



The **Information** section contains a wealth of information to help leaders run the programme for 11 to 15 year olds.

This includes:

- About Discover
- The Activity Programme
- Developing Your Programme
- Programme Planning
- Organising Your Evening
- Administration Essentials
- Safety Essentials

The Information section links with other publications of The Boys' Brigade including the Safety Handbook and Officers' Handbook.

Information

Contents

About Discover	2
The Activity Programme	5
Developing Your Programme	8
Programme Planning	11
Organising Your Evening	16
Administration Essentials	21
Safety Essentials	23

About Discover

What's in the pack?

Your programme pack includes:

- Three sections including:
 - Information – this will guide you through how to use the pack
 - Activity – this contains the programme material
 - Awards – this shows how young people's effort and achievements can be recognised

The discover programme provides:

- Fully resourced programme topics with tips and ideas for delivery
- Flexibility of working in age groups or all ages together
- A balance of activities
- New resources for sharing and growing in faith
- New award scheme
- Links with the Duke of Edinburgh's Award

In addition to the programme pack the following resources will also be available from BB Supplies:

- Handbook for Young People
- Certificates
- Badges
- Record Card

Why has the Discover Programme been developed?

Each week The Boys' Brigade works with thousands of young people, many of whom have no other connection with the church. The Discover Programme has been developed to help leaders in their work with young people aged between 11 and 15 in a creative and relevant way. We hope it will help you to be a bridge into your local community that can often be difficult for churches to access.

The Discover Programme resources groups and leaders to:

- ... provide a fun, balanced, and challenging programme
- ... recognise young people for their effort and achievement
- ... build trusting relationships with young people

We hope through this programme you will be able to make a positive contribution to a young person's life and be able to share your faith in a meaningful way.

Key tips:

Fun

Achievement & Recognition

Friendship

Why do young people come to BB?

Before we even started writing any of the activities in Discover we carried out a survey with young people from BB throughout the UK. What we found out was very interesting...

- ... badges were really important. 74% of young people enjoyed the fact that their achievements were recognised in this way.
- ... young people came to BB to have fun (34%) and be with friends (29%).

- ... the best thing that young people did at BB was camp (37%) and activities (26%).
- ... young people liked physical (87%) and recreational (48%) activities, and 70% would like to do even more.
- ... young people disliked formal elements of the programme (58%).

The results were extremely important in putting the pack together, and the views of young people have been instrumental in shaping Discover from the very start and in every area.

Key tip: We know of many groups who have been extremely successful at recruiting young people at this age, so don't be shy in advertising the exciting and challenging activities that you have on offer which young people clearly want.

Values Underpinning Our Youth Work

Throughout the pack you will see the following star system:

Participation	☆	☆	☆
Empowering	☆	☆	☆
Educative	☆	☆	☆
Equality	☆	☆	☆

This is to help you think about whether the activities you are doing are achieving the accepted foundations of youth work. So when you see this box stop and think. Are you facilitating youth work that is...

1. ... Participative – Do young people shape what you are going to do during your time together ? Do they have an opportunity to influence decision making in their community?
2. ... Empowering – Do young people feel that they have made a difference as a result of what they do?
3. ... Educative – Do young people know more as a result of doing this?
4. ... Equality – Can all young people take part equally?

What should young people expect?

Following these values, when a young person becomes a member of the BB they are entitled...

- **... to experience new challenges.**
To develop and use existing skills, to learn new skills, to develop confidence, to have a sense of achievement and receive recognition.
- **... to be listened to and have a say.**
To have their opinions listened to and acted upon wherever possible.
- **... to be respected and valued.**
To be trusted and given responsibility, to be treated as you would like to be treated, to experience a safe environment, to be individually appreciated, to have the opportunity to be part of the wider community.
- **... to have fun.**
To be able to come to BB because they enjoy it and want to.
- **... to have the opportunity to develop a personal Christian faith.**
To be able to explore their own faith, at their own speed, in a way that is approachable and meets their individual needs.

Key Tip! Would your young people recognise these as happening in your group? If they don't, then they might not be!

Working with 11-14 year olds

Early adolescence marks a period of change in the lives of young people and requires as much understanding as possible. As leaders in the BB you are role models to these young people and as you relate to them it's important that you show understanding. Some issues that can appear petty or trivial to you are actually extremely important and vital to the young people. So don't belittle what your young people are saying, and follow these key tips for building good relationships:

- Build young people up through positive comments and make sure that they by far and away outweigh any negative.
- Try not to overreact (easier said than done!) and when you do draw attention to negative behaviour stay in control of yourself. Provide a good example at all times.
- Get to know your young people as individuals and not just a group.
- Help young people to find out what they are good at.
- Accept that at times they will be unsettled.
- Young people want your attention, so give it!

There are a range of excellent courses that BB offers to help you develop your skills as a youth worker. Why not attend a "Youth Leader Training" or "Working with Challenging Behaviour" course?

What's Next?

The excitement does not have to end after the Discover Programme. Challenge Plus offers an exciting range of challenges for young people aged 15-18. Make sure that you take a look.

The Activity Programme

Discover is about more than gaining badges and provides you with the means to plan a whole programme whether or not your young people decide to try and gain an award. It's divided into three programme zones (each sub-divided into various topics) and a balanced programme draws content from each.

The Award Scheme explains how taking part in each zone is recognised and how badges are awarded.

What are subzones, sectors and topics?

Subzones, like zones, provide balance to your programme by making sure that you cover a wide variety of subjects. These are most important to consider when you are working towards a badge, which you will hear more about in the Award Scheme. Sectors and topics are used for your convenience in grouping activities together under a specific subject header. The sector aims also make it easy for you to write your own material to achieve those aims.

For example:

ZONE	SUB-ZONE	SECTOR	TOPIC
Skills	Creativity	Media	- Pod Casting - Web Design - Magazine Production - Publicity
Recreation	Health & Lifestyle	Lifestyle	- Drugs - Alcohol - Gambling
Community	Nature & Environment	Conservation	- Recycling - Conservation - Energy

The Discover Programme Wheel is your "at a glance" guide to the whole programme and is found at the back of this section.

What is a zone?

Zones are the basic structure of the Discover programme and help group topics together, as well as provide variety in the programme. The main zones are listed below:

Community This zone gives opportunity to learn about and make a difference to the world around us.

Recreation This zone gives opportunity to be adventurous and develop confidence through an active and healthy lifestyle.

Skills This zone gives opportunity to learn new skills and display creativity.

What about Christian Faith?

Within each zone there are some Christian Faith topics relating to subject areas. Providing young people with the opportunity to explore more about their faith is central to what we do in the BB. However, even more importantly through the way we act as leaders as role models to the young people, we should be revealing who Jesus is through our actions.

**"... be an example to everyone with your words, your actions, your love, your faith and your life."
1 Timothy 4:12 (NCV)**

Only by the positive relationship we form with young people and the way we model who Jesus really is, are we going to help young people come to know Jesus for themselves.

"I have come that you may have life and have it in all its fullness" John 10:10

Below are some key tips:

- Keep the activity interactive and interesting, with short periods of up front talking.
- Avoid using overly "religious" language. Christianity isn't just for a certain type of person, but for everyone!
- Help young people to think through and explore what they believe.
- Don't talk down to young people, but treat them with respect.
- Don't be overly defensive about your faith, encourage young people to be honest about where they are at.

Why are there two further zones?

There are two further zones entitled Faith and Extras. These complement the three programme zones and provide additional materials for devotions and lots more.

How is Discover indexed?

Each zone is colour coded for your convenience. Community is blue, Recreation is green, and Skills is purple. On each page of the activity section of the programme pack you will see on the side margin written both the zone, sub zone and sector. In the bottom corner you will also see a number and a letter, e.g. A1. The letter denotes the sector and the number denotes the topic within the sector.

Do I have to use the Discover activities?

No. We hope you find the ideas contained within Discover useful, easy to use and lots of fun. However we recognise that many groups have lots of their own good ideas. The key word for Discover is flexibility, and all the activities are written with this in mind. You are therefore able to use this material as much or as little as you like.

What about trips & visits?

BB positively encourages groups to involve young people in trips and visits. This is because we recognise that young people get more from "doing" rather than just being told about something. Trips & visits can provide a valuable opportunity for young people to take part in positive experiences which otherwise might not be available to them. The **benefits** of such trips and visits include the opportunity to:

- Enhance learning and raise achievement
- Develop independence
- Develop team work
- Face challenges
- Raise confidence and self-esteem
- Develop social skills
- Extend personal horizons

Consequently trips and visits are as crucial a part of your programme as the activities that you regularly put on during your meeting night and all groups should endeavour to put them on throughout the year. This is recognised in the awards scheme where they count towards all badges. Throughout the activities section in Discover you will see a "Trips & Visits Ideas" box to give you ideas, but feel free to make up your own. These ideas could form a major part of your summer programme.

The other extremely good resource you have at your disposal is to ask your young people where they would like to go or what they would like to do.

Look out in EXTRAS for an exercise that gives young people an opportunity to plan a whole trip for themselves. Any leader could probably organise a trip quickly with their eyes blindfolded. However the value of allowing a young person to be involved in the planning and delivery of the trip is in the process as much as the outcome.

The following are some important points to bear in mind when undertaking a trip or visit with your young people.

- A pre-visit may be needed before making a booking to ensure that it is appropriate for your young people.
- Make sure that any venues and transport are booked well in advance.
- Take into account what your young people and their parents can afford, and make sure that no one misses out on an opportunity because of money.
- Make sure that your young people and their parents have all the necessary information.
- The leader to young people ratio needs to be taken into account.
- If any specialist activities are being undertaken ensure that any instructors hold the appropriate qualifications before commencing.

Remember!

The health and safety of young people taking part in trips and visits is of paramount importance. Risk Assessments and Special Activity Consent Forms may be needed. Planning and control of visits must be done in advance, and more details can be found in The Boys' Brigade's Safety Handbook. Ensure the activity is covered under The Boys' Brigade's insurance policy, if unsure contact BBUK Headquarters.

What about themed evenings?

Themed evenings can provide an interesting alternative to a typical night. Use this programme pack to make up your own themed evening by linking a number of activities from different topics in the pack (e.g. Sports Night – Football skills, Health & Lifestyle, and Sportsmanship) or any others you have. In addition you could ask the young people to come in fancy dress appropriate to the theme (and also the leaders) and consider providing some theme related food & drink.

Developing Your Programme

Here are some useful questions to think about from the start...

- Who will be involved in planning?
- Have you included the ideas of all of the leaders, helpers and young people?

In the BB we believe that young people should take an active role in making decisions about their group. The programme isn't just something put on by leaders for young people, but something created in partnership with them.

Why not start by evaluating what you do by using this simple form with your young people?



Evaluation Form

We hope you've had a great time at BB so far this year. It's really important for us to know what you really think in order that we can make BB even better!

Mark the following out of 4 (1 being really bad and 4 being very good):

Badge activities	☐	Trips & Visits	☐
Sports & Games	☐	Leaders	☐
Competitions	☐	Devotions	☐

The following are a list of entitlements that every young person in the BB should expect to experience. Tick if you think that you have experienced any of the following:

To experience new challenges	☐
To be listened to & have a say	☐
To be respected & valued	☐
To have fun	☐
Opportunity to develop your own faith	☐

Overall, how good was the programme?

Excellent ☐ Good ☐ Average ☐ Boring ☐

Please list your top three highlights of this term:

1.
2.
3.

Please list your three lowlights of this term:

1.
2.
3.

What other activities would you like to do in the future to gain your badges?

What trips or other activities would you like to do?

Do you feel that you are involved in deciding what you do when you meet? Yes ☐ No ☐

How would you like to be involved in shaping BB in the future?

Tell us if there is any way we could help you further?

Below are five ideas on how to involve your young people:

1. In an informal setting ask young people what they think about the activities you do.
2. Give young people the chance to say what they want to do and shape their experiences of the BB. You might want to give them a choice of activities or set up a forum.
3. Encourage young people to come up with their own ideas and solutions. Don't just listen to young people but act upon what they say. Young people have the right to expect change to happen as a result of what they say, whether that is in their BB group, in their community or in the organisation.
4. Treat young people's ideas & opinions with respect, and as you would like your own to be treated.
5. Give young people the opportunity to learn from, and teach each other as well as yourself.

Remember! Regularly go through the following checklist to see if you are getting participation right.

Participation Checklist

1. Young people are involved because they want to be ☐

The involvement of young people is on a voluntary basis because they believe in the importance of the BB and that their participation will make a difference.

2. Young people have a choice about how they get involved and at what level ☐

Young people have the opportunity and choice to get involved at any and all levels of decision making, through activities that are fun and creative and that suit their skills, abilities and interests.

3. The diversity of young people is valued ☐

Young people's diversity of experience, background, belief and talent offers a unique resource for BB. Celebration of diversity is a key part of participation and increased understanding and acceptance should be an outcome.

4. Participation is accessible to all young people ☐

All young people should be valued equally and opportunities offered fairly. Young people who need extra support to take up these opportunities should be given it. Anyone who discriminates against a young person should be challenged. This also means that decision-making processes should be accessible and welcoming to young people, whether in terms of language, location, timing, costs or other factors.

5. Everyone is honest and open ☐

Adults should be open and honest with young people about what they are trying to do, why they are doing it and how much influence or power young people will have.

6. There is equal partnership between adults and young people ☐

Young people and adults can learn a lot from working together. These opportunities should be created and valued.

7. Young people are encouraged to come up with their own ideas and solutions ☐

Youth-led approaches enable young people to take action themselves on issues they want to address or things they want to achieve, in a way that they feel happy with. This brings enormous benefit for young people and should be encouraged.

8. Barriers that stop young people from getting involved are challenged ☐

If the way decisions are made or the way an organisation is set up prevents young people from getting involved and having a say, it should be challenged and where possible changed.

9. The value of young people's work, ideas and skills is recognised ☐

It is important to recognise the contributions of young people, value it, use it and ensure that there are real outcomes for young people, both as a group through their impact and individually through their empowerment.

10. Young people's involvement makes a difference ☐

Ultimately young people should have made a difference through their involvement and they should know it. Young people should receive feedback, be involved in monitoring, evaluation and deciding what happens next.

However programme planning doesn't just stop there, we need to ensure that we have reasons for (aims) and variety & balance in what we do.

Aims

Central to programme planning isn't just the activities we do, but why we do them. Therefore rather than starting by thinking about what activities you are going to do on a particular evening, it's important to begin by thinking about your AIMS.

- What do you want to achieve?
- Why do you want to achieve it?
- How does this activity help you to do this?

Remember! Stop & Think whether you are meeting your aims.

Variety & Balance

It's also important that the programme is varied and balanced not only in terms of its content, but also its presentation in order to stimulate and maintain interest. This is achieved by...

... providing a range of activities from all three zones (Community, Recreation, Skills).

The Discover Programme is suitable to be delivered in a variety of ways. Feel free to add your own topics or use other organisations' material. These all add variety and help keep the programme relevant to your young people.

... reflecting the different interests of the young people.

Ask your young people what they are interested in, and what they want to do.

... **changing the style and delivery of the programme material** (this also caters for the differing ways in which young people can learn). Ensure that you allow young people to connect with the material and activities that you do in different ways.

Remember, our top tips for a good meeting night:

- Progression – it is important to consider the age and ability of the group you are working with. The young people should feel that they have developed through doing the topic.
- Learn by doing – young people will remember and gain far more out of an activity by doing something rather than just listening about it!

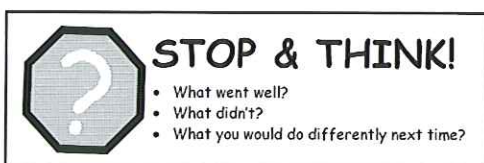
And finally...

Remember there is no set way that you have to do BB. Work out what works best for you, but don't just stick with it, work out how you can continuously make it better. **Stop and Think** (reflective practice)!

The key to doing anything well is often taking a brief moment to stop and think about the following questions:

- What went well?
- What didn't?
- What you would do differently next time?

Think about this whenever you see this sign:



Programme Planning

How to plan your programme?

The programme isn't simply the badge work that the young people undertake; it's the whole range of activities that occur in the BB on your meeting night or throughout the week.

It's useful to think of planning in terms of long-term, medium-term and short-term:

Long-term plans (*the year's diary*) give an overview of the year and usually run from September. Remember some activities will naturally fit into certain times of the year such as camps, holidays and visits. Remember the following steps...

1. Review and update your year's diary

It's useful to mark on the diary the following times when you may have to keep the diary clear or alter what you do:

- School holidays and half term breaks
- School exam periods
- When leaders may be away or unavailable

Similarly think about how other events that are going on can add to the great things you are already doing:

- Church events
- Any local community activities
- Events that are put on by your local Battalion or District
- National BB competitions
- Events put on by other organisations

Why not add them to your diary?

2. Gather new ideas

New ideas can come from a variety of sources, e.g. the Discover programme, the Gazette, Brigade forums, your inspiration and most importantly and obviously your young people. Keep a record of these ideas as they come up and put them into your diary.

3. Review last term

Stop and Think! At this early stage it can be useful to reflect on the previous year's activities. What are the things that worked well? Are there things that you would like to repeat?

Don't forget!

- Ask the young people about the things that they would like to do.
- Don't just repeat things for the sake of it. Too many repeats can lead to boredom.

Example of a year's diary:

	September	October	November	December
				1
Sat	1			2
Sun	2			3
Mon	3	1		4
Tue	4	2		5
Wed	5	3		6
Thu	6	4	1	7 Company
Fri	7 Company	5 Company	2 Company	8 Battalion Football
Sat	8 Senior's Paintball	6 Battalion Football	3 Battalion Football	9
Sun	9	7	4	10
Mon	10	8	5	11
Tue	11	9	6	12
Wed	12	10	7	13
Thu	13	11	8	14 Company
Fri	14 Company	12 Company	9 Company	15
Sat	15 Car Wash Coffee Morning	13	10	16 Carol Singing
Sun	16	14	11	17
Mon	17	15	12	18
Tue	18	16	13	19
Wed	19	17	14 Badminton Comp	20
Thu	20	18	15	21 Christmas Party
Fri	21 Company Recruit Night	19 Company - Bowling	16 Company	22
Sat	22	20 1st Years Trip	17	23
Sun	23	21	18	24
Mon	24	22	19	25
Tue	25	23	20	26
Wed	26	24	21	27
Thu	27	25	22	28 No meeting
Fri	28 Company	26 Company	23 Company	29
Sat	29	27	24	30
Sun	30	28	25	31
Mon		29	26	
Tue		30	27	
Wed		31	28	
Thu			29	
Fri			30	

Medium-term plans (*Term Planner*) break the year into smaller periods usually of a term or half term and at the same time increases the level of detail. It's important to plan what is being done each week and by whom. Check that you have enough leaders to run the activities safely and leave yourself plenty of time before the term starts to complete this plan.

1. Review and update your year's diary

Take a moment to look at what you've already planned to do in this term and confirm your commitment to the activity. Add in any new dates you might have identified.

2. Gather new ideas

Identify what your young people want to do, you might like to give them a form like the one below to fill out identifying their favourite programme ideas or simply ask them during a casual chat.

BB Discover Options



January – March

Name:

Please mark 1-4 (1 being your favourite and 4 being your least favourite) in order of preference for each half term.

We will try and place you in your favourite group. In order to achieve your badges please do not select an activity that you have done previously.

Half-Term 1

Art ☐
Indoor Cooking ☐
DIY ☐
Iron Man ☐

Half-Term 2

Badminton ☐
Boomerang ☐
Outdoor cooking ☐
Table tennis ☐

What other activities would you like to do at BB?

What trips would you like to do at BB?

Key Tip! Keep your eyes and ears open for new ways of delivering your programme and for opportunities to try something new e.g. a local raft boat race. Don't pass up on an opportunity simply because it wasn't part of your original year's diary.

3. Review last term

Stop and Think! Once again think about what worked well, what didn't and what you want to do differently this term. Try to be aware of the zones or method of delivery that have not played a big enough part of your programme so far, and think about how you can make it more balanced.

Example of a term planner (September half term)

Monday	3	10	17	24
Tuesday	4	11	18	25
Wednesday	5	12	19 5-a-side football	26
Thursday	6	13	20	27
Friday	7 Opening Night YP to choose activities. Quiz - Sarah Games - Aaron	14 Company night Skills - Sarah Recreation - Aaron	21 Recruit night Games - Aaron Food - Steve Display -	28 Company night Skills - Sarah Recreation - Aaron
Saturday	8 Senior's Paintball - Devant	15 Fundraising car wash coffee morning 10 - 12 Steve, Ian, Sarah	22	29
Sunday	9 Youth Service 10.30	16 Youth Service 10.30	23 Youth Service 10.30	30 Youth Service 10.30

Why not fill out the term planner template to help you on your way?

Short-term planning (*Evening Planner*) will involve planning an evening in detail listing responsibilities, timings, and equipment needed.

The way that any Company organises its meeting night will depend upon many factors including:

- The number of leaders
- The number of young people
- The premises
- The time available
- Resources including finance

Don't forget to think about how much time you will need to prepare, set-up equipment, meet with leaders, talk to parents and tidy away afterwards.

Whether your Company is able to meet on just one night per week or over a series of evenings, careful planning will enable your young people to get the most from the time together. Fill out the evening planner template to get you on your way. Don't forget to **Stop and Think!** after the evening is over.



Evening Planner

Group name:

Date:

Time	Activity	Aim	Resources	Responsibility

Remember what young people should expect. Tick if tonight's programme work towards the following:

Activities:

New challenge: ☐

Have a say: ☐

Fun: ☐

Relationships:

Develop own faith: ☐

Respected and valued: ☐

Stop and Think!

What went well tonight?

Did you meet your aims?

What would you do differently?

Organising Your Evening

A typical evening

In the BB there is no such thing as a typical evening, but it will often be split into a number of stages:

Opening –

e.g. falling in, opening devotions, inspection

Inter-Squad Competition –

e.g. a quiz, a physical activity, drill

Programme Activities and Training –

e.g. a variety of activities from the Discover Programme

Closing –

e.g. a formal closing or epilogue

Club Room/Recreation –

e.g. activities such as snooker, table tennis or a physical team game

So for some, an evening planner may look like this:

Company meeting 28th September

Time	Activity	Resources	Responsibility
7.15	Fall In Opening Service Inspection	Roll books	Steve All leaders
7.30	Inter-Squad Quiz	Laptop Screen	Ian
7.50	Group A Skills Cooking – Bhajis Group B Recreation Facts about Smoking	Ingredients, utensils Fact sheets	Sarah Aaron
8.20	Group B Skills Cooking – Bhajis Group A Recreation Facts about Smoking	As above	As Above
8.50	Tuck Shop	Put out while activity programme	Steve
9.00	Epilogue		Sarah
9.05	Danish Long-ball	Ball, cones	Aaron, Ian
9.20	Club room	Pool, table tennis, darts	All staff
9.45	Goodnight		

For others the evening may look different.

Company meeting 28th September

Time	Team A	Team B	Team C
7.00	Arriving game Crab-football. Run by Ian. Young people join in as they arrive		
7.15	Team Quiz run by Steve Need Laptop, Screen		
7.30	Skills Cooking – Bhajis Sarah	Recreation Facts about Smoking Aaron	Preparation for DEA training weekend Navigation Ian, Steve
8.00	Recreation Facts about Smoking Aaron	Skills Cooking – Bhajis Sarah	
8.30	Tuck Shop Steve		
8.40	Devotions Start together then split into teams for discussion Sarah		
9.05	Danish Long-ball Need-Ball, cones Aaron, Ian		
9.20	Club room Pool, table tennis, darts All staff		
9.45	Goodnight		

Stop & Think! Many Companies have adopted a routine for a meeting night that best suits them. It's always valuable to evaluate this to see if it is still the best way.

Remember think about your objectives and the leaders and young people you have. Plan the evening that best suits them.

What still needs to be done?

Before the Evening

Before your young people even arrive it's important to think about what needs to be done. Why not go through this simple checklist to see what needs to be done and which members of your team might do it?

- Prepare any equipment or materials needed for each game and activity ☐
- Buy any equipment that you might still need ☐
- Make sure all leaders know what they need to do ☐
- Complete a risk assessment, particularly for new activities (Have a look at the BB Safety Handbook to check that you are complying with best practice) ☐
- Produce any letters or notices about forthcoming events or activities which parents and young people might need ☐

During the Evening

To guarantee a good organised evening you should also ensure that...

- ... all leaders and young people are fully involved with the programme
- ... you make a note of attendance and collect subs
- ... there are adequate levels of supervision at all times
- ... everyone is flexible, especially if something just isn't working
- ... everyone has a good time

After the Evening

When the evening is coming to a close remember you still need to do the following:

- Thank all young people and leaders for attending, and ask if they enjoyed themselves
- Keep a note of any money you have been given
- **Stop & Think!** Do a quick review of the evening. Did you run to time? Did the activities excite the young people? What did the young people say about the evening? What improvements could be made?

How can I cope with challenging behaviour?

There are bound to be times when your group are going to misbehave. It's often difficult to maintain the balance between no discipline, and being a Sergeant Major or turning BB into an extension of a class room. Either way young people may stop coming. Remember there is nothing wrong with setting boundaries that are fair and clearly understood, and in fact these often make young people feel safe.

Here are a few tips:

- Get your young people to set and enforce the rules. Pressure from a peer to behave so that the group can get on with the activity is often more effective than anything a leader can say.
- Treat young people as adults and appeal to their maturity, sensibility and sense of fairness.
- Appeal to their loyalty to you.
- Don't overreact.
- Be fair and consistent.
- Be positive and give praise more than you criticise.

Remember look out for the BB "Working with Challenging Behaviour" course.

What equipment do I need?

With every topic in Discover there is a list of equipment and resources that will be needed. Below we have also put together a list of useful equipment that every company should think about getting:

Games

Small / large balls
Cones / markers
Whistle
Stopwatch
Uni-hoc set
Kwik Cricket set
Board Games (e.g. Connect 4, Chess)
Bean bags
Quoits
TV / Video / DVD
PC
Basketball
Badminton / Volleyball net
Badminton Racquets
Clipboard

Craft

Pens
Pencils
Paper
Card
Glue
Scissors
String
Ruler
Sellotape
Newspaper
Flip chart pad
Marker pens
Felt tip pens
Paint
Paintbrushes
Labels
Post-it notes

Emergency Ideas

It's always useful to have in reserve some quick ideas that can act as a time filler if things don't go quite to plan. Below are our top three ideas:

1. A quiz from a quiz book or trivia cards
2. Paper aeroplane competition (distance travelled / design)
3. Penalty shootout

Why not come up with three ideas of your own?

Remember! It's important to always have something that you can fall back on, and you'll be grateful that you prepared it in advance when the day comes that you need it!

How should I group the young people?

The Boys' Brigade has often based its programme on grouping young people together for certain activities and parts of the programme. These groups or teams don't necessarily stay the same and may change depending on the activity.

Traditionally BB has operated a Squad system. The number of young people in a squad will depend on the overall size of the section. These squads will usually contain young people from across the age range of the section. Many BB groups give leaders pastoral oversight of a particular squad. This allows leaders to get to know individual young people better and take responsibility for them in a focussed way.

Inter-squad competitions often prove to be very popular with young people and can often encourage young people to attend & take part in the activities. Many Companies run monthly and annual competitions based on attendance and inspection and present awards to recognise this. Other competitions may be based on sports, quizzes or other aspects of the Discover programme.

For other parts of the programme it may be more appropriate to group the young people according to age or school years. The Discover programme allows activities to be delivered to young people both across the age range and with defined age groups. However leaders will need to have different expectations dependent on the age and ability of the young person.

What about young leaders?

Many BB groups make great use of the NCO (Non-Commissioned Officer) system in helping to lead and organise. When selecting young people for promotion you should not only consider how long they have been in the company and what they have done, but also the potential for the future.

Brigade regulations give the ages at which young people can be promoted.

Don't forget that every young person has the right to have their opinions valued and respected whether or not they are an NCO.

What are Parents' Evenings and Displays?

Such an evening is an excellent way for the young people to show their parents and friends what they have been doing. At such events many Companies present awards and recognise young people's effort and achievements.

Should we hold a Camp, Holiday or Residential?

"Our survey says", that for young people, going away is often the highlight of a young person's time in BB. Such activities...

- ... foster independence
- ... develop a sense of family or belonging
- ... develop and strengthen friendships
- ... help leaders share their faith. When you live so closely together, young people can't help but see leaders living out their faith
- ... allow young people to experience new challenges
- ... provide a holiday for youngsters who might not otherwise have one
- ... are fun

Really try to see if you can provide a holiday as part of your programme even if it's only for a weekend. If you have difficulties, then there will be someone in your Battalion who can help.

Remember that there are special regulations involving overnight stays and you should consult the Safety Handbook.

Administration Essentials

Member Information

You will need to keep a list of the young people in your group and record their attendance at activities. Some groups may have their own membership form which is completed by a Parent/Guardian for each young person who joins the group.

Membership forms can also be purchased from BB Supplies. These are a useful way of obtaining information about the young person and their family. This information should then be recorded on the Record Card for the young person.

What information should be obtained?

You should obtain the following information for each young person in your group:

- full name of young person
- date of birth of young person
- address – *including postcode*
- home phone number
- mobile phone number for young person (optional)
- email address for young person (optional)
- parent/guardian name – *including title*
- mobile phone number for parent/guardian (optional)
- work phone number for parent/guardian (optional)
- email address for parent/guardian (optional)
- alternative contact name & phone number
- Secondary School attended (optional)
- Church attended – *if applicable* (optional)

It is important to find out who will regularly be bringing and collecting the young person from activities, and to be aware of anyone who should be denied access to the young person.

Written records from the parent/guardian should indicate any special needs or medication. This is usually information which would be requested annually through the completion of an Annual Consent Form.

Additional information which may be of use may include what skills or hobbies parents/guardians might have. **They might be willing to get involved in helping out at BB!**

Remember information can be out of date very quickly and it is important that the Annual Consent form and other methods of gathering information is completed at least once a year. All information **MUST** be treated as confidential and comply with the Data Protection Act (See 'Safety Handbook' for more information on the Data Protection Act).

Keeping Track of Attendance

A register should be taken at each activity which should include all young people, leaders and visitors in attendance.

Membership Fees/Subs

When you join any group or club you would expect to pay a membership fee or a subscription. This is used to contribute towards the running costs of the group including the purchase of equipment and resources for weekly activities, and membership (or capitation) fees to the national organisation for insurance and support services.

When setting a fee, remember to take into account the community in which you live, whilst making sure the fee reflects the activities offered to the young people.

Key Administration Tips

1. If you are planning a special trip / activity or event then it is important to get the details planned thoroughly. Use the Event Planner template to help you to do this.
2. It's often difficult to make sure that you get the money right when you are planning the programme. So why not use the Budget Planner template to help you get it right.
3. Good communication with parents / guardians is key. Have a look below at an example letter for going on a trip. This will help you write your own:

4th Anytown Company

BB Adventure Day



Dear Parent/ Guardian,

We are going to Anytown Park for an Adventure Day on Saturday 23rd February.

Please read below for details concerning the trip:

- Time:** We will leave the church hall at 9.00am and will be back at the church at 8.00pm.
- Cost:** £5 (including evening meal and transport).
- Wear:** Trousers, warm top, walking boots and a waterproof coat.
- Activities:** We shall be doing navigation work, tracking, playing wide games and cooking on a camp fire.
- Food:** Please bring a packed lunch. Drinks will be available throughout the day and an evening meal will be provided (please advise us if your child has any special dietary requirements).
- Pocket Money:** No money should be required, but please ensure that no more than £5 is brought along.
- Transport:** We shall be using the church minibus with Victor driving.

If you have any further questions please do not hesitate to talk to me or give me a ring.

Regards

Andrew N.Y. Other
Leader in charge

Tel: 01234 567 890
Mob: 09876 543 210
E-mail: Andrew@anytown.co.uk

Reply Slip

Dear Andrew N. Y. Other,

My child will be able/will not be able (delete as appropriate) to attend the Adventure Day.

I enclose the fee of £5. ☐ Please tick

My telephone number on that day should you need to contact me will be

Signed Parent/Guardian

Safety Essentials

How do we ensure everyone's safety?

Guiding Principle:

It is the duty of the Company Captain to satisfy themselves that all individuals who are given any element of responsibility for young people are competent. They must also be satisfied that in all company activities, due consideration is given to the safety of young people and leaders.

A Safety Handbook is issued to each BB Company; copies are also available from BB Supplies and on the BB web site www.boys-brigade.org.uk/leaders/library

Providing a safe environment for all BB activities is a fundamental responsibility for every leader. All leaders should make themselves familiar with the 'Safety Handbook' publication and updates that are issued from time to time. Leaders must also be aware of any policies devised by the church to which the company belongs.

It is strongly recommended that all leaders develop the habit of doing risk assessments. These range from the formal ones written on paper such as those for holidays & camps and the annual risk assessment of the premises, through to the quick informal risk assessment you may discuss with a colleague before doing a new activity.

Remember! When planning an activity, think about the **probability** of accident or harm occurring and then think about the possible **severity** of the harm if an accident does happen. Then think about all potential hazards and the appropriate precautions you can take.

The Safety Handbook is your guide, and all BB training includes an element of safety awareness. You are particularly encouraged to read or re-read the following sections in The Safety Handbook:

- The Brigade's 'Safe from Harm' policies including child protection and the prevention of abuse, and the recruitment, selection, training and registration of leaders.
- General safety awareness including staff ratios and areas of potential danger.
- Emergency First Aid.
- The use of public transport, private cars and minibuses.
- Reporting and recording requirements for accidents and incidents.
- The use of risk assessments, and annual parental consent and special event consent forms.
- The regulations, selection and training requirements for leaders and the regulations and notification requirements for overnight events, camps and holidays.

Information



Evaluation Form

We hope you've had a great time at BB so far this year. It's really important for us to know what you really think in order that we can make BB even better!

Mark the following out of 4 (1 being really bad and 4 being very good):

Badge activities	☐	Trips & Visits	☐
Sports & Games	☐	Leaders	☐
Competitions	☐	Devotions	☐

The following are a list of entitlements that every young person in the BB should expect to experience. Tick if you think that you have experienced any of the following:

To experience new challenges	☐
To be listened to & have a say	☐
To be respected & valued	☐
To have fun	☐
Opportunity to develop your own faith	☐

Overall, how good was the programme?

Excellent ☐ Good ☐ Average ☐ Boring ☐

Please list your top three highlights of this term:

1.	
2.	
3.	

Please list your three lowlights of this term:

1.	
2.	
3.	

What other activities would you like to do in the future to gain your badges?

--

What trips or other activities would you like to do?

--

Do you feel that you are involved in deciding what you do when you meet? Yes ☐ No ☐

--

How would you like to be involved in shaping BB in the future?

--

Tell us if there is any way we could help you further?

--



BB Discover Options

Term: _____

Name: _____

Please mark 1-4 (1 being your favourite and 4 being your least favourite) in order of preference for each half term.

We will try and place you in your favourite group. In order to achieve your badges please do not select an activity that you have done previously.

Half-Term 1

_____	☐
_____	☐
_____	☐
_____	☐

Half-Term 2

_____	☐
_____	☐
_____	☐
_____	☐

What other activities would you like to do at BB?

What trips would you like to do at BB?



BB Discover Options

Term: _____

Name: _____

Please mark 1-4 (1 being your favourite and 4 being your least favourite) in order of preference for each half term.

We will try and place you in your favourite group. In order to achieve your badges please do not select an activity that you have done previously.

Half-Term 1

_____	☐
_____	☐
_____	☐
_____	☐

Half-Term 2

_____	☐
_____	☐
_____	☐
_____	☐

What other activities would you like to do at BB?

What trips would you like to do at BB?

Term Planner

Group name:

Date:

	Month 1	Month 2	Month 3	Month 4	Month 5
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

Evening Planner

Group name:

Date:

Time	Activity	Aim	Resources	Responsibility

Remember what young people should expect. Tick if tonight's programme work towards the following:

Activities:

New challenge:

Have a say:

Fun:

☐
☐
☐

Relationships:

Develop own faith:

Respected and valued:

☐
☐

Stop and Think!

What went well tonight?

Did you meet your aims?

What would you do differently?



Event Planner

Overview:

Group name:

Event name:

Description:

Organiser:

Date:

Bookings:

Venue:

Equipment:

Transport:

Guests/ instructors:

Booked by:

Booked by:

Booked by:

Booked by:

Member information:

Start date:

End date:

Meet @

Cost per person £

Deposit: £

Personal equipment required:

Time:

Time:

Uniform: Yes ☐ No ☐

Deadline to apply:

Programme

Description	Time	Responsibility

Notes & Announcements:

Stop and Think!

What went well?

What would you do differently next time?



Budget Plan

Event/ Activity: _____

Dates: _____

Income

☐ Members @ £ each £

Subsidy £

Fundraising £

Donations £

Grants £

£

£

£

£

£

£

£

£

Total income £

Expenditure

Vehicle hire £

Venue or camp fees £

Food £

Petrol or fuel £

Equipment hire £

Entry fees £

£

£

£

£

£

£

£

Total expenditure £

Balance

Estimated Balance

(subtract total expenditure from total income)

£

Notes: