

Providing information about participant needs

Why am I being asked to do this?



We understand that the way that different needs impact on someone's life varies greatly between individuals. We especially understand that if the needs are well managed, asking further questions might feel intrusive. So we'd like to give you a context to the information we are asking for on the application form and why we ask for it.

- As part of the training for the role of facilitator, we include sessions that look specifically responding to particular needs. It is helpful to be aware of whether this is personal to any participants and make appropriate adjustments to how we facilitate any activities and sessions.
- We know from experience that people can make assumptions and jump to incorrect conclusions about how a need might affect an individual. This is why we ask you to be specific about any needs, which enable us to make appropriate and necessary adjustments.
- As part of our support for the volunteer team we provide specific information about working with the needs participants have (e.g. asthma, migraines, epilepsy etc). For example how to respond if a participant has an asthma attack. We try to tailor this information so that it is relevant; therefore any specifics you can give will be helpful.
- Providing information about any needs means that we can work with the participant to agree the best way to support them at the event.
- Any information that you provide will remain confidential within the event team, and where relevant with the venue and emergency services.

Providing the information requested on application form enables us to provide the best support to each participant and the event team. We have specific questions that we ask to enable us to have sufficient information to support particular needs these are provided overleaf.

We take pastoral care of participants seriously, this includes how particular needs are supported appropriately. A member of the CYP staff team may contact you before the event to help plan any additional support. Please send any updates to the information you have provided to the lead staff member, this is Cat Waithaka who can be contacted at email: catw@quaker.org.uk tel:020 7663 1011

It is helpful to be specific about the participant's need and/or condition as outlined overleaf

Facilitation and Leadership

How to provide information about participant's needs



Emotional needs and/or learning support needs:

- what are the characteristics of their need
- what type of situations do they find particularly difficult?
- what might indicate that they are struggling or finding something challenging?
- what strategies help them to manage their need?
- are there any adjustments that would further their participation?
- to what extent does their need impact on their life
- emotional needs how regularly does it have an impact, what impact does it have?
- learning support needs do they have additional support provided e.g. extra help in school, specialist support, a statement of SEN, an EHC plan) what does this recommend? What support do they require to further participation?
- if relevant and appropriate give the contact details for supporting professionals

Medical conditions and/physical health conditions / needs

- explain how it affects the participant (e.g. regularity, impact,)
- if they have needed emergency treatment or have been admitted to hospital in the last year
- if relevant how it can be avoided, prevented or minimised
- detail any action we may need to take (how we should respond in an emergency, and if there are any support needs)
- if relevant give the contact details for medical professionals or social worker

If relevant please include the following information about the medication:

- the medication required and the condition it is for
- the amount taken and how the medication is taken e.g. tablets, inhaler, injection
- when the medication is taken (times of day, in an emergency)
- whether the participant can self medicate
- any side effects resulting from the medication that we need to know about
- any storage requirements for this medication (e.g. refrigeration, secure for a controlled drug).

Please ensure that medication is sufficient and is clearly and correctly labelled, i.e. that it is in the correct container, with participant's details, and indicates the dose taken each day.

In the event of a medical emergency: Please describe what signs or symptoms indicate an emergency for the participant in the event of an emergency,

- if and how medication should be administered and the amount
- any special precautions in relation to the medication e.g. signs that medication should not be given, any side effects that we need to know about
- the procedures we should take in an emergency
- include anything medical professionals need to know
- besides yourself, who should be notified, e.g. specialists, GP.

Changes to information

Please send any updates to Cat Waithaka who can be contacted at:

catw@quaker.org.uk or tel:020 7663 1011