



Vision 4 Youth

Governing Document

October 2018 - Version 3

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1. Introduction

Vison 4 Youth (V4Y) are an organisation committed to providing facilities, programs, projects and activities for young people in the community; in Yateley and the surrounding areas.

Aims and Objectives

V4Y, aim to outreach to Young People and the wider community by:

- Empowering Young People to make a difference in Yateley and the surrounding areas.
- Stimulating a strong feeling of self worth and confidence.
- Increasing health and well-being
- Increasing their independence and empowering young people to make 'age appropriate' decisions.
- Promoting a sense of belonging and encouraging them to be proud of the area they live in.
- Acknowledging children's and young people's rights to be accepted as fully included citizens in society
- Developing a greater understanding of religious, cultural, racial and ethnic diversity among young people.
- Promoting the development of positive relationships with peers.
- Increasing the knowledge of services, facilities and opportunities for young people in Yateley and the surrounding areas.
-and offering advice, information, education and practical support

V4Y aims to provide a space were young people can enjoy meeting their friends, joining in organised activities in a friendly and safe environment.

2. Opening Statement

V4Y has a duty to protect the purity and innocence of the young and vulnerable people in its care, and to do everything possible to ensure they are protected, as far as possible, from any risk of abuse (physical, sexual and emotional) or neglect. It also has a duty to guide, supervise and protect those people that take the time to work for V4Y.

By volunteering to work with V4Y, you place yourself in a position of trust and responsibility to those in your care. This is also the case for those employed by V4Y.

The recommendations and guidelines in this handbook relate specifically to all children and young people. In most cases they are also pertinent to those working with vulnerable adults.

Please share your joys, worries and concerns with your Team and those you trust (whilst maintaining confidentiality), so that people are supporting you in your work.

This handbook forms part of a TEAM LEADER PACK.

Every Team Leader should have a copy of the TEAM LEADER PACK.

Additional material included in the pack and mentioned in this handbook includes:

1. V4Y Planning Team/Committee members Responsibilities
2. Safeguarding Policy
3. Policy for the Recruitment of new volunteers
4. Policy for the Retention of Records and Disclosures
5. Off-site policy
6. Appendices of sample forms for Offsite Regulations
7. Sample Parental Information and Consent Forms for normal group activities
8. Emergency Contact Numbers Information Sheet
9. Incident Response and Reporting
10. First Aid Response and Reporting
11. Fire regulations for each site used by V4Y
12. Health and Safety

3. Definitions:

Young person/Child: Anyone under 18 years of age regardless of appearance.

Parent/carer For the purpose of these guidelines, references to parents should be taken to include carers and those with parental responsibility

Youth Worker/Detached Youth Worker: Anyone whose work involves working with under-18s.

Team Leader: Those Leaders who have overall responsibility for the teams.

Youth Worker - Helper: Anyone who assists in Youth Work in the practical aspects

of managing a group of under-18s.

Management team: The group to whom responsibility for planning Youth Work for V4Y has been given. This is the group who have supervision of all Youth Workers & Leaders in V4Y and to whom those people are accountable.

Counsellor: Those people trained in Counselling.

Disclosure and Barring Service (DBS): A central access point for checking criminal record information.

DBS: Required for those (both paid and voluntary) working with children, Youth or vulnerable adults, this checks information with the Police National Computer, Department of Health, Department for Education and Employment and the Local Police Force.

Safeguarding Co-ordinator: The person to whom V4Y has given the responsibility for coordinating the actions and procedures of those working for V4Y. They are also responsible for obtaining Criminal Records Bureau (CRB) Disclosures.

Safeguarding Policy: This policy agreed by V4Y Planning Team/Committee members enabling the safe care of children and Youth.

4. Training, Support and Accountability for Volunteers

Although roles are voluntary, there is an expectation that Youth Workers/helpers working for V4Y will attend all information and training meetings as arranged by the Planning Team/Committee members which are relevant to their role.

Subjects covered by training will include

- Guidance on engaging with young people.
- Organising activities
- Safeguarding
- First Aid
- Health and Safety

Please read this handbook carefully as it forms part of the training available for Youth Work/helping in activities and identifying and handling suspected cases of child abuse.

Discuss it with colleagues in your Team and raise any queries you may have with the Management Team

or

the V4Y Child Protection Professional or Specialist.

You will be asked to sign a form saying that you:

- Have read and understood this document
- Will follow the guidelines on safe working practices
- Will attend further training where necessary that will help you with working with young people or with regard to Safeguarding.

No worker, voluntary or paid, is allowed to operate in isolation. You should know who other members of your team are, and to whom you, and they are responsible. Each team will have this Governing Document, which will help you identify who these people are. If you do not understand or cannot find this information please contact a member of the Planning Team, as identified at the end of this booklet.

Any changes which a Team may wish to make to a Group's structure, (e.g. times of operation, name, leadership) should be discussed with the Planning Team /Committee members (and agreed by them) before being put into practice.

5. General Guidelines for Child Supervision

The following guidelines will help you to run your group and activities safely and in compliance with current law relating to voluntary groups working with children. Whatever your role (Leader or Helper), if you identify an area of concern where these guidelines are not being met, please talk to your Team Leader, or a member of the Planning Team/ Committee members.

ALL LEADERS AND YOUTH WORKERS WORKING WITH A GROUP MUST HAVE A CURRENT CRB DECLARATION

As seen by the V4Y Safeguarding Co-ordinator.

A. Ratios of adults to children

Government regulations mean that where groups are meeting on premises managed or hired by ACT, the ratio of adults to children should ideally be:

Children aged 0-2 years	1 adult to 3 children
Children aged 2-3 years	1 adult to 4 children
Children aged 3-8 years	1 adult to 8 children
Children aged over 8 years	1 adult to 15 children

If you are undertaking an Off-site Activity with your group please look at the specific guidelines for such activities in the "Off-site Policy for Children's and Youth Groups" provided in this Governing Document.

These are suggested figures .in practice it may not be possible to achieve the standards required for registered activities, but the ratio of adults to children for all activities should be carefully considered, and the 'what if' scenarios explored. (What if a child is unwell? A leader is injured?)

Consider whether an appropriate balance of male/female team members has been established for your group: ideally group Leaders, Youth Workers and Helpers

should be made up of both male and female members.

A married couple (or any couple in a relationship) must not have sole responsibility for a group at any time. If a couple are involved in running a group, additional Leaders, Youth workers or Helpers must be found to work with them at all times.

B. Safe use of facilities

When preparing a session or series of sessions please consider carefully the following criteria:

- The maximum number of youth that can be looked after in any session, given the restrictions of space and assistance.
- The requirement that no child should be left unattended, and no Leader or Helper allowed to work in isolation.
- Arrangements to ensure that the venue is secure so that no child can leave unaccompanied by an appropriate adult, except in reference to a drop in club.
- Whether the room(s) are clean and attractive, with suitable access for the youth attending.
- Whether seating/table space suitable for the age of children in your group and is the floor covering suitable for the activities planned.
- Where immediate access to a Telephone, Fire Extinguishers and First Aid Kit is located.
- The cleanliness of equipment, the regular checking of them for damage and cleanliness, and the arrangements made for replacing them regularly if required.
- Where adequate and suitable storage space is located so that space is blocked by unnecessary clutter, before, during or after your group meet.

C. Alcohol and Drugs

- V4Y operates a no alcohol policy in and around it's groups, events or buildings and a no smoking policy inside or nearby any it's groups, events or buildings. Anyone found with alcohol are to be told to either dispose of it safely (*pour it down the drain*) or take it away. If they are under 18 the Police maybe informed.
- Anyone believed to be drunk or under the influence of drugs are also to be requested to leave.
- Anyone found in possession of any illegal drugs are to be reported to the police.

D. Team monitoring & preparation

Team members should take responsibility for monitoring each other (including in the area of physical conduct between themselves and the children). They should feel free to constructively challenge a colleague if necessary. If specific help or guidance is required for working with a group or individual (child or adult), ask a member of the Planning Team/Committee, or the Safeguarding Officer. If necessary these people can seek outside input into the issue.

The following things should be considered:

- Encourage team work and mutual accountability. Plan meetings and agree what they should be for.
- It should be accepted by all workers that anyone seeing another worker behaving in a way that is contrary to the guidelines in this booklet, which could be misconstrued or be potentially harmful to a child, should be able to speak about it to the individual concerned or to the Team Leader or a member of the Planning Team/Committee.
- It is accepted that situations may occur when perhaps for the protection of a child or in an emergency these guidelines will be departed from. In such cases permission should be sought prior to this or it should be reported immediately afterwards.
- Regular feedback and review meetings should be held as individual teams, and areas of difficulty highlighted at open meetings of Planning Team/Committee.
- It is advisable to keep a written record of issues discussed/decisions made at meetings.
- Team members should wear an authorising badge to denote their position and job responsibility.

E. Consent forms

For each child attending a planned group exercises a consent Form is part of the legal requirement of Registration. Samples of the “Parental Information and Consent Forms” provided in this GOVERNING DOCUMENT see Pages 28 & 30 Appendix (FORM04) and (FORM05).

The form is in two parts.

The first part is the “Parental Information” and should be completed by the Team Leader giving information on normal group activities and location. The parents of the child can then retain this for reference. Details should particularly include the following:

- A description of normal activities held in the group.
- Any food/refreshments regularly offered.
- Any **regular** activities which take the children out of doors..., including walking in supervised groups around the village.

Parents will then need to complete and sign the details on the second sheet, which is the “Consent Form” and should be retained in the Register of the group for the duration of the child’s attendance of that group.

Consent forms should be renewed when each child starts a new group (not necessary annually), or if there is a change in the personal circumstances of existing members. Remember to get Consent Forms completed for new children joining the group during the year.

Special care must be taken where Group Leaders do not naturally meet parents/carers, as is often the case with older children. ***There have been instances where consent information and parental signatures have been forged.*** Taking

the time to trying to make personal contact with the parent/carers concerned should therefore be part of the Leaders responsibilities.

F. Registers

There is a legal requirement to keep a register of those who attend your groups. These should be kept for every group involving children under 18, and be taken on every occasion when that group meet. There is a “Sample Signing in Sheet” Appendix (FORM07) & (FORM08) on Page 36 in this Governing Document and asks you to clearly identify for each session those who attended:

There is also legal requirement to keep a register of events. These should be kept for every group involving children under 18, and be taken on every occasion when that group meet. The register should clearly identify for each session:

- Names of Leaders, Youth Workers and Helpers present
- If the group met in their normal facilities, or if not, where?
- Any incidents which may have incurred injury or where a heavy reprimand was issued to a participant.
- Anything unusual (e.g. unusual behaviour or unaccountable, previously sustained injuries) observed should also be logged and attached to these sheets.

This register should be kept in your group records, for the duration of the year. It should then be passed to the Safeguarding Co-ordination for safe storage indefinitely.

G. Health and food issues

If your group regularly uses food/refreshments, either as part of activities or as prizes for competitions, please make sure that this is mentioned under ***‘regular activities undertaken’*** on the “Parental Information Sheet” see Appendix (FORM04) Page 28. Parents should then identify food allergies and health related issues when completing their “Consent Form”. All team members should then be made aware of the issues for each child, and a note made in the Register; this is particularly vital in case people have to cover a session in an emergency, as they will need to be able to see the issues at a glance.

If you have planned an activity, which is not covered by this information, please make sure parents have appropriate details before the session starts so that possible consequences are accounted for. These should be noted in the Register for future easy reference.

H. Contact with parent/carer

Every endeavour should be made to meet the parents of children and young people. Introduce yourself and other team members when children are dropped at and collected from sessions. Where young people arrive at sessions without a parent, personal contact should be made with the parent if at all possible; this can be achieved at the delivery or completion of “Parental Information and Consent forms” See pages 28 & 30 Appendix forms (FORM04) and (FORM05).

All children should be returned to the carer who delivered that child, except where

specific alternative arrangements have been agreed in advance with members of the team leading that group.

I. Provision of resources and equipment

A Team can purchase minor equipment themselves and reclaim the money through Petty Cash. Major equipment, including **any** electrical equipment, must be authorized by the Planning Team/Committee members in advance. Please contact them with your requests.

J. First aid, fire & incidents: response and reporting

There are specific procedures for responding to First Aid, Fire and other Incidents, as well as how and who to report these too. These can be found in this GOVERNING DOCUMENT but should be made clear to *all* Team Leaders and Helpers. See Appendix (FORM10) & (FORM11)

K. Team recruitment

You are encouraged to identify and encourage interest in helping in an V4Y team. There is a system for formal recruitment of new volunteers for Children's and Youth Work, which is in this TEAM LEADERS PACK, but in summary please bare the following in mind:

Each new volunteer must undertake the following:

- Complete a simple Application Form.
- All Team Leaders. Support Workers/helpers must supply at least two references.
- A V4Y DBS.
- Read this Governing document & Safeguarding Policy and know their reporting lines.
- No person under 16 should be accepted as a Leader or Helper.

Whilst this process is being undertaken, the volunteer cannot be given a supervisory role with any group, and can only attend under supervision to observe and assist.

L. Off-site activities

An off-site activity is *any* activity not a 'regular activity' or *which involves the use of motorised transport*. There is a separate policy for such activities provided in the TEAM LEADER PACK which includes the information which needs to be provided for risk assessment, transport, insurance and parental consent purposes. **PLEASE DO NOT PLAN AN OFF-SITE VISIT WITHOUT READING THE OFF-SITE POLICY, CONTACTING THE PLANNING TEAM/COMMITTEE MEMBERS AND COMPLETING THE RELEVANT FORMS WELL IN ADVANCE. NO MENTION OF A PROPOSED VISIT SHOULD BE MADE TO GROUP MEMBERS UNTIL THIS HAS BEEN DONE.**

M. Best practice: your conduct with young people

The following is a brief outline of how Leaders, Youth Workers and Helpers should

conduct themselves with young people in their Group:

Do not be alone with a young person unless for confidentiality. If you really need to have a confidential conversation with a young person please ensure that you are clearly visible to other Leaders/Helpers through a window or clear door panel. If this is not possible, please ensure another adult is on the premises, making both the child and the other person aware of each other's presence.

Do not invite a child or young person to your home unless another Group Leader is present and ensure the parents know where the child is. Having your spouse/partner present in the house does not meet this requirement.

Treat all children with the respect and dignity appropriate to their age, watching your language, tone of voice, appearance and demeanour. Refer to them as a person (i.e. by name), not as 'the teachers son' etc. Remember that banter between adults may not be acceptable to young people. Give them encouragement and positive eye contact but be careful how much personal information you divulge. Do not engage in any rough or provocative games or make suggestive comments to them. Avoid inappropriate touching and do not joke, tease, ridicule, scape-goat, show favour or reject a child. If you feel an attraction for an individual it is you who must control it or leave the group.

You should have agreed ground rules that explain how both young people and adults are expected to behave and set boundaries for acceptable behaviour.

Leaders, Youth Workers and Helpers should be shown how to discipline without physical punishment or belittling a young person. Be consistent in your behaviour and do not allow a young person to become excessively attention-seeking. Be aware of any precedents you set -you may know that the young person is safe with you but could your actions leave a young person vulnerable on other occasions, e.g. rewarding a child with sweets for carrying out a task may give the young person the impression that it is safe to accept treats from anyone. Be firm, impartial and consistent. Reject the behaviour, not the young person, never hit a young person or shout in anger, talk to the young person aside from the group. The requirement to behave responsibly always rests with the leader, not the young person.

N. In the event of identifying possible abuse:

Do not ignore any concerns you may have about a young person that may be suffering abuse. Always take a positive action by swiftly seeking advice from appropriate authorities: In the first instance you should contact your team leader and then the Social Services. V4Y only as advised by them in the unlikely event that they can't be contacted; contact the police using the number on page **Error! Bookmark not defined**. "USEFUL CONTACTS" in this document.

The following section on Abuse will help you to understand types of abuse, know how to identify abuse and know how to react if a young person tells you of abuse. The last section gives advice on the question of 'touch'.

6. Approaches to challenging behaviour

Practice should be based on positive approaches to behaviour management. Youth workers should always seek to encourage appropriate behaviour and build up a young person's self-esteem. Where it is necessary to exercise authority youth workers should:

- Distinguish between serious and minor offences
- Apply agreed rules consistently and fairly
- Avoid sanctions against groups for the activities of individuals
- Focus on the ringleaders
- Avoid sanctions that are humiliating or degrading.

It is important to make it clear that unacceptable behaviour will not go unchecked. Rules of behaviour should be constructed in such a way as to ensure that young people learn to expect, when merited, fair and consistent treatment.

Recordings

A permanent record should be made within 24 hours and line manager notified next day, of the imposition of any disciplinary measures and should include:

- The name of the young person concerned
- The sanction measures taken
- The reason they were used
- The person by whom they were used
- Full details of any physical contact with the young person and any outcomes

7. Control and direction through physical contact

There are occasions when control can be maintained by holding a young person in a manner, which does not carry the force of physical restraint. Young people may be successfully re-engaged in an activity by an arm on the shoulder: similarly a young person may be diverted from destructive behaviour. Again, young people engaged in an argument or a fight, which itself is not likely to cause serious harm but is nonetheless disruptive and detrimental to the well being of other young people, may be successfully separated by being guided away and held with little or no force. The main factor separating the holding from physical restraint is the degree of force applied, the intention of the action and how the young person perceived that action. It is appropriate to use such physical prompts and guidance when positive verbal prompting has been successful.

Physical restraint

Physical restraint is the positive use of force in order to protect a young person from harming themselves, others or seriously damaging property

On rare occasions there is no alternative to restraining young people physically in their own and others' interests and safety. In such instances no more than minimum necessary force should be used, taking in to account all of the circumstances. Such interventions should only be made when they are likely to succeed. Ideally, more than one adult should be present. Young people should not be locked in room even if a member of staff is with them. Physical restraint is normally only necessary to prevent a young person causing harm to themselves or to others, seriously damaging property, or committing some criminal act, which risks harm to people or property, when verbal commands will not control the behaviour. The purpose of intervention is to restore safety and restraint should not be continued for longer than

is necessary. Physical contact and restraint should never be used in anger and youth workers should make every effort to avoid any injury to the young person. They are not expected to restrain a young person if by doing so they will put themselves at significant risk. Brief period of withdrawal away from the point of conflict to a calmer environment may be more effective for an agitated young person than holding or physical restraint.

Youth workers should note:

- The use of restraint should always be a last resort when all other attempts to control a young person have failed
- During an incident of restraint the minimum force necessary should be used and the young person should continuously be offered the opportunity to regain self-control
- Restraint should never be carried out in anger by youth workers
- When restraining, gender or cultural differences should be taken into account.
- Young people should never be restrained by being tied up or bound

All incidents where restraint has been necessary should be clearly recorded noting:

- Date and time the restraint occurred
- Why restraint was necessary
- How restraint was carried out
- Who restrained the young person
- How long this restraint lasted
- Who was present during this period of restraint
- Any marks noted on the young person as a result of the incident and how they occurred.
- Action taken (e.g. treatment) in relation to any marks or injuries occurring as a result of the incident.

The young person's parent/carer should be informed when physical restraint has been necessary.

Restriction of liberty

A young person attempting to leave a room or the premises should only be physically restrained if they are considered to be at risk of harming themselves or others. Young people should not be locked in a room and should not be required to remain in a building for an unreasonable length of time without relief. If a young person is being required to wait in a room while parent/care, Social Services or the police attend, a member of staff should remain with them. It is important to recognise that any practice or measure, which prevents a young person from leaving a room or building of his or her own free will, may be deemed by the court to constitute a restriction of liberty.

Hitting young people

Youth workers should never hit or strike young people. If a young person is

assaulting a member of staff, due force may be used in self-defence. Due force can be described as the minimum force necessary to prevent or deflect the assault.

Searching young people

In the interests of safety for other young people, common sense dictates that youth workers must have some right to establish if young people are concealing unacceptable items such as illegal drugs or weapons.

When a young person is suspected of concealing unacceptable items youth workers should not carry out a search. The young person should be invited to empty out their pockets and bags to satisfy staff they are not concealing unacceptable items. This should always take place in front of a suitable witness.

In the event of a young person refusing to reveal the contents of their pockets or bags they should either be asked to leave or parent/carers and police informed as appropriate.

Any search without a young person's consent could become the subject of an assault charge against the Youth Worker concerned.

Furthermore if drugs or stolen property were suspected, the police would more appropriate to deal with it.

Young people and special needs

Young people with special needs who require complex or repeated physical management should have a prescribed agreed handling policy agreed with their parent/carer.

8. Safeguarding

Please see the separate Vision 4 Youth Child Safeguarding Policy.

9. V4Y Responsibilities

Introduction

1. The Planning Team/Committee members are responsibility for all matters arising in connection to any issues to Youth and children's work provided by V4Y.
2. The members of the Planning Team/Committee are listed below on Page 18 - *Trustees*.

Reporting Lines

1. The reporting structure within V4Y is given in the attached chart. (*Chart 1*)
2. In line with our policies, a hierarchical reporting structure is in place for all adults working within children and youth groups.
3. Each group is required to have a designated leader, approved by the Planning Team/Committee. All assistants and helpers are under the authority of the Team Leader.
4. Anyone organising an event will be responsible to the Planning Team/Committee. Any such events and expenditure associated with them will need to be approved by the Planning Team/Committee members in advance of them taking place. Regular reports to the Planning Team/Committee members on organisational details and progress will be required to enable the Planning Team/Committee members to be adequately informed.
5. The Planning Team/Committee members will meet regularly (ideally six times per year) to discuss future plans, progress, strategy and any issues that have arisen.

Responsibilities

1. The Planning Team/Committee members Chairman will, when required, make decisions regarding Youth and children matters and report those decisions to the Planning Team/Committee members as soon as is reasonably practical.
2. The Planning Team/Committee members will assume supervisory responsibility for all V4Y events.
3. It is expected that any matters which require funding/ permission and sanction or other decisions will be routed via the structure outlined in Reporting lines above.

Planning Team/Committee members Expectations

1. The Planning Team/Committee members expects to be kept informed of the general progress (e.g. numbers in group, changes in structure or events etc.) in each group via the reporting structure above.
2. Members of the Planning Team/Committee members are not necessarily involved in the weekly programming or manning of any of the events

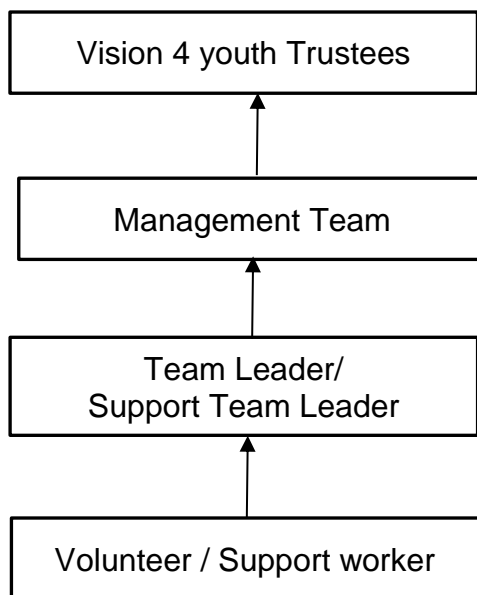
organised under the authority of V4Y.

3. The Planning Team/Committee members expects that all events over and above weekly meetings held at a venue other than normal meeting venues will be advised to a member of the Planning Team/Committee members in good time before the event takes place.
4. All trips including an overnight stays should be advised to the Planning Team/Committee members in advance and a list of all those attending and any leaders accompanying the group should be advised to a member of the Planning Team/Committee members at least one week in advance of the event.
5. Any expenditure should be sanctioned by the Planning Team/Committee members prior to the expenditure taking place. Recurring items such as coffee bar provisions would normally only require initial approval to enable subsequent provisions to be ordered on a repeat basis.
6. No adult leaders or helpers will be permitted to work within any of the groups without going through the Procedures laid down in the Section titled "TEAM RECRUITMENT".
7. There is a emergency/urgent decision making team made up of the Chairman, Company Secretary and one other, that can make emergency or urgent decisions on behalf of the Planning Team/Committee members.

Trustees

Graham Foxwell	Chairman
Andrew Edmonds	Child Protection Professional
Abby Roper	Company Secretary & Safeguarding Officer
David Jolly	Financial Controller
Mark Vernon	(no defined role)
Gerald Crisp	(no defined role)
Tony Jones	(no defined role)

CHART 1



10. Offsite policy -

Introduction

This Policy is produced for all Leaders, Youth Workers and Helpers working with young people (aged under 18 years) for activities organised outside the normal regular activities run by V4Y.

Duty of care:

All leaders of youth groups are responsible for the care and control of the young people for whom they are providing activities. They must take the same care that: “a reasonable and careful parent or carer would take in the same circumstances”~

This should be interpreted as follows:

- Try to think as a parent or carer in similar circumstance;
- Consider whether you would be able to justify the action you are taking to parents, carers, Planning Team/Committee, or ultimately, in a court of law;
- If in doubt, you should NOT proceed with the proposed course of action.

Preparation and planning:

Thorough preparation and planning for all activities involving young people is important. This is especially so when any activity involves taking young people away or on residential (overnight) events.

Activities that take place on away days etc:

Planning and preparation should take place far enough in advance to ensure that there is no unreasonable risk to safety.

For example:

- A residential (overnight) event should generally involve a pre-visit to ensure that the venue is fit for purpose e.g. sleeping accommodation, toilet facilities, fire certificates etc are all adequate.
- Is a qualified First Aider available?
- Do you have adequate transport available at all times? (*See also section on transport below.*)
- Do you have appropriate staff/ participant and gender balance before publicising the trip? (*See below.*)

DO NOT SIMPLY RELY ON A BROCHURE OR A SECOND HAND RECOMMENDATION.

Please complete the Offsite Activities Planning Team/Committee members Approval Form *Appendix (FORM01) page 23* and pass it to the Chair of the Planning Team/Committee members for approval prior to any publicity or recruitment taking place.

Risk assessment:

It is a legal requirement to perform a formal risk assessment when considering any offsite activity, and the procedures should be an integral part of preparation and

planning. A nominated member of the Planning Team/Committee members will require sight of a copy of a Risk Assessment, along with other relevant documentation (see below), before any offsite trip is approved, and insurance cover activated.

A risk assessment pro-forma is attached in Appendix (FORM02) Page 25. Training in the completion of risk assessments is provided for leaders planning trips away. This form should be submitted with the Planning Team/Committee members Approval Form (FORM01) *page 23* to the Chair of the Planning Team/Committee members before you proceed further with trip arrangements.

Supervision ratios/gender balance:

The implications of this section are crucial for participant safety, and to enable approval to be granted for the trip.

1. A party leader must be nominated, and be able to demonstrate the required competences to lead the trip or activity.
2. It is important to have an appropriate ratio of adult to young people.

Factors to take into account should include:

- Sex, age and ability of the group
 - Participants with special needs
 - The nature of the activities planned
 - The type of accommodation (if residential).
 - First Aiders
 - Vehicle drivers
3. As a general guide, the following should apply for offsite visits (within the UK):
 - 3 year olds - 1 adult to 2 children
 - 4-5 year olds - 1 adult to 4 children
 - 5-11 year olds - 1 adult to every 10 participants, with a minimum of 2 adults.
 - 11-17 year olds – 1 adult to every 10/15 participants, with a minimum of 2 adults
 - Parties **MUST ALWAYS** have adult leaders / helpers of the same sex as participants.
 - A husband and wife should not be the sole leaders of any offsite trip.
 4. In some situations children or relatives of leaders may be on the same trip. This could potentially cause a conflict of roles.
 - Where this type of relationship is identified, the adult(s) concerned, may not be considered as part of the supervising ratio.

Transport:

Minibuses:

All minibus drivers must be approved by the Planning Team/Committee, and have the appropriate driving license, to ensure they are covered by the insurance policy.

PLEASE NOTE that drivers who have passed their motor car driving test since 1997 are required by law to also be in possession of a PCV license. When driving a minibus, the driver should ensure that their working day (including driving the minibus) does not exceed 12 hours in any 24 hour period.

When transporting children and young people a second adult should always accompany the driver, in case of emergency. In the case of journeys in excess of 2 hours travelling time, a relief driver should accompany the trip.

Private vehicles:

When these are being used to transport children and young people, V4Y's insurance policy does not provide cover. Any claims therefore, would have to be met through the drivers own insurance. It is imperative therefore, that the vehicle must be fully insured, taxed have a current MOT certificate, and be well maintained.

It is also a requirement, that **all** drivers of private cars notify their insurance companies in writing of the fact that they are **“using their private vehicles on an occasional basis to carry passengers in their capacity as a volunteer youth worker - not for hire or reward”**.

Once drivers have obtained a written confirmation that their insurance company has provided cover, they are required to complete a registration form Appendix (FORM03), which should be returned to the V4Y Team leaders (see Page **Error! Bookmark not defined.** for a list of who they are).

Emergency contacts:

Photocopies of the completed forms must be left with a nominated “Emergency Contact” at base, who should also have full details of the trip, venue, mobile telephone numbers of party leaders etc.

Parents/Carers should be advised who the Emergency Contact at base is for the trip on the part of the consent form which they retain Appendix (FORM04) Page 28.

Next of Kin Consent:

Next of Kin consent is always required for participants under the age of 18 years on all trips away from home. The consent form Appendix (FORM05) Page 30 also includes Medical Consent for use in the event of an emergency.

Reasonable notice (and adequate information) must be given to parents/carers to complete the appropriate form. This is to enable them to make an informed decision regarding their child's participation - especially if there is a financial implication to the trip.

These approved forms should be used at all times when permission is required. To this end (FORM04) and (FORM05) should be issued to parents at the same time. Parents return (FORM05) to give their approval for the trip.

If permission to participate in a trip is not given in writing, by a parent/carer, then the young person concerned must not be allowed to take part. **DO NOT ACCEPT VERBAL/TELEPHONE APPROVAL.**

At the conclusion of the trip, a complete set of permission forms should be passed to (Safeguarding Co-ordinator) for secure storage in case of the unlikely event of a claim being pursued by a parent/carer.

Accident reporting:

In the unfortunate event of an accident or incident requiring medical or First Aid treatment, a brief report must be prepared covering See Appendix (FORM10) & (FORM11) Page 32:

- Name of person(s) involved.
- Date and time of incident
- The nature of the incident.
- Treatment administered.
- Name of person administering treatment.

On return, the party leader must ensure that:

- The parent / carer of the person involved is informed of the incident
- The Chair of Planning Team/Committee members are given a copy of the incident report.

OFFSITE ACTIVITIES APPROVAL FORM

(Appendix FORM01)

This form should be completed for any day or overnight activities, and returned to the Planning Team/Committee. The details you complete should be signed as approved by the chair of Planning Team/Committee members prior to any publicity or recruitment for the activity taking place.

Name of Group..... Date(s) of activity.....

Time of Departure:..... Time of Return:..... No of Hours.....

Venue of Activity with address and telephone number in case of emergency:
.....
.....

Will the party leader carry a mobile phone? If so please provide the number:
.....

Please give name and address of the party leader:
.....
.....

Names of accompanying adult helpers:
.....
.....

(Please show if any of these people are qualified First-aiders.)
.....

If children of adults on the trip are attending please give details (including name and age):

Total number of participants:Male:Female: Age Range

Do any of the participants have special needs? If so, please outline the measures taken to ensure inclusion:
.....
.....

Please give details of transport and travel arrangements.

If you are using a minibus please give details of drivers' name and qualifications:

If private transport, please confirm all checks have been carried out and that the vehicle is taxed, insured and MOT'd appropriately:

Have you completed the "Use of Private Cars for Transporting Young People" form:

Signed:Party Leader Date:

SignedChair of V4Y Date:

11. Risk assessment process for off-site activities

It is necessary to carry out a formal risk assessment as part of the planning process of an off-site activity/trip.

The system suggests is by no means the only possible approach but it is straightforward and should reduce the amount of time required to an effective minimum.

The form overleaf works on the following basis:

It is designed to be photocopied. The vertical columns refer to various elements of the exercise as a whole. Each of the horizontal levels refers to a degree of risk.

Number 1 is the level of least risk and 5 the level of highest risk.

The process:

Decide on the most appropriate description of the degree of risk for each of the vertical columns. This will generate a score for each column.

The scores should then be added together to produce the final score. This places the degree of overall risk in one of the categories at the foot of the form.

The system assists group leaders by directing them to areas of concern and by aiding the process of arriving at an overall judgment.

The process can be applied equally to particular activities that take place over a day or part of a day, and to events lasting a number of days that involve a range of activities.

Common sense needs to apply to the system. If at any stage you find that you are identifying an activity or part of an activity as involving an unacceptable risk they you must not go ahead even if the overall score is reasonable.

Low Risk:

A low risk activity is one in which the hazards and the possibility and nature of an accident is not substantially different to those encountered in everyday experience.

Medium Risk:

A medium risk activity is one in which the hazards encountered are outside the experience of the group but by adopting principles of safe practice the risks are brought down to an acceptable level.

High Risk:

A high-risk activity is one in which the hazards encountered are well beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.

Unacceptable Risk:

An activity in which the level of risk is unacceptable is one in which the hazards encountered are far beyond the experience of the group and the party leader. **Under no circumstances should any activity proceed at this level.**

OFFSITE ACTIVITY RISK ASSESSMENT FORM (Appendix FORM02)

This document is to be shared with all staff prior to attending the event.

The Activity – xxx Torch Relay Event

Time: Leaving xxx @ xxxxpm

Returning : Drop young people at home @ approx. xxxx

Venue: xxx

The Opportunity – Young people can participate and experience a range of sporting, art and musical events. Young people will have an opportunity to broaden their horizons, raise their aspirations and develop social skills.

Adult workers should positively encourage young people to take part and help to introduce them to new interests and hobbies. Whilst also promoting healthy lifestyles and raising the profile of V4Y.

Learners	Eight young people that have returned a parental permission slip, have a positive relationship with youth workers, are not under the influence of alcohol and drugs and are aged 15 or above.
Workers	xxxx

Mobile phone contact between workers:

All staff to ensure they have all numbers. V4Y Phone to be held by xxx and number to be given to all parents and young people. JB number to be given to all young people. xxx to hold young people's Te. Number and emergency contact number's and also give copy to xxxx who will act as Base Contact.

Name	School Mobiles
V4Y Phone	xxxx

BASE CONTACT – xxx Tel: xxxxx

Transport planning				
Transport general safety		driver	Staff supervising	Young People
Staff to sit by doors.				All young people to be transported by mini bus.

RISKS	Detail	Action	Follow up learning
Transport	Issues with peers.	Briefing for all young people of	

behaviour	<p>Unfastening seat belt.</p> <p>Noise disturbing the driver.</p> <p>Diverting attention of other drivers.</p> <p>Throwing or shouting things out of the windows.</p>	<p>rules before leaving.</p> <p>Staff to sit by doors and exits.</p> <p>Staff vigilance and early intervention to encourage good behaviour</p> <p>Stop bus and regain good behaviour if required.</p> <p>Return young people home.</p>	
Behaviour at venue	<p>Issues with peers.</p> <p>Issues with general members of the public.</p> <p>Issues with event organizers.</p> <p>Failing to adhere to rules and instructions.</p> <p>Substance miss-use.</p> <p>Not meeting up at the required time and meeting spots.</p>	<p>Learners briefed before leaving and again before leaving transport.</p> <p>Staff vigilance and early intervention to encourage good behaviour.</p> <p>Return young people home.</p> <p>Ensure young people have set meeting times and place.</p> <p>Ensure young people have contact numbers and access to a phone.</p> <p>Ensure staff team have emergency contact and young person's Tel. numbers.</p> <p>Ensure young people are aware of where to get help from event stewards and fist aid points.</p>	
Physical dangers	<p>Injury by falling/tripping</p> <p>Dehydration</p> <p>Illness by cold/wet</p> <p>Traffic when entering and leaving the event.</p>	<p>Ensure young people have appropriate footwear and coats.</p> <p>Ensure young people are aware of first aid points at venue.</p> <p>Ensure young people bring food/drink and/or money.</p> <p>Petty cash available for refreshments.</p> <p>Workers to take spare raincoats if they have one.</p> <p>Ensure young people are made aware of traffic and supervised appropriately when entering and leaving the venue.</p> <p>Ensure young people are aware they must ring a worker in the case of an emergency.</p>	<p>Parents informed and follow up work</p>
Medical Issues	<p>FIRST AID</p>	<p>On site first aid available.</p> <p>Ensure young people and staff know where to access first aid.</p>	<p>Parents informed and follow up work</p>
Extreme problems	<p>Fighting.</p>	<p>Assign worker to withdraw</p>	<p>Parents informed</p>

over behaviour	<p>Substance Miss-use.</p> <p>Disrespect towards workers or event.</p> <p>Failure to follow instructions.</p> <p>Injury.</p>	<p>individuals away from main group to stay with workers.</p> <p>Young people returned home early.</p> <p>Emergency contact list to be taken.</p> <p>Parents asked to collect young person.</p> <p>Young person not to be invited to future events activities.</p>	and follow up work
Kit/Equipment Required	<p>All staff to bring the following if possible:</p> <p>Sensible footwear</p> <p>Rain proof coat</p> <p>Rug/Blanket to sit on</p> <p>Money for drinks/food</p> <p>Spare rain coats for young people.</p> <p>Remember the first most important thing is to look after yourself! Then you will be best placed to look after others!</p>		
Extreme problems over behaviour		<p>Assign worker to withdraw individuals away from main group to stay with workers.</p> <p>Young people returned home early.</p> <p>Emergency contact list to be taken.</p> <p>Parents asked to collect young person.</p> <p>Young person not to be invited to future events activities.</p>	Parents informed and follow up work

Additional Information:

Young people to be dropped off at the event with XXX and XXXX. XXXX and XXXX to then park vehicle and meet them at the event. Young people to be briefed on expectations and rules before leaving XXXX and then again reminded before getting out of the mini bus at the event. Young people to enter the event with workers and meeting time and place to be agreed before young people are given free time.

Use of private cars for transporting young people (Appendix FORM03)

IMPORTANT: All persons (including parents) who will be driving young people on V4Y activities MUST sign and return this form BEFORE using private cars for this purpose.

Dear

We are grateful for your offer of assistance with transporting young people. As we are sure you will appreciate it is important, from the point of view of safety, V4Y and yourself, that the position with regard to the use of private vehicles in this context is clear. The following applies:

While young people are travelling in any private motor vehicle V4Y's liability insurance does not apply. Therefore in the event of any claim being made, any claim costs would have to be borne by the insurance covering the vehicle. It is essential, therefore, to check with your vehicle's insurers that your policy is valid for these purposes, which may be construed as a form of business use, as most people only insure their vehicles for 'social, domestic and pleasure use'.

In addition to the above, road tax, MOT certificate and full driving licence must be valid when transporting young people and seat belts must be fitted and worn at all times.

We would be grateful if you would countersign and return this form to the V4Y team leaders, indicating that you have read and understood what is stated above.

We are sorry to burden you with this administration, but we are sure you will appreciate how important it is. When you sign and return the form, we will keep it on file so that we do not have to repeat the exercise on any similar occasion in the future.

Yours sincerely

Vision 4 Youth

I HAVE READ AND UNDERSTOOD THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE ABOVE. I HAVE VERIFIED WITH MY INSURERS THAT I AM INSURED TO TRANSPORT YOUNG PEOPLE IN MY VEHICLE AS PART OF V4Y EVENTS.

I UNDERTAKE TO INFORM THE CHAIR OF V4Y PLANNING TEAM/COMMITTEE MEMBERS OF ANY CHANGE IN THIS CIRCUMSTANCE, WHICH MIGHT PROHIBIT MY TRANSPORTING YOUNG PEOPLE.

Signed: Date:

Name (please print):

For Planning Team/Committee members use only: Checked by:

.....

Signed: Date:

Information sheet for parents/carers for off site trips (Appendix FORM04)

Completed by group leaders and copied for each child's parents/carers, with a Reply Sheet attached

Name of Group:Date of trip:

Proposed Visit/Activity/Residential Trip:

Details of this event are provided below by its leaders. Please keep this sheet for reference.

Venue/Destination (full address):

.....

Emergency contact no. at destination:

Departure Place and Time:

Return Place and Time:

Cost:Please pay by cash or cheque and forward to:

(Cheques are payable to:))

Leader:

Assistants:

(and their emergency contact numbers):

Transport Arrangements (*mode/s of transport*):

.....

Activities being undertaken:

Items to be brought by participants (*e.g. coat, swimming kit, packed lunch, money, etc.*):

.....

The representative of V4Y who will act as Local Contact in Yateley during this trip is
(Please contact the person only in an emergency.)

Name :

Contact Details: Home: Mobile:

Please complete the attached Reply Sheet and return it to:

No later than:

Many thanks

Consent/reply sheet for off site activities

(Appendix FORM05)

(to be completed by the parent or adult with parental responsibility,)

Proposed visit/activity/residential trip:

.....

Full name of child/young person:

Address of child/young person:

.....

Date of birth:

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disabilities that may be affected by this activity or that the leaders need to know about.

Details of any medication required during the activity/visit/residential trip N.S. all medication should be labelled correctly and clearly with the child's name and dose needed each day and given to the group leader

Name of Doctor:Surgery Tel. No:

Name of Surgery:

National Health Number:

Name and address of parent/carer who should be contacted in an emergency:

Name: Address:

.....

Telephone Number for emergency:

Day: Evening:

If the adult with parental responsibility is at a different address from either the child's or emergency contact, please give details:

.....

I have read the Information Sheet (which I will keep) and I give permission for the named child to take part in this activity.

I give permission for (name of group leader) **to act on my/our behalf in the event of any emergency requiring medical or other treatment.**

I enclose cash/a cheque to the sum of £..... **Date:**

Signed (parent or adult with parental responsibility):

.....

12. Miscellaneous Forms

The Following Forms procedures are for use in conjunction with the running and operation V4Y projects:



FIRST AID TREATMENT RECORD

(Appendix FORM10)

Date	Time	Casualty Name & Contact Number

Injury	Cause	Treatment

Treated by (name)	Team Leader	Planning Team/Committee members Informed – Y/N

Page of



(Appendix FORM11)

INCIDENT REPORT RECORD

Date	Time

Names of those involved:	Incident	NOTES

Team Leader	Planning Team/Committee members Informed – Y/N

Page of

General fire evacuation instructions

Your first responsibility is to ensure the safety of the children or young people in your care

You are responsible for ensuring that you and your fellow leaders are familiar with the specific fire evacuation instructions for the building(s) in which you meet

In the event of a Fire or other emergency the following actions should be taken:

- In the event of you discovering a fire - Operate the nearest fire alarm call point.
- In the event of any other emergency — notify the other building users near you

On hearing the fire alarm or being told to leave the building, take the following actions:

- Ensure that all children, young people and adult helpers in your group are with you or are accounted for.
- Do not stop to gather any personal belongings or equipment
- Exit the building via the nearest available exit
- Assemble with your group at the assembly point, as shown on the evacuation plan
- Check that all of your group is accounted for and report to the Team Leader



SIGNING IN FORM

(Appendix FORM07)

DATE: _____

Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....	Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....
Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....	Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....
Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....	Name:..... Age:..... Home Address:..... Parent or Guardian: School:.....



Volunteer Agreement

(Appendix FORM06)

See separate Vision 4 Youth - Volunteer Agreement document



Club Registration Form (Appendix FORM07)

For office use only: Please name the organisation that has made the referral (leave blank if the young person has self referred).

Name: _____ Nick Name: _____
 Date of completing form: _____ Age & School year: _____
 Date of birth: _____ Mobile: _____
 Address: _____ e-mail: _____
 Gender: Male / Female _____ Parent Tel: _____
 Ethnic background: _____ Your Signature: _____

Give us something to remember you by! (Description of yourself/draw a picture/what is your favourite food/hobby?):

Please circle your answers to the following questions...

<p>1) I currently attend...</p> <ul style="list-style-type: none"> ✓ School ✓ College ✓ Apprenticeship placement ✓ Full-time employment ✓ Alternative education ✓ University ✓ Other youth services ✓ None of the above <p>If possible please detail your answer (for example the name of your school).....</p>	<p>3) I would like to...</p> <p>Take part in Vision 4 Youth Projects helping organise or run events for young people</p> <p style="text-align: right;">Please tick here if yes <input type="checkbox"/></p>
<p>2) I am interested in attending...</p> <ul style="list-style-type: none"> ✓ Youth clubs ✓ Youth cafes ✓ The youth bus ✓ Information, advice and guidance drop-in's ✓ One to one support from a youth worker ✓ Other (please state)..... 	<p>4) Please tick below to confirm you have read and agree with the following information:</p> <ul style="list-style-type: none"> ✓ I confirm that a youth worker has talked me through the Data Protection/Confidentiality Agreement ✓ I Agree to receiving SMS notifications only from V4Y ✓ I know you will hold my basic details (name, contact details, date of birth, ethnic background) and may share this information with partner agency's <p style="text-align: right;">Please tick here <input type="checkbox"/></p>
	<p>My home town would be a better place to live if</p> <p>.....</p> <p>.....</p>

Any other information:

.....

.....