

Facilitators Guidelines

What does it mean to be a facilitator?

Here are the basic principles:

1. **Interest groups** are at the heart of the U3A. Facilitators make these groups happen — they help members share their knowledge, learning and experience, and make new friends — that is the principle of the U3A movement.

Facilitators are not teachers, tutors or experts.

2. **Inclusiveness** We aim to be as inclusive as possible in our membership. We must do our best to enable everybody regardless of impairment, however caused, to take part in our activities, and must not discriminate against anybody on grounds of impairment (physical or mental), race, gender, sexual orientation or religion.

Remember that we are the Tweeddale, not Peebles U3A, and make sure that members in outlying villages are able to get to meetings as easily as possible.

3. **Keeping members safe** The pandemic has highlighted the responsibility the facilitator undertakes to safeguard the health and wellbeing of their members during meetings and activities. At the time of writing, the Tweeddale u3a Covid sub-committee regularly updates facilitators via email, and the whole membership via the Bulletin, about the mitigations to which the group must adhere, to ensure the safety of all especially the most vulnerable.

The facilitator of an active group will need to be aware of potential hazards (e.g. trips and falls) and be prepared to manage unexpected situations and always carry a fully charged mobile for emergencies.

We also need to keep members safe online. Facilitators must comply with GDPR regulations. In practice, this means that email addresses of group members cannot be shared without permission of the member. Using the Beacon system for communication within the group makes this easy.

Setting up a group

I'd like to start a group

You've got an idea for a group, and you need to gauge interest to see if it could be viable.

There are a number of ways to do this, for example talking informally to people at the monthly meeting or putting details in the bulletin. If you seem to be alone in your interest, let the Group Coordinator know what you would like to do, and

he/she will keep a note in case others make the same request. Meanwhile those who are interested discuss and agree the development of the group with the Group Coordinator and agree a facilitator.

Since the u3a is based on shared learning, knowledge and experience there is no common curriculum or syllabus to follow. The way groups are run is as varied as the interests.

Be prepared to be flexible. People may have suggestions about the focus of the group which is different to yours.

The first meeting

At the first meeting, agrees the **practicalities** – times, place, structure of meetings, any costs to members etc. It is worth looking on the Tu3a website at the calendar of U3A group meeting times before deciding, so that you don't clash with others. Most meet monthly but some more frequently.

Would the activities benefit from having a **risk assessment** completed for the group? You should consider whether there are any risks that might occur as a result of the group's activities and, if you identify any, talk to the Group Coordinator who will advise you on risk assessment procedures. If you're unsure or want further advice speak with your Group Coordinator, committee or National Office.

Where and how to meet

If it's a small group, you might decide to meet in someone's house or perhaps a different house each meeting, or you might decide to meet elsewhere and need to identify a suitable venue. There is a list of rooms for meetings in the appendix at the end of this document. Check whether the venue has any particular equipment or facilities, e.g whiteboards you might need.

Or you might decide to meet electronically on Zoom. Groups can make use of unlimited time on Zoom as Tu3a has designated members who hold full licences.

Identify any **accessibility** needs that group members may have. Refer to the U3APlus website for advice and guidance: <https://plus.u3a.org.uk/>.

Pass all this information and a description of the group for Beacon and the website to the Group Coordinator, to be available for all members.

For established groups

1. **Successful Leadership** it is good practice and U3A policy to encourage the active participation of all members of the group by sharing and/or rotating

leadership. Make use of the experience and knowledge of other members of the group. Groups can find it helpful to have an annual review to discuss the way the group is working, revise and agree any ground rules, and to encourage successive leadership.

2. Generate interest by **promoting your group** using as many different methods as possible – a notice in the bulletin or a short presentation at a monthly meeting.
3. **Change of Circumstances** should there be a change of facilitator or a change in the timing of the meetings or venue, or of the description of the group activity, please inform the Group Coordinator.
4. **Meetings** be flexible about times, venues and the size of the group as these very much depend on the group facilitated.
5. **Waiting Lists** try to avoid holding waiting lists if at all possible. If the group is full, contact the Group Coordinators to discuss possible ways to accommodate new members. Each group's circumstances are different so the solution needs to be found on an individual basis. One solution may be that the group is split to form two. Or it could be that attendance is based on a first-come first-served basis. A different venue may also be a solution.
6. **Beacon** Make sure you add the maximum number of members for your group to Beacon. This helps the Group Co-ordinator respond to new membership enquiries.
7. **Joining before u3a membership** Anyone may attend a group on a trial basis for a few meetings at the discretion of the facilitator.
8. **Co-facilitators** Many groups find it helpful to share the work and responsibility. For example, a subject facilitator may deal with the content while the other deals with the administration of the group.
9. **Photographs** Tu3a needs photographs of group activities both for the monthly bulletin and the new Facebook group. These can be taken using a phone or camera, and should be sent to Helen Narracott (tu3a@iangrantscumming.com). **If a photograph includes any members, please make sure they are all happy for their photograph to be used.** The Bulletin is sent only to members, and the Facebook group is private, which means only members can see what is posted on it.

Practicalities

For all practical issues, please ask the Groups Co-ordinator - for instance:

1. Beacon; training/use/updating
2. Zoom use and training
3. Meeting space and cost
4. **Postage/stationery costs** When groups include members who do not use e-

mail, any reasonable costs for postage etc may be reclaimed. (Please ask for an expenses claim form from the Group Coordinators or Treasurer)

5. **Car Sharing** the recommended mileage rate agreed by the Committee from June 2019 is **45p** per mile, irrespective of the number of passengers travelling. The sum asked for should be based on the actual mileage travelled e.g a 50 mile trip would therefore require a total contribution of £12.50 to be divided equally and include the driver. For insurance purposes, no reward is included. It is helpful if facilitators or leaders remind their members of the cost before the journey begins.

Resources

National Resource Centre the resource centre has a wealth of information on different subjects, available via the U3A website –

www.u3a.org.uk

Email to resource.centre@u3a.org.uk

or phone 020 8315 0199.

Photocopying this can be obtained at The Bridge (Volunteer Resource Centre, Newby Court, High Street, Peebles) and charged to the Tweeddale U3A account. State the name of the group.

The Community Minibus can be hired by the group through the Bridge. Members share expenses.

Start-Up Costs new groups may claim start-up costs of up to £50. Contact Group Co-ordinator for further information.

Insurance Matters

Please note that all costs must be paid through the Treasurer for any insurance to be valid.

The U3A Public and Products Liability Insurance policy covers only third party liability. In practice, this means any damage done by a U3A member to a third party's property or personal injury to a third party in the course of a U3A activity.

The U3A Home Insurance policy covers damage to a U3A member's property while it is being used to host a U3A event/meeting.

The U3A Tour Operators' Liability Insurance policy covers groups that go on trips involving overnight stays (who may be deemed to be a Tour Operator) against legal liability for accidental injury to third parties or loss or damage to their material property arising in connection with the event.

The U3A All Risk Equipment Insurance Policy covers for loss or damage to

property owned by TU3A, excluding wear and tear and depreciation, wherever it is held and in transit, providing reasonable precautions are taken to ensure

NB: Accident Report Forms can be obtained from the Group Coordinators.

Appendix 1

SUITABLE VENUES January 2023

VENUE INFORMATION

To continue protecting our members we recommend venues offering mitigations against Covid19 infection. The guidelines at St Joseph's Hall (some of which are listed here) are comprehensive, and could be followed elsewhere.

In general, while there is still a risk of infection from Covid19 and possible winter flu, we would advise:

- **Face coverings should be worn in all venues on entering and leaving and when moving around.**
- **If car-sharing please wear a face covering and keep the windows open.**
- **Ideally, do a lateral flow test twice a week, and certainly in the 24 hours before a face-to-face meeting.**

ST JOSEPH'S PARISH NEIGHBOURHOOD CENTRE

- Bookings are for a minimum of two hours and may then be booked in additional half-hour blocks.
- Bookings will only be considered confirmed when payment is received.
- Setting up and clearing up must be included in booking time.

Cancellation

We know that circumstances can change unexpectedly, and you may need to change the details of your booking. We will try to accommodate changes where possible.

Individual booked sessions within a confirmed block may be moved or

adjusted ONLY subject to availability and reasonable notice. Where this is not possible, the session will not be refunded.

Cancellation of a session which has been booked is possible only under exceptional circumstances (e.g., extreme weather conditions). In this case a credit will be applied to the next booked block.

If due to unforeseen circumstances we cancel your booking, we will try to find an alternative date that suits you. If we are unable to do so, we will refund the fee for that session. No further liability can be accepted.

User Responsibilities

- The person named on the booking form as the Responsible Person must be **always present in the Centre**.
- Keyholders **should not** attempt to enter the premises other than for their own booking, without **the knowledge and permission** of a committee member.
- Maintain good order and behaviour in and outside the Centre.
- Safeguard the welfare of all children, young people and vulnerable adults by protecting them from physical, sexual and emotional harm in all areas of the Centre at all times. All users working with children and/or vulnerable adults must conform to the requirements of the PVG legislation.
- Ensure suitable and adequate insurance is in place for the activities being undertaken.
- Report and pay for all breakages or damage.
- PAT certificates are essential for all electrical equipment used in the Centre.
- Adjust the hall heating using the wall **thermostat only**, to no higher than 20°, and return to 15° before leaving the premises. (In the Meeting Room adjust the radiators and return to their original setting.)

Child and Vulnerable Adult Protection

- Group leaders must protect the welfare of all children, young people and vulnerable adults by safeguarding them from physical, sexual and emotional harm in all areas of the Centre at all times. Groups working with children and/or vulnerable adults must conform to the requirements of the PVG legislation and the venue's policy and requirements.

Health and Safety

- Share fire regulations with **all users** at the start of the session (see the poster in the Centre).
- Children are **not** permitted in the kitchen without adult supervision **at any**

time.

- Smoking is **not** permitted within the Centre.
- The car park is used at the owner's own risk (the use of car park may be restricted at times).

The submission of a Booking Form confirms acceptance of these conditions.

The Neighbourhood Centre is a not-for-profit enterprise which seeks to support the local community and the work of the Roman Catholic Church. It belongs to the Parish of St Joseph's Peebles. As such it cannot be let, hired or used for worship that is not Christian or for teaching or activities that are incompatible with the teaching of the Catholic Church. In determining such matters the decision of the Parish Priest, and in consultation with the C Committee, shall be final.

St Joseph's Parish Neighbourhood Centre does not accept responsibility for the loss of or damage to property belonging to the hirer or to people using the Centre or its facilities.

The Roman Catholic Archdiocese of St Andrews & Edinburgh is a charity registered in Scotland: No **SC008540**

Main Hall & Kitchen £11 an hour (2 hour minimum)

Meeting Room & Kitchen £7.50 an hour (2 hour minimum)

Contact hcrosetta17@googlemail.com

MacFARLANE HALL

has similar guidelines to St Joseph's Hall.

Contact the Church Administrator on 01721 723986
(Wednesday and Friday 9am to 12 noon or email admin@topcop.org.uk)

Main hall £10 per hour (minimum charge £30)

Small hall £4 per hour (minimum charge £12)

Kitchen £15

CARDRONA VILLAGE HALL

provide sanitiser at the door and for touch points and ask that users ensure touch points etc are sanitised before and after use. For ventilation they have two double doors at the rear which can be opened, and the hall has a high ceiling. The number that the hall can accommodate is dependent upon the distances you are happy with; it can comfortably fit more than 10 at two metres apart. Chairs and tables are available to use in the main cupboard.

Cost: £10 per hour

Contact info@cardrona-village.org

THE PARK HOTEL

When the weather is suitable there is plenty of outside space. For small groups, there is adequate space inside around tables, and some groups are meeting there successfully. You may need to ask the staff to open windows.

The Park is closed during the winter on Mondays and Tuesdays.

Cost: The price of coffee/tea

THE DRILL HALL

has good mitigations, but is often fully booked.

Telephone 01721 720975

Cost: £6 an hour

EASTGATE THEATRE STUDIO

Cost £13 plus VAT per hour

Telephone 01721 725777

CROSS KEYS

The upper room is available again. Groups are asked to buy a drink/coffee downstairs.

Telephone 01721 723467