

REQUIREMENTS FOR DELIVERY PARTNERS

All sessions will be delivered by two volunteers per 12 young people. A member of staff from the delivery partner must be present in the session to provide support. Staff are responsible for managing behaviour, encouraging young people to participate and supporting young people affected by the content or discussion of youth violence.

Digital Delivery

Technology Required

- Laptop / computer with audio function for all attendees (smartphones can be used but they will alter the experience due to their smaller screen size)
- Wi-Fi / internet connection for all attendees



Before the session	During the session	After the session
<ul style="list-style-type: none"> ♥ Read StreetDoctors Safeguarding Policy here ♥ Run a pre-session workshop with young people. Lesson plan outlined in Delivery Partner Toolkit. ♥ Delivery partners will be required to send out Zoom/Teams joining instructions to young people three days in advance. Send a reminder on the day of the session, then another reminder an hour before. ♥ The young people must anonymise their names on entry to the session webinar. ♥ If young people do not attend, volunteers will wait for 15 minutes before cancelling the session. The session will be counted as part of the package and removed from the total number of delivered sessions. 	<ul style="list-style-type: none"> ♥ Delivery partner staff to join 10 minutes prior to the start of the session. Introduce yourself to volunteers and inform them how many young people are expected to attend the session. ♥ The staff member will be responsible for safeguarding within the session. They will rename the young people, remove any attendees who should not be there, and lock the webinar at the start of the session. Please ask volunteers to demonstrate how this is done if you are unsure. ♥ The chat function on Zoom/Teams will be disabled and young people will not be able to communicate with each other. However, they will be able to communicate to volunteers and staff via the Q&A function. 	<ul style="list-style-type: none"> ♥ If staff are able to remain after the session, please join our volunteers in a session debrief to outline what went well and where there are areas of improvement. ♥ Run a post-session workshop with young people. Lesson plan outlined in Delivery Partner Toolkit.

Remote Delivery to a Face to Face Group

Technology Required

- Projector and screen or TV and HDMI cable
- Laptop / computer
- Speakers
- Conferencing microphone
- Wi-Fi / internet connection

Room set up

- Space for young people to sit socially distanced
- Conferencing microphone placed centrally in the room to pick up audio from staff and young people

Stationery Required

- Pens for each participant
- Evaluation Forms - sent with this document
- Certificates for each participant - sent with this document



Before the session	During the session	After the session
<ul style="list-style-type: none"> ♥ Read StreetDoctors Safeguarding Policy here ♥ Run a pre-session workshop with young people, outlined in Delivery Partner Toolkit. ♥ You will receive the Zoom/Teams joining instructions for the session in advance. Please ensure the young people are aware when and where the session will be taking place. ♥ 30 minutes before the session delivery partner staff ensure they have the correct joining instructions to the Zoom/Teams webinar. ♥ The room is set up with a computer and large screen for young people to view the session. The conferencing microphone placed in a central location to ensure volunteers can hear both staff and young people. Audio from speakers must be enabled to hear volunteers. Please check this works before the start. ♥ Delivery partner staff will need to facilitate the sessions alongside volunteers. Delivery partner staff join 15 minutes before the start of the session. Introduce yourself to volunteers and inform them how many young people are due to join the session. 	<ul style="list-style-type: none"> ♥ The delivery partner will be required to facilitate questions from the young people. If young people have a question staff will use the Raise Hand feature on Zoom/Teams to notify volunteers that a young person would like to speak. The volunteer will respond: "I see we have a question; please go ahead" ♥ At times, the volunteers will ask young people to provide answers. Staff may nominate a young person to speak on behalf of the group. ♥ Volunteers will remind the young people that they are unable to see them and can only hear them. Therefore, they must be mindful not to talk over each other as the volunteer will be unable to hear. The staff will need to reinforce this point if the young people begin speaking at the same time. 	<ul style="list-style-type: none"> ♥ At the end of the session, when prompted by the volunteer, hand out the evaluation forms (sent in advance). The young people should complete these and hand them back to the staff who will scan and return them to StreetDoctors nvc@streetdoctors.org with the session date, time and location. ♥ Complete the certificates for each young person, including their name and session date. ♥ If staff are able to remain after the session, please join our volunteers in a session debrief to outline what went well and where there are areas for improvement. ♥ Run a post-session workshop with young people. Lesson plan outlined in Delivery Partner Toolkit.

Socially Distanced Face-to-Face Delivery

Technology Required

- Projector and screen or TV and HDMI cable
- Laptop / computer
- Speakers
- Wi-Fi / internet connection

Room set up

- Venue space to facilitate 15 people
- Well ventilated
- Two tables
- Chairs for each young person attending
- Masking tape

Stationery Required

- Flip chart / flip chart paper
- Pens for each participant
- Post-it notes



Before the session	During the session	After the session
<ul style="list-style-type: none"> ♥ Read StreetDoctors Safeguarding Policy here ♥ Run a pre-session workshop with young people. Lesson plan outlined in Delivery Partner Toolkit. ♥ Ensure young people know when and where the session is taking place. ♥ Young people should be encouraged to wash their hands or use sanitiser before the session. ♥ Demonstrations will be shown via video. A projector and screen or TV with HDMI cable connected to a computer with internet connection and speakers is essential. Please ensure this is set up for volunteers before the start of the session. 	<ul style="list-style-type: none"> ♥ Encourage participation from young people. ♥ Manage any behaviour concerns. ♥ Provide support if a young person is affected by the content and needs to take a break. 	<ul style="list-style-type: none"> ♥ Complete certificates for young people, including their name and session date. ♥ Attend the post-session debrief with volunteers on what worked well and areas for improvement. ♥ Run a post-session workshop with young people. Lesson plan outlined in Delivery Partner Toolkit.