



St Vincent
de Paul Society

England and Wales

Turning Concern into Action

CHECKLIST

There are a few steps to take when setting up a Youth SVP group in a parish setting. Use this checklist as a helpful tool in your planning and preparation.

Step 1 - Complete the online application. You can find this on our website - www.svp.org.uk/newgroup

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Step 2 - A Zoom meeting. Once you have submitted your online application form, a member from the Young Vincentians Team will get in contact with you to arrange a time to meet on Zoom.

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Step 3 - Assembling a team. The next step will be to assemble your team of volunteers.

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Step 4 - DBS and safeguarding training. Once you have established who is going to be on your team to help run and support the Youth SVP group in the parish, you need to get in contact with your parish safeguarding representative about having an enhanced DBS, and to complete safeguarding training.

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Step 5 - Planning. Whilst you are waiting upon receiving DBS certificates, meet with your team to plan and to talk about:

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- What age group you will be working with. i.e. Year 7-9; Year 9-11 etc.
- When will the meetings take place. i.e. once a week on a Sunday afternoon; every other Tuesday evening etc.

Step 6 - Order resources. You will need a starter kit for your group which includes badges and prayer cards. Get in contact with the Young Vincentian Team and place an order. A starter kit is £35.

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Step 7 - Risk assessments. A risk assessment will need to be written for the meetings, and for every activity or action that takes place.

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Step 8 - Consent forms. These need to be written and prepared before advertising in your parish.

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Step 9 - Advertising and the launch. Advertise in your parish newsletter, by announcements at Mass etc. to communicate to the parish that a Youth SVP group is starting up. Have a first meeting date already in the diary.

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Step 10 - Get in contact with your diocesan youth representative whether that is your Youth Advisor, Director of Youth etc. to let them know you are setting up a Youth SVP group in your parish.

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Step 11 - First meeting. **DBS certificates and safeguarding training need to be completed by all volunteers before the first meeting.** Make sure you have consent forms for each young person, and begin with a first introductory meeting.

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Step 12 - Commission the group to begin their work as a Youth SVP group. The Young Vincentian Team has resources for this.

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Step 13 - Invite a Young Vincentian Team member to a meeting once the group has got going.

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Whilst this is a supported resource, the organisation using the resource is responsible for Health and Safety and Safeguarding.

