

Belfast Education and Library Board Youth Service



Outreach and Detached Youth Work Guidelines

December 2012



Belfast Education and Library Board

Youth Service

Outreach and Detached

Youth Work Guidelines



December 2012 SM/GB

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Foreword

Over the past 15 years detached and outreach youth work has been developing in Belfast. This is often done in partnership with other sponsoring agencies. Concern has been expressed by youth service staff and others that such an important and often unseen area of work was not developing within an overall planned framework.

This Outreach and Detached Youth Work Policy Guidelines document has been produced in response to those concerns and although it does not answer all the questions, it is recommended as a framework for good practice.

The document has been written by Stephen Moore, senior youth officer with significant input from senior youth workers and detached youth work staff around the city.

Detached work is a particularly challenging aspect of youth work. This document will be invaluable to those who want to understand more and want to develop their practice. Further, it will actively contribute to the continued development of detached and outreach work across the city.

Trevor Murphy

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Assistant Senior Education Officer (Youth)

INTRODUCTION

Why is Outreach and Detached Youth Work Important?

The role of outreach and detached youth workers is varied; they engage with young people in many settings and deliver a range of projects to achieve their outcomes.

Most of their work takes place with young people who are not using other services or projects. Outreach and detached workers make contact with visible groups of young people who 'hang around', and who may be seen in a negative light in their community.

The aim of outreach and detached youth work is not to condemn those young people, neither is it to support or approve of any negative or 'risk taking' behaviour. The outreach and detached youth worker will develop a relationship of trust where they can challenge young people's behaviour and attitudes towards themselves and others and provide opportunities to promote personal and social development and educational attainment. This approach requires patience and consistency and rarely produces instant results.

The Belfast Education and Library Board (BELB) has employed outreach and detached youth workers since 2000. Over the years the effectiveness of this particular youth work approach has been increasingly recognised by both community and statutory organisations.

In May 2012, The Minister for Education for Northern Ireland announced additional funding for youth work in Northern Ireland. In recognising the value of outreach and detached youth work he wrote, "this funding is to be used to increase access to mainstream youth services in disadvantaged areas, with priority to interface areas; and through outreach and detached youth work, support the specific targeting of disadvantaged areas or communities of interest and those who may be at greater risk of social exclusion, marginalisation or isolation because they experience a combination of barriers to learning".

The purpose of this policy is to provide clarification on the policy context, BELB procedures and guidelines for practice.

This policy is for:

- 1 All youth work staff that deliver face-to-face outreach and detached work with young people.
- 2 Staff who manage and supervise outreach and detached youth workers.
- 3 Volunteers.
- 4 Senior managers.
- 5 Partner agencies.
- 6 Young people.

POLICY CONTEXT

Outreach and detached youth work takes place within the strategic context of the BELB youth service. This context has 5 underpinning texts:

- 1 Belfast Education and Library Board Youth Service Strategic Plan.
- 2 Belfast Education and Library Board Area/Divisional Plans.
- 3 Office of the First Minister and Deputy First Minister - Our Children Our Young People - Our Pledge.
- 4 Community Relations Equity Diversity in Education (CRED)
- 5 Department of Education - Youth Work - A Model for Effective Practice.
- 6 Department of Education - Priorities for Youth policy of raising standards for all and closing the performance gap while increasing access and equity.

The BELB youth service grouped the strands of these 5 policy outcomes into 4 priority target areas as follows:

- ✱ Enjoying learning and achieving.
- ✱ Being healthy and living in safety.
- ✱ Participation and making a positive contribution.
- ✱ Promoting economic and environmental wellbeing.

In addition, to enable the reflection of quality assurance targets, BELB youth work delivery plans also include targets under the heading 'management and stewardship'.



DEFINITIONS OF OUTREACH AND DETACHED YOUTH WORK

Outreach and detached youth work are often 'lumped' together as if they are one in the same thing. This is not helpful as they are in fact two different, whilst complementary, approaches.

Set out below is the BELB youth services understanding of the 2 terms and their potential to impact on the lives of young people in our community.

Outreach Youth Work

Outreach work is aimed at providing information for and to young people about the youth services that are available to them, both through the BELB youth service and through other providers.

This approach often takes place with young people in their own space (ie on the streets, cafes and parks etc) but it can also happen in existing youth units, in schools and in a range of other youth work settings.

Youth workers make links, provide information and encourage young people to be involved in a specific project, service or activity, eg drugs project, youth centre, adventure based. The work can be done as an extension of a project/service either to increase the numbers of young people aware of or using the service; or to enable them to make an informed choice about the service/project.

Outreach work may also be used to consult young people.

Detached Youth Work

Detached work involves contact with young people in the places they choose to congregate. Youth workers make face-to-face contact and work in the young people's environment (street corner, parks, amusement arcades, shopping precinct, cafes etc).

A detached work programme takes its lead from the young people and helps them to work out what their needs and goals are and to support them in taking action to meet those needs and goals.

It begins from where young people are in terms of their values, attitudes, issues and ambitions and is concerned with their personal and social development.

It is characterised by purposeful interaction between youth workers and young people and utilises a range of youth work methods.

Similarities in Outreach and Detached Youth Work

Whilst there are differences between outreach and detached youth work, there are also the following similarities:

- * All work will be designed to achieve learning outcomes for the young people and all work must be planned in line with the Northern Ireland Youth Service Curriculum Framework.
- * Contact is made at a time and place where the young people choose.
- * Involvement with the outreach and detached youth workers is the young people's choice (voluntary).
- * The purpose is not to remove young people from being visible within their local communities but to instead, enhance their standing and increase their participation.
- * Outreach and detached youth workers have a responsibility to agree the style and content of the programme with young people.



OUTCOMES OF OUTREACH AND DETACHED YOUTH WORK

Youth work interventions alone will not determine how young people fare in adolescence and early adulthood, there are many factors, both positive and negative, that influence their lives. However, youth work can mediate to some extent, by both increasing protective factors, such as supportive parenting, and reducing risk factors, such as lacking basic qualifications.

In this light, it is possible to determine an indicative outcomes framework such as that set out below:

	Individual Outcomes	Social Outcomes
Harder Indicators	<ul style="list-style-type: none"> * improved educational attainment * reduced school or other exclusions * gaining accredited qualifications * increased independence * reduced risky behaviours * improved health 	<ul style="list-style-type: none"> * employment * remaining in school or community * lowered health risk * safer community
Softer Indicators	<ul style="list-style-type: none"> * self-esteem, self-belief * self-awareness * voice and empowerment * positive peer group support * reduced bullying 	<ul style="list-style-type: none"> * quality family life and relationships * improved wellbeing * making a social contribution * community cohesion

Monitoring and Evaluation

Each geographical area of the city has an area youth work team within which outreach and detached youth workers are based. Each team will work to their unit's Youth Work Delivery Plan that will set out key targets for the year. The targets will include priorities for outreach and detached youth work. These priorities will also be reflected in the area youth officer's area plan.

The Youth Work Delivery Plan will be monitored on an on-going basis with each worker evaluating work sessions and time bound programmes. Evaluation of work will also take place during supervision sessions; in team meetings, monthly reports and end of year evaluations.

In line with BELB youth service policy, all youth work programmes should be planned, monitored and evaluated in adherence with The Model for Effective Practice. The area youth officer, together with, the senior youth worker will quality assure all programmes.

This process will help ensure that outreach and detached youth workers are:

- * Being successful by reaching their planned outcomes.
- * Developing their professional skills and abilities.
- * Evidencing outcomes and benefits for young people
- * Making the necessary changes to practice.
- * Improving their performance.

THE MODEL FOR OUTREACH AND DETACHED WORK IN BELFAST

A Structured Approach

Outreach and detached work can look quite unplanned and informal, therefore it is important that we can demonstrate and explain how an outreach and detached youth work project is organised and managed. This model enables practitioners to be clear where they are in the stages of a project.

The time scale on these stages should always be realistic with no attempt being made to go straight to stage 4 as this would be both unprofessional and ineffective in the long term.

Stage 1 - Research and Reconnaissance

- * Local information - the area, recent history, previous youth work.
- * Trends and statistics - eg youth population, crime and educational attainment figures.
- * People and agencies - eg councillors, agencies, community groups, schools, police.
- * Facilities and services - eg leisure, youth, health, education, voluntary.

Stage 2 - Observation and Planning

- * Mapping the area-location of facilities, housing types and layout, parks, waste ground, shops, meeting places.
- * Are there any young people?
- * Where do young people hang out?
- * Safety/risk assessment.

Stage 3 - Contact and Intervention with Young People

- * Using the 'gear stick mode' of intervention (see appendix 1)
- * What do young people know about the area, what are their views, what are their interests?
- * Providing information about the youth work project.
- * Support and relationship building with individuals and groups.
- * Developing and completion of programme.
- * Recording contacts and work done.

Stage 4 - Evaluation

- * Measuring and reporting the learning outcomes and achievements.
- * Record individual progression.
- * Carrying on/changing things around from lessons learned.
- * Finishing the project and future planning

PLANNING PRACTICE

1 Strategic Planning

The BELB's strategic themes must permeate all planning.

As set out above, priorities and targets should be included in all the area youth projects Youth Work Delivery Plan's. The area youth officer will set outreach and detached youth work targets within his/her area plan.

The setting of annual targets and priorities for outreach and detached work should coincide with the same planning and consultation period of other colleagues within the area team.

All programmes should be planned and implemented in accordance with the **Model for Effective Practice** and within the policy context highlighted earlier. To access the Model for Effective Practice go to the following website:

www.youthworkni.org.uk/curriculum



- * Young people and key stakeholders should be involved in the consultation process.
- * A comprehensive mapping exercise should be completed during the consultation period; thereafter workers should have an overview of changes and revisit the mapping process only when necessary.
- * Outreach and detached youth work programmes must evolve from clear and consistent evidence of need.
- * Workers should work to an agreed plan of action, responding to the previous sessions findings and make detailed recordings as soon as possible after each session.
- * Establish a 'co-working agreement' with your partner.
- * Spend time discussing and planning each session, check out concerns with your colleagues.

2 Recording

Outreach and detached workers will record each session of work in line with the requirements of the BELB. Where possible this should be done electronically and not hand written. Recording should be printed off and kept securely.

A standard recording system will be adopted on a city wide basis (see appendix 3). The recording form should include the following information:

- * Name of worker(s).
- * Precise times of engagement and disengagement.
- * Location.
- * Weather conditions.
- * Environment/atmosphere.
- * Outcomes of interaction.
- * Follow-up action required.

Recording forms should indicate clearly the 'stage' contact is at ie. is it first contact? Is it on-going contact? Is it planned follow-up and so on?

All outreach and detached youth workers should chart individual progression. A common progression chart will be agreed and developed and introduced on a city wide basis.

Information from recordings should be shared with line managers during supervision and should be used as a tool to evaluate, plan and follow-up on events or issues.

INTER-AGENCY AND JOINT WORKING PARTNERSHIPS

There may be joint working arrangements for detached youth work due to funding streams or shared targets and it is pertinent that protocols are developed and implemented for effective partnerships. This will ensure that the aims and objectives of the work are clear and the ethos of detached youth work is maintained. Some of the partnership agencies may include:

- * Police Service of Northern Ireland.
- * Belfast City Council.
- * Voluntary/community sector.
- * Health trusts.
- * Social services.
- * Formal education sector.
- * Churches.

FINANCE AND RESOURCES

Outreach and detached workers are employed within area teams, with specific job descriptions and personal specifications. All youth work staff have a nominated line manager, an accessible base, participate in team and other relevant staff meetings and have access to out-of-hours support.

In addition, managers should ensure that outreach and detached youth work staff have access to reasonable finance and resources to support the work. Including:

- * Petty cash.
- * A mobile phone.
- * Specialist clothing.
- * Programme costs.
- * Resource materials.
- * Administrative support

SUPPORT, SUPERVISION AND SHARING PRACTICE

The BELB recognises that any detached youth work team will need to operate from a base that is of suitable standard and fully compliant with established health and safety regulations and policies.

The work base should have:

- * A means of independent access at times when the host organisation might otherwise be closed.
- * A desk/workstation and chair.
- * Use of a telephone.
- * A lockable filing cabinet.
- * Access to stationary (including stamps).
- * Storage space for resources.
- * Sufficient space for team meetings, group work sessions etc.
- * Administrative support.

It is **essential** (not optional) to have a clear, motivated and effective line management system to support, guide and monitor the work of outreach and detached youth workers. The line manager will give informal help and support when appropriate but the support will be guaranteed through a formal supervision session lasting a minimum of one hour, which will take place every 4 weeks. This meeting will be recorded using the BELB supervision recording form (see appendix 4). A copy will be forwarded to the worker in addition.

- * A training event will be organised annually for outreach and detached workers.
- * Bi-monthly peer support groups will be re-established to encourage sharing of good practice. These meetings will be chaired in rotation by a nominated colleague and notes of these meetings forwarded to line managers.
- * Peer support sessions will be regarded as face-to-face work.

Outreach and detached workers should be afforded the opportunity to develop their practice by working alongside area youth workers delivering programmes in the community including divisional wide events, work in schools, youth centres and community centres.

TRAINING AND DEVELOPMENT

There will be a range of training opportunities for outreach and detached youth work staff but may include area youth workers and line managers.

Training will include:

- * Induction and child protection training for new staff.
- * Personal safety.
- * BELB policy training.
- * Specialist issues - drugs, sexual health, the law.
- * Planning and evaluation.
- * Risk assessment/health and safety.
- * First aid.
- * Networking.
- * Individual training identified through skills audit.
- * Sharing of best evidence based practice.

KEY PRINCIPLES

- * The main priority for the outreach and detached youth worker is the delivery of youth work programmes with marginalised young people who are not engaged in mainstream provision.
- * Outreach and detached youth workers must not be confined solely to one geographical area or zone within the area project's designated boundaries.
- * Workers should, where possible, be available to respond to requests emanating from the community/steering group/line manager.
- * Outreach and detached youth work should be carried out over a 7 night period.
- * Weekend work should be a regular feature of the area team's practice.
- * It is a requirement that youth workers work 4 x 3 hour evening sessions per week.
- * Outreach and detached workers should be afforded the opportunity to develop their practice by working alongside area youth workers delivering programmes in the community, making use of community resources such as local halls, youth centres and schools.
- * Outreach and detached workers will be afforded flexibility, through their line manager, to respond appropriately on a given night to such issues as inclement weather and working across all or neighbouring zones to make contact with young people.

PROFESSIONAL STANDARDS

- * Work sessions - will include face-to-face youth work, preparation and community profiling (mapping), supervision, annual performance review, team meetings, training, city wide events and inter-agency meetings.
- * Staff absence, illness notification, cover - consistency is crucial to maintain relationships with young people on the streets. Every effort should be made to ensure that each programmed session is delivered and every effort is made to notify colleagues, line manager, and young people if there is an unavoidable absence due to illness. Holidays should always be planned in advance.
- * Cancelling sessions at short notice - there may be a range of circumstances relating to the weather, staff arriving late, other youth work commitments, administration tasks etc which may lead street work staff to consider not delivering the session as planned. Cancelling sessions, starting late, finishing them early should be a very rare occurrence and should be immediately notified to your line manager. Other related work should always be put in its place eg a team meeting, incident analysis, review of safety, community profile update, supervision, visits to other agencies.
- * Confidentiality - (see code of practice appendix 2).
- * Gender mix - the BELB youth service aims to have a workforce that reflects society/the community. It is preferable to have a male/female street work team for each session but this is not always possible.
- * Revealing personal information (staff) - whilst it is important that outreach and detached staff are open with young people, they should be prepared and clear about the level of personal information that they share. Personal issues relating to family, relationships, criminal activity, substance use etc may be appropriate to share at the right time but if this has not been thought through or talked through with team colleagues it may not lead to a positive outcome and may put colleagues in a difficult position.
- * Language - outreach and detached youth work staff should not use any offensive language during a youth work session. Even though the language may be that used by the young people. Be aware of your body language and the messages that you are sending out. The use of appropriate humour can make a positive contribution to relationship building.
- * Honesty - it is important that outreach and detached youth workers are honest with young people and not make promises that cannot be kept.
- * Smoking - outreach and detached youth work staff should adhere to BELB smoking policy and be mindful of the law regarding smoking and young people.
- * Drugs and alcohol issues - young people under the influence of - whilst it is inevitable that outreach and detached workers will be connecting with some young people who are under the influence of drugs and alcohol, staff will need to quickly make an assessment of the situation. This is to assess the effectiveness of an intervention, whether it is safe and also how other young people and the community may perceive this. Workers should be fully aware of, and compliant with the BELB drugs and alcohol policy.
- * Drugs and alcohol issues - staff - youth work staff should not be under the influence of drugs or alcohol during a youth work session.
- * Moral and cultural dilemmas – outreach and detached workers will be involved in discussion with young people on a wide range of issues. Whilst youth workers may have strong opinions and values of their own it is important to use skills in drawing out the views of young people and offering alternative perspectives. Inappropriate handling of topics such as religion, politics, drug use, sex and relationships, the family, current news stories etc may alienate the young people if it is seen as the youth workers 'hobby horse' or does not take the experience of young person's community/family into account.
- * Political/community unrest - the worker's personal safety is always paramount. If any worker deems a situation dangerous they should withdraw and inform their line manager immediately.
- * Duty of care – It is important to remember that outreach and detached youth workers have a duty of care to all those they work with, including young people.

APPENDIX 1

THE GEAR STICK MODE

Engagement with young people happens at different levels which do not always follow a set order and all interactions move at their own pace. However, outreach and detached youth work must involve a shared agenda between young people and the worker. This relationship can be described as similar to that of a car. The car will not move without a driver and the driver must use the tools at his/her disposal to ensure a successful journey. Hence the gear stick model.

- 1 First Gear - standing point**
- 2 Second Gear - pick up speed**
- 3 Third Gear – accelerating**
- 4 Fourth Gear - cruising**



1 FIRST GEAR: from a standing point

Approaching young people on their own 'ground' is never easy, it requires skill and sensitivity. Workers must take time to introduce themselves and to explain what they are doing and why they are doing it. This first interaction is vital in setting the scene for future work.

First gear is about gathering information, assessing needs and understanding the issues for the particular group of young people with whom you are trying to engage.

First gear may take a number of engagements before progress can be achieved.

Programme Methods

- * Make contact with young people by visiting streets, parks, schools, shops.
- * Engage young people through use of dialogue, questionnaires, leaflets.
- * Complete assessment of need.
- * Consider using creative approaches.

Potential Outcomes

- * Enhanced understanding and development of working relationships between the young people and workers.
- * Increased confidence in young people's own ability to communicate and express their needs.
- * Creation of space and comfort to discuss relevant issues.
- * Agreed future actions between young people and workers.
- * Agreed co working strategy.

2 SECOND GEAR: pick up speed

Useful tools of engagement are activities; an activity can become a vehicle for growth. Ideas include meeting in a different environment in order to share experiences or relate to an individual in a different context. At this point it will be important to introduce a basic type of contract defining behaviour and responsibilities.

Programme Methods

- * Organised trips to bowling alleys, outdoor pursuits, and other activities.
- * Guided tours around area organised by young people or an activity in the street such as football.
- * Activities may also include use of local resources such as parks, leisure centres, schools, community halls, sporting activities and minibus trips.

Potential Outcomes

- * Enhanced dialogue and relationship building – team building.
- * Development of skills in organisation and communication.
- * Opportunity to assess group's ability to cope with external issues and environments.
- * Agreed future actions between young people and workers.
- * Goal setting introducing change through contract, participation and ownership.

3 THIRD GEAR: accelerating

This gear introduces the idea of pieces of work with time bound, task oriented groups. Generally the task will dictate the type of environment, for example, youth club, resource centre or staying on the street. The group will set goals for itself requiring members to work co-operatively towards these ends while seeking to support one another and sharing ideas, knowledge and skills. Members of the group have the opportunity to be involved fully in the design, implementation and evaluation of the piece of work. The group should also be ready to engage with a fully working contract agreed with the detached workers.

Programme Methods

- * Group work around specific needs/issues - personal and social development (PSD), may include arts and drama, youth exchanges.
- * Introductions to partnership agencies who can provide specialist information or funding/resources.
- * Residential experiences, both home and away.
- * Connections with local youth provision and other community groups where the organisations may offer future development.
- * Advocating on behalf of young people with the local community and or voluntary statutory organisations.
- * Certificated courses on relevant topics.
- * Working alongside young people from different ethnic and cultural backgrounds.

Potential Outcomes

- * Managed change in participants life skills and views.
- * Development of timescales with negotiated conclusion.
- * Development of group work skills ie communication and active listening.
- * Individual/group growth and, depending on nature of work, a product might be produced.
- * Improved tolerance and understanding of others.
- * Resolution of issues between young people and the community.

4 FOURTH GEAR: cruising

To approach this gear, speed will have been gathered in the form of relationship building, developing skills for use in life and a high degree of participation and problem solving from the individuals.

From now on the relationship with the outreach and detached youth workers will change and young people will demonstrate progress in terms of their personal and social development.

If an exit strategy has not been designed now is the opportune time to negotiate it with the young people.

Programme Content

- * Developing an exit strategy to end work, this could include follow-up on specific issues, referral on to local youth provider, training agency or college.
- * Training in negotiated, identified area such as young leaders' programme, citizenship, peer education or job skills.
- * Community development through active participation.
- * Evaluation of the work to date. This should include all aspects of the engagement with young people.
- * Presentation of certificates or awards.

Potential Outcomes

- * Active learning for both the young people and the outreach and detached youth workers.
- * Increased ability to contribute to the needs of others.
- * Referrals and partnerships with other local youth organisations/agencies.
- * Enhanced knowledge skills and motivation that enables young person to make informed choices.
- * Improved community cohesion/integration.
- * Increased capacity to take on leadership roles.

APPENDIX 2

CODE OF PRACTICE

A code of practice will provide guidance on what is or is not professional conduct or behaviour for a worker. It establishes the importance of moral, ethical and legal responsibilities. It applies values and ethical principles to specific situations which may arise in the practice of youth work.

The youth worker/young person relationship is the foremost ethical concern, but it does not exist in social isolation. To this end, the youth worker's responsibilities to young people, themselves, colleagues, to employers and the wider community must be carefully considered.

All BELB staff are required to adhere to the Board's health and safety and risk assessment policies as well as the code of practice set out below.

1 One-to-One Working

Outreach and detached staff will not undertake face-to-face work alone with young people on the streets. There may be occasions where staff will need to contact or pass on information to young people without a colleague being present eg sickness of a colleague, passing on specific items of information - this should be done after informing someone else and only with individuals and groups known to you.

2 Reduction of Risks

- * When making contact with young people on the streets never work alone.
- * Carry identification cards at all times.
- * Have a mobile phone, personal attack alarm and a pocket torch with you.
- * Make sure someone knows when you are expected to return to base.
- * Wear appropriate clothing, designed for all weathers.
- * Do not give lifts to individuals in your car unless previously agreed with your line manager.
- * Please check terms and conditions of your personal car insurance before using your own car for work related journeys.
- * Do not lend money or cigarettes.
- * Reduce the amount of personal property to a minimum.
- * When sensing personal danger, withdraw at once and re-visit when the time is right.
- * All areas may present a risk and therefore BELB risk assessment procedures must be adhered to especially when working in new neighbourhoods.
- * Monitor the boundaries between a professional and personal relationship.
- * Do not use physical or verbal force.
- * Use appropriate language and humour.
- * Do not impose one's own values.

3 Knowing your Patch

- * Always spend sufficient time in researching the patch so it is well known to you before any contact work begins. Monitor any significant moments when things may not have gone smoothly.
- * Get to know nearest residents in case help is ever needed. Assess danger spots, and safety resources. Discuss alternative actions with the staff team and line manager, and work on reducing the danger zone next time.
- * Avoid going into 'hidden' street areas unless this is the only way of contacting a particular target group. Always inform colleagues or managers before making this move.
- * Choose well-lit meeting places after dark and in bad weather, under streetlights, outside late opening shops, seats by low walls.
- * For clear vision through angled passageway, both in front and behind, one worker should walk slightly ahead.
- * Be wary of treading on 'territory' where criminal activity is known to take place and may make offenders suspicious and hostile to unknown adults.

4 The Law

- * Be known to the local police; explain the youth worker's role, liaise with other agency workers (health centre staff, leisure centre staff, shops etc).
- * Act within the law. Be aware of the laws which may criminalise young people eg prostitution, drug use, weapons and how they may affect you by association.
- * Where contacts are interacting with the police, try to avoid intervening unless necessary. Only ask what is going on if you feel you have to know, then offer assistance. Show your ID, if you get arrested make a call to your immediate line manager.

5 Confidentiality

- * Confidentiality is an essential part of the professional relationship between youth workers, their employers and young people. Failure to get this right can lead to all manner of problems, conflicts of interest and damage to working relationships.
- * If a confidential relationship has been established with a young person, their agreement should generally be obtained before information is shared with a third party. If a young person shares information which has child protection implications, or demonstrates a serious intent which could result in personal injury to themselves or others, then the youth worker has no option but to take appropriate action to safeguard those involved, (and that may involve a breach of confidentiality).
- * Essentially the decision to share information about a young person must be taken in the context of what is best for that young person. In any case the use of general terms will probably allow you to share anxieties about a young person without betraying a confidence. Confidentiality can also, in certain circumstances, benefit young people by enabling you to pursue an issue while protecting their identity.
- * Information received from a young person should be treated as confidential to the project and not individual workers.
- * Youth workers are advised that they should never offer total confidentiality and must be honest about the restrictions that are placed upon them as BELB employees and explain to young people, under what circumstances they might have to share any disclosures with someone else. This should be done at the first sign that a young person may be about to 'offload'.

APPENDIX 3

Outreach and Detached Work Recording Sheet

To be completed before session

Date _____ Day _____ Location _____

Start Time _____ End time _____

Weather _____

Zone/Area _____

Staff/Volunteers/Partnerships

Name	Organisation

Detached Session Plan (include areas, hotspots, proposed activity/contact etc)

To be completed after detached session

Statistical Data of Contacts

	Male	Female
Under 10		
11-13		
14-15		
16-17		
18-21		
22-25		
Total		
Overall Total		

Session Report

<p>Interactions (first contact, planned contact, what happened during session etc)</p>
<p>Future Action</p>
<p>Personal Reflections</p>
<p>Issue Raised/Follow-Up</p>



SUPERVISION RECORDING FORM

SUPERVISEE	
DATE OF MEETING	
VENUE	

AGENDA ITEMS

NOTES	ACTION

_____ Supervisor

Copy given to supervisee







www.youthworkni.org.uk/curriculum

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