



## Sheffield Conversation Club

Registered Charity: 1142481 Telephone: 07515 439593

[www.conversationclub.org.uk](http://www.conversationclub.org.uk)

**FOUNDED IN 2002**

### **A Welcome to our Volunteers**

Thank you for volunteering to help at Sheffield Conversation Club (SCC). We are sure that you will enjoy the club and be able to help many people, some who are new to Sheffield, and many who wish to improve their English.

### **What is Sheffield Conversation Club?**

The Club provides an opportunity for people over 18 to improve their English through conversation in a friendly and supportive way. Members are mainly asylum seekers and refugees plus others wanting to practise speaking English.

We meet on Wednesdays, 1-4pm at The Sanctuary, 37 Chapel Walk, S1 2PD, and on Fridays, 1-4pm upstairs at Central United Reformed Church, Norfolk Street, S1 2JB.

Tea, coffee and biscuits are provided.

On Fridays, in addition, Brian, our joint chair, and Chris run informal English classes.

Volunteers may like to help with these too.

We also have visits to the seaside and walks in the Sheffield area, social events, an art table and cultural activities. These are generally announced at the Friday Club.

**Please take any problems/incidents/accidents to a trustee/senior volunteer as soon as possible. (If in doubt who to approach ask at the serving hatch).**

#### **Trustees:**

Brian

Christine

Lee

Jim

Helen

Ahmed

Farhan

Masoumeh

Victor

Richard



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### **Do's and Don'ts**

- Parents may bring children, but must look after them at all times, and must not ask volunteers or other members to look after them.
- Do look after your personal belongings, the club cannot be held responsible for losses.
- We do not make loans or gifts of money to members
- Many of our members come from cultures where gender relations are very different from the UK. Please be aware that your friendliness may be misinterpreted
- For this reason we ask that:
- Volunteers do not give out personal details such as phone numbers or addresses to members.
- Volunteers should not arrange to meet up with club members outside of organised group activities
- Please dress modestly at the club
- If you feel uncomfortable about how anybody is interacting with you then please talk to a trustee/senior volunteer as soon as possible.

### **And in general**

- When beginning a conversation stick to general terms eg. names, countries of origin and Sheffield.
- We don't ask about people's asylum cases or personal circumstances though we do listen supportively if they raise the subject.
- We may help with reading letters and filling in forms, but we are not experts in asylum cases and should signpost people to advice agencies.
- Respect the views and feelings of those present. Please don't try and convert people to a particular religion or opinion.
- It is essential to get permission to take a person's photograph.
- Do fill in a membership form when you join us and please fill in the attendance book each time you come. There is a separate record sheet for University students to have their volunteering verified.

**Venues -it is important for your safety that you familiarise yourself with procedures in event of fire and other emergencies and that we respect house rules.**

### **So please**

- Help make sure the rooms are clean and tidy at the end of the afternoon (it helps the organisers too)
- Don't play the piano at CURC without permission from the caretakers.
- We must leave promptly by 4pm, both venues