

Oakley Youth Club

Policy Statements

2018/19

Contents		Page Number
Policy 1	Membership	3
Policy 2	Behaviour	4
Policy 3	Safeguarding Statement	5
Policy 4	Safeguarding Procedures	7
Policy 5	Fire	10
Policy 6	Uncollected Child	11
Policy 7	Code of Conduct for Staff and Volunteers	13
Policy 8	Complaints	15
Policy 9	Health and Safety	17
Policy 10	Data Privacy	19
Policy 11	Disciplinary and Grievance	23
Policy 12	Equal Opportunities	26
Policy 13	Recruitment	27
Policy 14	Whistleblowing	29
	Membership Form	31

Statement about these Policy Statements and Oakley Youth Club

These Policy Statements have been adopted as policy by Oakley Youth Club on 29/8/18.

There is some reference within the document to the Youth Club Website. This is currently under construction and the address will be published when built and .incorporated into these procedures.

The Youth Leader is :- Dawn Pither

The Secretary is:- Sara Fardon

The Treasurer is:- Emma Daniels

The Chair is:- Pat Olney

The Management Committee comprises the Youth Leader and Secretary.

Oakley Youth Club Committee comprises the Secretary, Treasurer and Chair.

If you have any comments on these procedures please address them to the secretary.

Sara Fardon, 61 Lincroft Oakley, Beds, MK43 7SS. Tel 07713 651 246 or sarafardon@yahoo.co.uk

Sara Fardon

Secretary

29/8/18

Policy1:- Membership Policy

1. Oakley Youth Club is a membership organisation.
2. Priority of membership will be offered to children living in Oakley for school years 6, 7, 8 & 9.
3. The attendance ceiling on youth club nights is 35. No child will be admitted once the attendance ceiling has been reached. These limits may be reduced at the discretion of the Youth Leader.
4. Entrance fees of £1 are charged for each weekly session.
5. Membership may be suspended or withdrawn if any young person behaves in a violent or disruptive way; does not comply with staff instructions, contravenes the Youth Clubs Health & Safety Policy, puts staff / members or visitors at risk.
6. The club is open from 7.30pm to 9.00pm each Friday evening.
7. Parents / Guardians are responsible for ensuring that their children arrive and return home safely at the end of each Club session.
8. Each member must sign in on arrival. Anyone leaving early must advise the Youth leader and sign out.
9. The membership will comprise of maximum of 35 young people. When the membership is full, a waiting list will be introduced.
10. It is the responsibility of Parents / Guardians to ensure that their child can be admitted.
11. It is the responsibility of Parents / Guardians to ensure that they can be contacted in an emergency.
12. All matters concerning the Membership Policy are at the discretion of the Management Committee. Appeals may be made to the Secretary.
13. Oakley Youth Club cannot be responsible for replacing lost or damaged items. Money must not be left in coats / bags that are unattended. No valuables should be brought onto the premises.
14. Membership implies to consent to photographs of my children being used in Youth Club articles for newsletters, Leaflets and on its Website.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 2:- Oakley Youth Club Behaviour Policy

Oakley Youth Club Rules

- Be kind and respectful to everyone
- Treat everyone's property carefully
- Be respectful of all equipment and facilities
- Be kind and gentle
- Be honest
- Listen to all adults / leaders and follow their instructions

If these rules are broken, the youth club will follow the following procedure:

- We will have a discussion with the child.
- The child will be verbally issued with a yellow card and the incident will be recorded in the incident book. We will always fully discuss the incidents with the children to ensure they understand their responsibilities and know that they can rely on the Youth Club staff to help them sort out any problems.
- If the child continues to behave in this way they will be verbally issued with a red card, and they will miss club for a week.
- If the child is issued with 3 red cards during the term then the child will miss the remaining part of the term with immediate effect.

Oakley Youth Club reserve the right to charge the member for the cost to replace or repair damage to premises or equipment is wilfully damaged or broken.

This policy is designed to support the children and staff of the Youth Club and help make the club a friendly, fun place for all.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 3:- Safeguarding Policy Statement

Oakley Youth Club believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

The purpose of the policy:

- to provide protection for the children and young people who receive Oakley Youth Club services.
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.
- this policy applies to all paid staff, volunteers, management committee members, Officers, or anyone working on behalf of Oakley Youth Club.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers.
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- providing effective management for staff and volunteers through briefings, support and training.

The club's "designated person" to whom all child protection/safeguarding concerns should be referred in the first place is Sara Fardon, Secretary Tel: 07771 365 1246 or sarafardon@yahoo.co.uk

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 4:- Safeguarding Procedures

Guidelines

The secretary or in their absence the named deputy operates as the named/designated person for all Child Protection issues arising at the club.

In the first instance all safeguarding / child protection issues should be raised as quickly as possible with the Designated Person Sara Fardon Tel: 07771 365 1246
sarafardon@yahoo.co.uk

In the absence of the club co-ordinator, all safeguarding / child protection issues should be raised with the Deputy Designated Person - Pat Olney. Tel:- 01234 824384. Email:-
pat.olney@btopenworld.com

The Deputy Designated Person should be contacted in the first instance if the concern relates to the designated person, (including their family members) or as part of our escalation procedure where the Designated Person has not acted in line with these procedures.

The designated person should be contacted in the first instance if the concern relates to the Youth Leader or a member of staff/volunteer. In their absence the deputy designated person should be contacted.

Where an allegation is made against a member of staff/volunteer the Treasurer (if it relates to the designated person) or the Designate Person (all other staff/volunteers) will make a referral to the Multi Agency Support Hub (MASH)

Making a referral to the local authority children's social care team

If you think a child or young person is being abused or mistreated or you have concerns about the safety or welfare of a child, you must speak to someone immediately. You can ring the **Multi Agency Support Hub (MASH) on 01234 718700 (office hours) or ring 0300 300 8123 (out of hours).**

In an emergency, phone the police 999.

You can also contact the [MASH \(Multi Agency Support Hub\) using the Enquiry Form](#)

This form should be used to make enquires to the MASH on any issue relating to the safeguarding of children and young people. The form should be sent to multiagency@bedford.gov.uk or mash@bedford.gcsx.gov.uk.

Early help assessments should still be completed on the Early Help Assessment Form - [see the Early Help page for more details.](#)

If your concern is of an immediate safeguarding nature then please contact MASH on 01234 718700 during office hours (08:45 - 17:20 Monday to Thursday; 08:45 - 16:20 on a Friday or out of office hours please call the Emergency Duty Team (EDT) on 0300 300 8123.

- We will ensure that staff are aware of how to escalate concerns.

This document will appear on our web site for parents to view.

Every member of staff and volunteer on appointment will be asked to read it on appointment.

Each member of staff or volunteer is required to sign to confirm receipt of this document and to confirm their compliance with the procedure outlined within.

Staff and volunteers have a duty to immediately inform the Designated Person or Deputy of any issue related to child protection, which comes to their notice.

Training

The Youth Leader will hold a universal safeguarding qualification and attend formal training every 3 years.

New members of staff will complete an online safeguarding course In addition; we regularly test their knowledge and understanding of safeguarding procedures.

Procedures

- If a member of staff or volunteer has any reason to suspect a child has been abused they should listen and only ask the minimum of questions. It is their role to clarify issues; it is the role of Police and Social Services to investigate (if too many questions are asked it may prejudice any action the Police or Bedford Borough Council Social Services wish to take).

- Reassure the child that it is not his/her fault

- Tell the child that you need to talk and get advice from someone else, we never promise confidentiality in any discussions with the child.

- Talk to the co-ordinator or any deputy immediately. Make careful and detailed written notes of all that has happened and been said using the child's own words in a data sensitive book as soon as possible. This book should be kept in a locked cabinet.

- Using a body map, mark the location(s) and size of any injuries

- The Designated Person or Deputy will decide whether an issue is one of child protection or not. It is the duty of the Designated Person or Deputy to discuss any borderline cases with the CSPA to ensure that appropriate and informed decisions can be made. It should be noted that early referral allows others more time to arrange for protection of the child.

The Designated Person will advise referral to an external organisation, such as CSPA or the Police for advice on the appropriate action to be taken.

- If you are contacted by someone outside the club do make sure that you seek advice from the Designated Person or Deputy before giving any information. Take details of the caller and arrange for the Designated Person or Deputy to call them back.

- The Designated Person or Deputy should make any contact with parents, guardians, Police or CSPA as appropriate. (Note: in the case of any sexual abuse or deliberate injury where parents may be suspected contact should be to CSPA and NOT to parents or guardians)

In a case of physical injury and where emergency medical treatment is necessary this should be arranged immediately. If abuse is suspected the Designated Person or Deputy should advise any attending doctor.

Where physical injury or neglect is suspected but falls short of the need for emergency treatment the Designated Person or Deputy should speak with the parent/guardian and suggest that medical attention is sought or that help should be sought from Social Services.

If the parent/guardian is unwilling to seek help and there is real concern the Designated Person or Deputy should contact CSPA. We will always obtain consent from parents/guardians except in emergency cases or sexual assault.

In the event of allegations or suspicions of sexual abuse the Designated Person or Deputy should contact CSPA or the Police and not discuss with parent/guardians or anyone else.

Suspicions of abuse should not be discussed with anyone other than the Designated Person or Deputy or as described in this document.

It should be noted that it is the right of any individual to make a direct referral to child protection agencies although we hope the staff and volunteers will use the procedure outlined above.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 5:- Fire Evacuation Procedures

A register is kept to show all people coming on premises and all people leaving the premises.

Before the weekly youth club session starts the Youth Leader will confirm to staff and volunteers the process in respect of a fire. Responsibility will be allocated to confirm accountability for

- 1) Calling the fire brigade
- 2) Setting off the fire alarm
- 3) Clearing the upstairs room
- 4) Clearing the main hall
- 5) Clearing the kitchen
- 6) Directing the members to the assembly point.
- 7) Taking the sign in Sheet
- 8) Making a final check of the building

- The assembly point is in Parsonage Close.
- The Youth Leader will liaise with Fire Officer.

Nobody re-enters without the Fire Officers authority

If we can re-enter the building members must be checked back in using register.

If we cannot re-enter the building

- Parents phoned using available mobile phones.
- No children to be allowed to leave without parental contact

Fire Drills

Fire Drills will be carried out a minimum of three times a year and the Youth Leader will record this in the fire drill book.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 6:- Uncollected Child Policy statement

In the event that a child is not collected by an authorised adult at the end of a session we put into practice agreed procedures. These ensure the child is cared for safely by an experienced member of staff who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at the youth club are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable due to evening/nightwork).
- Mobile telephone number (if possible)
- Emergency Contact and phone number.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- Any important medical information

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take alternative measures. We provide parents with our contact telephone number on our website and on our membership forms.

We inform parents that we apply our child protection procedures in the event that their children are not collected from youth club by an authorised adult within one hour after the youth club has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the session, we follow the following procedures:

- The youth clubs register is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work, we always use mobile numbers in the first instance as this normally presents the quickest means of making contact with the parent
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded as emergency contacts on the Registration Form – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- If no-one collects the child after the setting has closed and there is no-one who can be

contacted to collect the child, we apply the procedures for uncollected children.

- Having tried all unsuccessful avenues to get hold of a responsible adult we then, using our own judgment, take a decision about the next course of action. This can include a decision to contact our local authority children's social care team:

01234 824516/0771 365 1246 or 07796 264 542 (out of hours – Youth Club hours)
(telephone number)

- The child stays at youth club in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.

- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded in the youth clubs incident book.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 7:- Code of Conduct for Staff and Volunteers

Behaviour

1. Paid staff and volunteers will use appropriate language to communicate with, young people, children, parents and colleagues.
2. Staff, volunteers and Youth Leader will act as positive role models for children attending the club. They will be encouraged to listen, praise good behaviour, and to treat everyone with respect and dignity.
3. Bullying including aggressive and abusive behaviour will not be tolerated from staff, volunteers, Officers, children, parents or visitors.
4. Physical contact between staff/volunteers with children and young people is not acceptable as normal practice.
5. Staff should not be normally working alone with a child.

Inappropriate Communication

6. Paid staff and volunteers will not communicate with current youth club members outside the youth club in any way without the written permission of the parent/guardian and the youth club co-ordinator; written permission will be time limited.
7. Communication and contact includes:
 - a) "Social Networking" sites – Staff/Volunteers will not "Friend" any children/young person under the age of 18 years on any of the social networking sites
 - b) Chat rooms
 - c) Electronic messaging
 - d) Texting
 - e) Email
 - f) Phoning including mobile devices
 - g) Face to face (Pre-arranged or regular)
 - h) Through another person.

Communication about the Youth Club

Communication and news about Oakley youth Club will be via Oakley Youth Club website and the closed Facebook group (open for parents only – not members)

Photographs

8. Photographs / video / sound recordings of children and Junior Leaders will only be taken with the permission of the Youth Leader and by using recording equipment owned by the organisation only.
9. Photographs / video / sound recordings taken will be for use on the Oakley Youth Club Web Site, social media sites, Newsletters or for other authorised promotional material approved by the Youth Club Management Committee and only once parental permission has been obtained to use images of their children for promotional/marketing/historical purposes.
10. Staff, volunteers and Junior Leaders must not use camera phones or their own equipment to record youth club activities where children are present and within shot of the camera. They must not copy any recordings captured legitimately for Junior Club business or store this on their own media / web sites.
11. Parent's permission for photographs / video for our newsletters / website / Social Media sites / Historical archive will be requested as part of our registration form. We will retain all photos for historical purposes. Parents can withdraw their consent at anytime.
12. Images of children will be not be stored on IT equipment owned by the organisation unless it is encrypted. Images will be saved on an encrypted phone (for usage in connection with Oakley Youth Club only). Printed images will be stored within a locked cupboard.
14. A copy of this Policy will appear on our web site and is available in hard copy by request. We strongly urge parents to read this.

Action

15. Complaints arising from a breach of the above policy will be investigated by the coordinator and where appropriate reported to the Management committee for further consideration.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 8:- Complaints Procedure

1 Introduction

1a) The formal process divides into 2 stages. The first of these provides an opportunity for a local resolution of any problems that may arise and it is expected that the majority of complaints will be sorted out at this level. Where the problems cannot be resolved to the complainant's satisfaction at a local level, stage 2 of the process involves the investigation of the complaint the Management Committee.

1b) The standard definition of a complaint is: "Any expression of dissatisfaction that needs a response".

2 Complaints Procedure

Stage 1 – Local/Informal Resolution of Complaints

2a) Where a complaint is received which can't be resolved informally in the first instance it must be recorded in the complaints book which is held by the Youth Leader. This should include the substance of the complaint, what action has been taken and whether or not the service user is satisfied with the outcome. If the Youth Leader considers the matter serious he/she will inform the Secretary of the Youth Club as soon as possible after the complaint has been made, whether or not it has been resolved.

2b) Every effort should be made to respond to the complaint within **5 working days**. In any event, a letter of acknowledgement or other response (orally or by phone) shall be sent out to the complainant within **5 working days**.

2c) The Secretary of the Youth Club should review the complaints book with the Youth Leader at least annually. The Youth Leader will take the lead in advising staff in relation to handling of complaints.

2d) Every effort should be made to resolve the complaint or representation as speedily as possible and to the complainant's satisfaction, within **15 working days**. The response to the complainant, whether verbal or written should be recorded, however briefly, and to the Secretary of the Youth Club should also be informed to allow monitoring of the complaints process.

2e) The response to the complainant should advise them that, if they remain dissatisfied, they can ask for their complaint to be investigated by the Secretary within 28 days, after which it will be assumed that they are satisfied with the outcome of the investigation.

Stage 2 Formal Investigation

2f) When it has not been possible to resolve a complaint in the manner described above, the complainant may request that the Secretary carry out an investigation.

2g) The Secretary will offer to meet with the complainant in person and obtain the full details. This information will be made available to all members of the Youth Club Committee.

2h) A meeting of the Youth Club Committee will be arranged and the complainant will have an opportunity to put their case. The Youth Club Committee will also allow submissions from other parties e.g. Members of staff, should this be appropriate.

2i) The Youth Club Committee will, after hearing all the facts, make a decision as to whether to uphold the complaint or not.

2j) The complainant will be notified in writing of the decision within 14 days of the meeting.

2k) The decision of the Youth Club Committee is final.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon

Role of signatory (e.g. chair/owner) Secretary

Policy 9:- Health and Safety Policy

Oakley Youth Club recognises the requirement to conduct its business in such a way as to ensure so far as is reasonably practicable that:

1. Employees, voluntary staff, club members and guests and other people who may be affected by their operations and activities are not exposed to risk to their health and safety.
2. Young people participating in activities organised by the Club are not exposed to unnecessary risks to their health and safety.
3. Members of the public and visitors or persons providing services to the club are not exposed to unnecessary risks.

The overall responsibility for health and safety management on Club Nights is vested with the Youth Club Leader. He/she will be supported by the secretary of Oakley Youth Club appointed by the management committee.

Oakley Youth Club expects its employees and voluntary staff to:

1. To conduct their activities to the standard of any health and safety policies, procedures and risk assessments issued by the club.
2. When working away from the club premises in their capacity as a Youth Leader, staff or volunteer act in a manner that meets the requirements of the Clubs policies, procedures and risk assessments.

Oakley Youth Club believes that procedures for health and safety and providing quality service go together and reaffirms that safety is a major consideration in all aspects of its activities. To achieve this aim the Club will:

1. Ensure all new employees are briefed on the Clubs, Health and Safety policies, procedures and risk assessments.
2. Provide sufficient information to keep all employees and voluntary staff up to date regarding any new equipment installed.
3. Carry out a risk assessment prior to weekly sessions commencing and at the end of each session. Such assessment to be recorded in writing each week.

4. Ensure, in respect of indoor/outdoor activities organised by the club, that appropriate activities and events are risk assessed so that as far as is reasonably practicable to minimise risk.

Health and safety is an integrated function of work activity for all Oakley Youth Club staff and volunteers when they are working at the club, responsible for or supervising indoor/outdoor activities or events. All staff and volunteers are, therefore responsible and accountable for implementing this Health and Safety Policy within their respective fields of work.

This Health and Safety Policy will be reviewed every two years or after any major change affecting club working. A copy of this statement will be readily accessible and a copy given to all staff and volunteers.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 10:- Data Privacy Policy

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and supporters, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice.

You are advised to check our website regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

We are Oakley Youth Club.

We can be contacted at The Old School, Lovell Road, Oakley, MK43 7RX on a Friday night between 7.30pm and 9.00pm.

Alternatively via the secretary:- Sara Fardon, 61 Lincroft Oakley, Beds, MK43 7SS.

[Tel:- 07713 651 246](tel:07713651246) or sarafardon@yahoo.co.uk or via

Youth Leader, Dawn Pither, 2 The Furlong, Oakley, Beds. [Tel:- 07796 264 542](tel:07796264542) or dawn.pither@btinternet.com

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Children	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.

Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.
Relevant Medical Information	Support and Awareness for staff/volunteers	For the purposes of our legitimate interests in making sure that the individual is cared for and receives the correct treatment.
Photos and videos of Putting on the Club's Consent.	We will seek the Children website and social Member's consent on their media pages membership application form the Member may withdraw their consent at any time by contacting us by e-mail.	
Staff / Volunteers name, address, DOB, telephone numbers, email address	Managing the Member's employment of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Staff / Volunteers next of kin / emergency contact name and telephone number	Contacting next of kin in the event of emergency	Protecting the Member's vital interests.
Parents Name, address and phone number for volunteers under the age of 18.	Obtaining consent for certain activities involving the volunteers work at the youth club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.

The Member's name and e-mail address, whilst a current member and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations	Conduct surveys of Members and former members of the Club.	For the purposes of our legitimate interests in operating the Club and
Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers Entering into and performing contracts with suppliers	
Confidential records – Incident book, Health & Safety file, Child Protection Book	For record purposes of any incidents occurring at the club.	For the purposes of our legitimate interests in operating the Club.

4. How we protect your personal data

4.1 We will not transfer your personal data to any 3rd party without your consent except where we are required to do so by law.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 Photographs will be stored in line with our code of conduct policy. No personal information other than first names will be stored alongside any photographs.

4.6 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case

third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with charity commission requirements and exemptions, health and safety i.e. accident records, and the exercise or defence of any legal claims.

6.2 We securely destroy all financial information once used and no longer needed.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

Once you submit a request for access to the above information, we must respond within one calendar month.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/>

Information Commissioner's
Office Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel : 0303 123 1113.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 11:- Disciplinary and Grievance procedures

1. These procedures apply to both employees and volunteers of Oakley Youth Club. These procedures have been put in place to protect the interests of volunteers, employees and the club and to ensure that everyone is treated fairly
2. The existence of these procedures does not indicate any contract of employment with volunteers as there is none.

Grievance Procedure:

1. If a volunteer or employee has a grievance they have been unable to resolve they should in the first instance raise the matter orally with the club leader. The club leader should respond orally within 2 weeks of the matter being raised.
2. If the volunteer or employee is unhappy with the response from the leader they should raise the grievance again with the leader in writing. This should be done within 2 weeks of the leader's initial response. The leader should respond both orally and in writing within 2 weeks of receiving the written grievance.
3. If the volunteer or employee is still unhappy with the written response they may appeal to the Youth Club Committee. The appeal should be made in person and the volunteer or employee may nominate a colleague to accompany and support them. The appeal should be arranged within 2 weeks and no more than one week should pass before the appeal panel advises of its decision which will be final. This doesn't affect any statutory rights that an employee may have to take the matter further.
4. Where the person raising the grievance is the club leader items 2 and 3 above are amended in that the leader will raise the matter with the Secretary. If the matter then goes to appeal the grievance shall be heard by the Chair.

Disciplinary Procedure

1. Where a matter requiring possible disciplinary action arises the club leader should arrange a meeting with the volunteer or employee to discuss and hopefully resolve the matter.
2. If the volunteer or employee is unhappy with the outcome of stage 1 above they should inform the club leader in writing and stating their reasons. This should be done within 2 weeks of the initial meeting. The club leader should arrange a further meeting within 2 weeks at which both the club leader and the volunteer or employee

may be accompanied by a colleague. The outcome of this meeting should be recorded in writing and provided within 2 weeks of the meeting.

3. If the volunteer or employee remains unhappy with the outcome of stage 2 above they may appeal to the Youth Club Committee. The volunteer or employee may be accompanied by a colleague to support their appeal. The appeal should be heard within two weeks and the outcome advised within a week of the appeal hearing. The outcome of this appeal meeting will be final. This doesn't affect any statutory rights that an employee may have to take the matter further.
4. Where the person being disciplined is the club leader the disciplinary process outlined in items 1 and 2 above will be carried out by the Secretary. If the matter then goes to appeal the matter shall be heard by the Chair.
5. Disciplinary action may take various forms from oral warning, written warning, final warning, a period of suspension and/or departure from the club as a volunteer or employee. For minor and less serious matters first instances should be covered by an oral warning, and then followed by a written warning if there is a repeat and a final warning if there are yet further repeats. After a final warning the next step would usually be dismissal for an employee or a volunteer ceasing to work at the club.
6. Where a serious breach of discipline has occurred it may be necessary to proceed immediately to a suspension (for example, while further investigation takes place) or in extreme cases instant dismissal. In any event the employee or volunteer will have a right of appeal.

Appendix A – Examples of offences which might lead to instant dismissal or suspension pending further investigation and/or appeal

1. Child abuse against club member or visitor to the club
2. Fraud or misappropriation of club funds or property
3. Inappropriate communication with young people (i.e. contrary to the clubs child protection policy)
4. Persistent absence from work without prior notice
5. Violent or abusive behaviour towards staff, volunteers or others associated with the club
6. Failure of CRB check or refusal to comply with CRB check

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 12:- Equal Opportunities policy

Oakley Youth Club is committed to achieving an environment which actively promotes equality of opportunity and freedom from discrimination on the grounds of age, class, cultural or ethnic origin, disability, gender, marital status, nationality, religion and sexual orientation.

This policy was adopted at a meeting of Oakley Youth Club

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

Policy 13:- Recruitment Procedures

1. The named person responsible for recruitment procedures is Sara Fardon.
2. We work towards offering equality of opportunity by using non-discriminatory procedures for staff and volunteers recruitment and selection.
3. All staff have job descriptions which set out their staff roles and responsibilities.
4. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
5. All candidates are required to complete our application form. Any discrepancies/anomalies will be discussed at interview.
6. We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. All staff/volunteers obtaining a new DBS will be asked to sign up for the update service to allow us to check the status of the members DBS every 6 months for regular staff/volunteers or when they return from a period of absence.
7. Staff/volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us. (This also applies to members of their household) In accordance with regulations made under Section 75 of the Childcare Act 2006. We are required to have regard to the disqualification guidance published by the government, which is available at:
www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006. (All staff/volunteers and prospective staff/volunteers are required to sign to confirm their suitability to work with children and have read, understood and comply with the latest version of the government publication on Disqualification under the childcare act 2006 at interview, on the first day of employment and at every performance review.)
8. All applicants for paid members of staff positions shall provide at least two pieces of identification to confirm their right to work in the UK. Volunteers will show identification at interview to confirm their identity (e.g. passport, drivers licence, works (employee) identity card.
9. All applicants for paid or voluntary positions shall attend an interview which shall be attended by at least 2 members of the organisation. The Oakley Youth Club Committee must interview for the Youth leader position.
10. All applicants shall be vetted and DBS checked and until a satisfactory response is received any work undertaken by an applicant shall be strictly supervised by a named mentor with no work with young people to be undertaken alone.
11. Where the experience of an applicant is considered insufficient a trial period of 3 months shall be undertaken followed by a review to determine whether the appointment is to be confirmed.

12. Immediately following appointment any training requirements should be identified and a training plan put in place. This may be before any trial period is completed. Also following appointment of paid staff, a one to one review should be held at least annually.

13. All paid staff shall receive contracts of employment for signature following successful completion of DBS and any required vetting, references. – see appendix A for sample contract.

14. All appointed staff and volunteers shall be made aware of the clubs policies and procedures and how to access them.

Disqualification

Where we become aware of any relevant information which may lead to the disqualification of an employee/volunteer, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated. In accordance with regulations made under Section 75 of the Childcare Act 2006. We are required to have regard to the disqualification guidance published by the Department for Education, which is available at:

www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006.

Appendix A : Sample terms and conditions

Appendix B : Sample Application form

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon

Role of signatory (e.g. chair/owner) Secretary

Policy 14:- Whistleblowing procedure

1. Definition of Whistleblowing : Where a youth club worker or volunteer raises a concern about a potential danger or illegality that they have witnessed through their work at the Youth Club. Please note that the club also has a complaints procedure to resolve issues raised by paid staff, volunteers, club members and parents and members of the public and is to be used where an individual believes they have been personally wronged and is seeking a resolution.
2. Club policy in relation to whistleblowing: The Youth Club encourages both paid and unpaid volunteers to come forward should they have any concerns with regard to safety or illegality. Whilst the club would prefer to resolve such matters internally we recognise that there may be occasions where referral to an external body is necessary. In all circumstances persons raising concerns in good faith can do without fear that their jobs or standing with the club will be affected even if the concern proves to be unfounded.
3. In the first instance concerns should be raised with the Youth Leader, Dawn Pither, 2 The Furlong, Oakley, Beds. Tel:- 07796 264 542 or dawn.pither@btinternet.com either in writing or verbally. If the person raising the concern feels unable to raise the concern with the youth leader they should contact the Secretary :- Sara Fardon, 61 Lincroft Oakley, Beds, MK43 7SS. Tel 07713 651 246 or sarafardon@yahoo.co.uk
4. Where the person raising the concern feels unable to raise the concern with anyone within the club they should contact :

Chair of the Parish Council :- Paul Phillips.
Paulphillips65@gmail.com . Tel 01234 824260
5. The person raising the concern should receive a response within 14 days of raising the matter.
6. If a matter is raised anonymously it should in the first instance be discussed between the Youth Leader and Secretary, who may refer to the Oakley Youth Club Committee and to the Chair of the Parish Council.
7. It is recognized that involvement or other external bodies such as the police or social services may become necessary in serious cases involving for example criminal activity or child abuse.
8. Where an allegation is made that is found to be both false and raised maliciously the club shall refer to its disciplinary procedure for any appropriate action to be taken.

This policy was adopted at a meeting of Oakley Youth Club

Held on 29/08/18

Review Date 29/08/20

Signed on behalf of the Management Committee

Name of signatory Sara Fardon
Role of signatory (e.g. chair/owner) Secretary

MEMBERSHIP FORM 2018/2019



Parents/Guardian Name _____

Address _____ Post Code _____

Home Telephone _____ Mobile Telephone _____

New Member Existing Member

Parents E-Mail - Please print clearly

Young Person's Name _____

Date of Birth _____ School _____

Gender: Male Female

Ethnic Origin (optional): White / Black / Asian / Other _____

Who has parental responsibility for the above child? _____

Please provide details of anybody who does not have legal access to your child that we should be aware of _____

Emergency Contact (this cannot be your own address)

This Section **MUST** be completed
Please give us the details of someone local we can contact if we can't contact you.

Name _____ Relationship to Child _____

Address _____ Telephone _____

If you are at work during Youth Club hours of 19:00-21:30 please provide the following details:

Company Name _____

Company Address _____

Company Phone Number _____

Medical / Allergies

Please tell us about any medical conditions relating to your child which you feel we need to know.

Parents: I would be willing to be a volunteer for Oakley Youth Club (tick)
(Volunteers are DBS checked)

Photographs: I consent to my Child's photograph being used in the Youth Club's newsletters, website and social media pages (no names included). Please note: Photos are stored in line with our code of conduct policy.

Yes No Please tick and initial here _____

Policies: Your personal details are used and stored in line with our Data Privacy Policy. All our policies can be views on our website www.oakleyyouthclub.co.uk or on request.

In accepting a place for my child. I have read and accept the youth clubs membership policy, terms and conditions as referred to on this form.

Signed _____ Parent/Guardian _____

Contact: Oakley Youth Club Leader: Dawn Pither – 07796 264542Email: oakleyyouthclub@gmail.com