If there is an immediate danger, call **999** and request that the Police attend, regardless of where the group is taking place.
4. If there is not an immediate danger and the group is taking place in a public venue, such as a café, go to the counter and ask for help from the manager. If an incident is happening in their venue, they need to be responsible for handling it.
5. If there is not an immediate danger and the group is taking place in a community centre, ask the person or people to leave. This is the only interaction you should have with them. If they do not leave, close the group and ask that everyone leaves together for safety purposes. If you feel threatened, call **999** and request that the Police attend.
6. If there is not an immediate danger and the situation allows, call Daniel Browne (Chair) on **07816181428** to explain what is happening and seek guidance. If you cannot get through to Daniel, please send a message to him and he will call you back as soon as possible. Follow all the above points unless you are told otherwise.
7. Always complete an incident form and send it to **info@warwickshirepride.co.uk** as soon as possible. [You can download an incident form by clicking on this link.](#)

If an incident occurs, there will be a debrief sometime after the incident in order to assess the response to the incident. At this point, the group facilitator(s) will be offered emotional support and counselling that Warwickshire Pride can assist with accessing.

Remember...

If you are ever unsure about anything, it's better to ask for help than to sit on it and worry. Call Daniel Browne (Chair) on **07816181428** or email **info@warwickshirepride.co.uk** any time you need to.

Last reviewed: January 2026

Next review due: January 2027