

## JFK Terms and Conditions (the do's and don'ts)

Before any operative can start work with JFK we request they read our Terms and Condition of employment. By acknowledging and sticking to these operatives are sending a simple and effective message to both the recipient of their distribution and the employers who have hired them; that you respect their wishes, are well informed and treat people the way you would like to be treated yourself.

### JFK do's and don'ts for young people

- Don't climb or jump over fences, walls or hedges.
- Do make sure the leaflet/brochure goes all the way into the letterbox and not hanging out too far.
- If you can't get a leaflet/brochure through a letter box in its flat form, try folding it without creasing it then pushing it through.
- If a house has no letter box in the door but a post box on the wall post into the box, don't leave the leaflets, brochures sticking out of it.
- Look out for signs or notices asking for free papers, junk mail, advertising leaflets NOT to be delivered.
- Keep an eye out for empty homes, do not post leaflets through these doors.
- Empty homes that suddenly become re-occupied can have leaflets/brochures posted through them.
- Never cut across gardens or walk in close proximity to windows to startle occupants.
- Always close a gate you open.
- Use reasonable force to open stiff gates unless it is not possible to do so (gate is stuck, broken, off hinges or hooked in an open position).
- Be polite, good manners cost you nothing, but will make a real difference to how you are perceived.
- It is not advised to use a bike due to the close proximity of households on distribution routes.
- In rural areas with more than 60% of the households have lengthy drives a bike can be used.
- When using a bike, ride slowly being mindful to stick to driveways and leave, textured or stoned areas unmarked.
- In light rain between houses, keep the zip/flap/cover on your bag closed to stop the leaflets/brochures getting damp.
- In heavy or constant rain your supervisor may advise canceling distribution for that period, as wet letter boxes and damp flyers can cause flyers/brochures to scuff and or tear.
- On repeat distribution in the same drop zone, keep a eye on any elderly residents you know live in the area - if flyers are piling up notify your supervisor, they'll check everything is ok.

Operatives will never be required to distribute more than three leaflets or one brochure to households per campaign. Operatives should arrange leaflets before you go out to deliver, once you get into a rhythm it only takes a short time and makes life so much easier particularly when it is windy and drizzling.

### JFK tips for young people to stay safe during distribution schedules

- Learn your supervisors telephone number by heart and store it as a preset on your mobile.
- Don't get into long conversation with people you do not know.
- Limit the amount of time you spend in any one location by distributing your leaflets and continuing through your drop zone.
- Never arrange to meet anyone on your route to give them flyers in-person or help you unless arranged with your supervisor.
- Avoid using your phone or having music playing loud if you decide to wear headphones whilst in the drop zone (for safety and politeness).
- Avoid talking to people you don't know when you're supervisor is not around.
- Make sure you always tell your supervisor if a stranger approaches you for any reason, never keep this to yourself.
- If you lose your way, ask for help from a police officer, another grown-up with children or someone working at a nearby shop explain who you are and what you are doing.
- Should you trip or fall and graze your skin, supervisors pack a few band-aids, wet wipes and an antibiotic cream to deal with any minor cuts. Explain what happened, your supervisor will log you've had a minor accident.

**Young people have a fundamental right to be protected from harm that's why all our staff and volunteers are DSB checked and given clear guidance on how to behave and work with our operatives. They are highly vigilant and report any concerns they have about an operative.**

# Practice Skills Test

To assess your basic knowledge and understanding of the terms and conditions for working with JFK (the do's and don'ts) we'd like you to take a short and simple test. It's quite straightforward and can be done on your phone. This is good practice for filling in online forms. Please fill in only one box per section. You can fill in this skill test without applying for a job role as the test is also on the application form. Tests change frequently. You can email your test to us with your name and any questions, (if you like) with your parents consent and we'll answer them and let you know how you did. Email [community@bignoisemedia.co.uk](mailto:community@bignoisemedia.co.uk).

**Q1. There is a small hedge connecting two houses, what do you do?**

- ☐ jump over it to save time
- ☐ Walk all the way around it

**Q2. What should you do on rounds where you know of and regularly see elderly people?**

- ☐ Nothing, continue delivering your brochures/leaflets someone else will look out for them
- ☐ Keep an eye on them and notify your supervisor if you don't see them and see paper/letter/leaflet build up

**Q3. When is it wise to use a bike?**

- ☐ On all rounds a bike is faster than your feet
- ☐ On countryside (rural) routes with a lot of long driveways

**Q4. You have 200 brochures to cover 2 streets one street has 62 houses the other 102, how many brochures will you have left after distributing brochures to all the houses?**

- ☐ 36
- ☐ 38

**Q5. What should you do if you feel tired on your rounds?**

- ☐ Arrange to meet some friends to get the delivery done quicker
- ☐ Tell your supervisor how you are feeling and take their advice

**Q6. Which of the following is the correct action to take if you get lost on your route?**

- ☐ Ask for help from the first person you see and tell them you are lost
- ☐ Ask for help from a grown-up with children or someone working at a nearby shop

**If you have difficulty filling in this questionnaire ask an adult or an older person for some help. Ask them why they have picked the answers they have given so you understand the do's and don'ts**

- ☐ By checking this box I confirm that I have had some help filling in this questionnaire.
- ☐ By checking this box I confirm that I have filled in this questionnaire on my own and I am aware I may be asked these questions when interviewed by a JFK senior staff member.