



Warwickshire Pride

Registered Charity Number: 1162449

A Guide to Running Warwickshire Pride Youth Groups

Introduction

Warwickshire Pride runs a variety of support groups and social activities for the benefit of LGBT+ people in Warwickshire. This guide provides an overview of the dos and don'ts of running the Proud Youth groups, plus safety information for group facilitators.

Proud Youth is a series of LGBT+ youth groups across Warwickshire that provide a safe, social meeting space for LGBT+ young people aged 12 – 18 to be themselves, express who they are, explore their identity, meet other LGBT+ young people, and receive support if required.

Many of the young people who attend the groups are vulnerable, disadvantaged, and/or experience mental health issues. There is also a risk of groups being targeted with 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.
- 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.
- 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**. You should also complete a safeguarding form, which is available on the youth group laptop at each youth group session.

- 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 before 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 ends, if the group is taking place online, that the Zoom session is closed.
- Provide feedback on how the group went via the Proud Youth Mentors Whatsapp group chat. Additionally, you may want to provide feedback 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.
- 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, 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, youth workers 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.

Procedure When New Young People Join the Group: In-Person Groups

- If the group is running face to face, the young person must complete a registration form and a safeguarding form, ensuring that safeguarding is explained to new young people at this stage. The forms are stored on a Warwickshire Pride laptop. The laptop is kept by one of the youth workers and it should be a youth worker who goes through the forms with new young people.
- The completed registration form and safeguarding form must be saved on the laptop and also emailed to Daniel Browne (Chair) at **info@warwickshirepride.co.uk** for electronic storage on Warwickshire Pride's Google Drive.
- You should also provide new young people with a copy of the group rules and contact details for the group. These documents can be found in the group folder at each venue. Make sure that the rules are explained.
- If any young person does not want to complete a registration form, explain to them that it is mandatory and reassure them that only youth workers, volunteers and trustees of Warwickshire Pride will see their information.
- If a young person refuses to complete a registration form in full, it must be explained to them that they cannot attend the group until they complete the form properly. If they still refuse, they must be asked to leave and only return when they are ready to complete the form in full. Please do not bend this rule to be nice to a young person. This rule exists for safeguarding purposes.

Procedure When New Young People Join the Group: Online Groups

- If the group is running online via Zoom, invite the new young person to a breakout room with two youth workers or volunteers present. Then you can talk through the registration form and write the answers on behalf of the young

person. The form should then be emailed to Daniel Browne (Chair) at info@warwickshirepride.co.uk for electronic storage on Warwickshire Pride's Google Drive.

- The safeguarding agreement should be explained to the young person and their verbal agreement obtained.
- You should then go through the group rules and contact details for the group with the young person. They can then return to the main session.
- If any young person does not want to complete a registration form, explain to them that it is mandatory and reassure them that only youth workers, volunteers and trustees of Warwickshire Pride will see their information.
- If a young person refuses to complete a registration form in full, it must be explained to them that they cannot attend the group until they complete the form properly. If they still refuse, they must be asked to leave and only return when they are ready to complete the form in full. Please do not bend this rule to be nice to a young person. This rule exists for safeguarding purposes.

General Group Rules and Procedures

- If the group is running on Zoom, youth workers, volunteers and young people should have their camera turned on, unless there is a reason why that is not possible.
- If any young people display challenging behaviour at an in-person group, they should be taken to one side by two youth workers or volunteers to discuss their behaviour and remind them of the group rules. Please then use your judgement and common sense about whether a sanction should be applied due to a breach of the group rules. If the challenging behaviour relates to a safeguarding concern, please contact Daniel Browne (Chair) on **07816181428** as soon as possible.
- If the group is running on Zoom, the above step should be taken but using the breakout room facility.
- If a young person's behaviour is completely inappropriate and potentially causes harm or distress to other young people, they should be asked to leave the group or be removed from the session if it is taking place on Zoom.
- 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 and 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
- Evaluation forms should be made use of at least once a month, especially if an activity has taken place. The forms are stored on the laptop. You should seek to get feedback from between 3 – 5 young people at each group.
- If a young person changes their name and/or pronouns, this must be recorded on their registration form. Some young people may change their name and pronouns weekly. This still must be recorded on their registration form. It should also be communicated to Daniel Browne (Chair) by email at **info@warwickshirepride.co.uk** so that Warwickshire Pride's records remain accurate.

Other Documents That May Help

- Volunteer Handbook
- Covid-19 Policy
- Safeguarding Children Policy

Copies of each of the above documents are available in the group folder at each venue and will also be sent to all youth workers and volunteer upon starting and when the policies have been reviewed.

What to Expect from Warwickshire Pride

- Training and further guidance on everything included in this guide.
- Clear information and guidance about group guests, engagement work and discussion topics planned.
- Details of group venue policies provided to all volunteers.
- Regular catch ups to discuss how you are getting on in your role and whether any additional support would be helpful. Youth workers will attend a monthly meeting with Daniel Browne. Volunteers will attend quarterly meetings with youth workers.
- An open-door policy where you can discuss anything in an open, honest way where you will be listened to and supported. If you ever need to contact the board of trustees, you can do so by emailing **info@warwickshirepride.co.uk** with any concerns you have.

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.

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