



Working with youth groups in the Community – A professional approach

What you need to
know about setting up



Cyngor Ieuenctid Cymru
Wales Youth Agency

Who should read this booklet and why

This booklet is written for people in communities who are interested in setting up a local youth group. It assumes that they will normally be volunteers, that is, people who are not paid for their time.

This booklet is not designed to be a comprehensive document, but rather a framework outlining how to get something off the ground.

Further information will need to be found from the organisations and books listed at the end. It is the responsibility of each individual to act within the law where it applies, and within good practice guidelines of youth work and voluntary organisations.

Points of contact include:

- major voluntary youth organisations
- the local authority Youth Service
- the local Voluntary Council
- the local authority Young People's Partnership Co-ordinator.

Style of booklet

We have tried to ensure that the booklet is easy to read, straightforward, jargon-free, gives basic information on subjects and points to further sources of information.

Important Note

In July 2002 the Welsh Assembly Government published a document in which they stated that:

"It is essential that, at the very least, all those who work with young people, including local 'one person bands' and older young people, undertake training in child protection and health and safety issues."

(Extending Entitlement: Support for 11-25 year olds in Wales. Direction and Guidance, page 49)

The importance of training cannot be ignored. If you are thinking about setting up a project you must avail yourself of suitable, local, youth work training. Further information on training can be found inside.

Who currently provides youth work in Wales?

Youth work is concerned with the non-formal education and learning of young people aged between 11 and 25 years, particularly those aged 13 to 19 years

Youth service provision in Wales is provided in three main ways:

- Through major voluntary youth organisations
- Through the Local Authority
- Through small independent local projects

Major voluntary youth organisations - have national headquarter organisations that support local groups. These include such organisations as Urdd Gobaith Cymru; YMCAs; Young Farmers Clubs; Duke of Edinburgh Award schemes; organisations which share a language or a faith; and uniformed organisations such as the Scouts, Girlguiding Cymru, Boys / Girls Brigades. Some organisations, such as Youth Cymru and Boys' and Girls' Clubs of Wales, are a looser federation of local clubs and offer support and training on aspects of youth work.

More information on these organisations is available from the Council for Wales of Voluntary Youth Services (CWVYS).

Local Authorities - there are 22 local authorities in Wales and each has a statutory duty to provide or secure a high quality youth service. Responsibility for providing youth services generally lies with the Education department but it may also be located within Community Services or Leisure.

Local projects - these local initiatives are usually set up by members of a community and administered by a small management committee and could include:

- community projects
- small independent projects (lottery funded, for example)
- multi-agency projects often set up to provide specific activities (eg. various health issues, homelessness)

Often these projects are not part of a larger structure or network and may have to rely on short-term funding.

Further information on the youth service in Wales is available from the Wales Youth Agency and CWVYS.

Why do you want to set up a project?

You may live in a community and regularly see groups of young people hanging around on cold, rainy winter evenings. As adults it is easy to take for granted that what they would like is a warm youth house supervised by older people. This may not be the case. If asked, they may say that what they would like is a youth shelter.

Before you do anything at all it is important to talk to as many young people as possible to find out exactly what they would like, how often they would use it and when. Listening to young people will give them ownership and control and establishes your good practice and the first steps to following the **youth work curriculum**. (See page 4 under Principals)

It is also important to find out if there are any other youth projects locally in order to avoid duplication. If the young people have genuine reasons for not participating in other projects, for example, the project is too far away, too expensive, boring, don't get anything out of it etc, these may be addressed or new projects set up.

You should also think about why **you** want to do this and your attitudes towards young people. Youth work is about positive learning and the personal development of young people. It's not about just keeping young people off the streets and out of trouble or taking part in an activity for the activity's sake.

Who is going to be involved? How to make sure you involve others.

It is important to get a group of like-minded community members who are prepared to commit time and energy to the project.

This will lessen the burden on any individual and ensure continuity and support.

A suitable staffing ratio for a youth group setting is 1:15 young people. However, this will vary according to the activity undertaken, and the age and ability of the young people involved.

If you have a mixed group of young men and young women then it's essential that you have both male and female workers.

All workers must be checked. Please refer to the section on protecting young people.

Principles

The booklet encourages all individuals who undertake work with young people in their community to work in a way that is based on a set of principles.

These are laid down in the Youth Work Curriculum Statement for Wales and state that all activity with young people should show an awareness of and give opportunities for:

- **Empowerment** - ensuring young people have control over their youth group - are part of decisions made
- **Expressiveness** - ensuring young people have a chance to express themselves using a variety of different ways
- **Participation** - ensuring young people have opportunities to actively carry out all decisions made e.g. organising activities themselves
- **Education** - ensuring young people have opportunities to learn new skills, gain new information and new experiences

The above principles are based on equal opportunities - which ensure all young people can take part in activities.

These principles should promote acceptance of the differences that spring from language, race, sexual identity, gender, disability, age, religion and class.

They should also recognise the importance of the Welsh language and its heritage, other languages, and the diversity of cultures in Wales.

These principles are designed to enable young people to play an increasingly active part in their community.

(For a fuller definition see the Youth Work Curriculum Statement for Wales, Wales Youth Agency)

Where will the work take place?

The group would need somewhere to meet

Examples include:

- Existing facilities such as halls, community centres (shared with other users)
- Use of a local empty house negotiated from the local authority
- Bus or mobile
- Portacabin on spare land

If none of these are available, outreach/street work may be an option. However, this booklet does not deal with this very specific form of working with young people. Further information on this type of work can be obtained from the Wales Youth Agency.

All permanent or semi-permanent facilities should be accessible to all those who have disabilities e.g. those who require wheelchair access.

All facilities and work with young people should undergo a **risk assessment** to identify and overcome any health and safety problems that would put staff and young people in danger. Your Local Authority or local Voluntary Council may be able to help identify someone who could carry out a risk assessment.

Risk assessments should be ongoing, for example, in shared premises a simple scan around should be done every time the group uses the building to check for hazards.

Money

Funding will be required to cover a range of things including activities, general running costs, capital items such as buildings or equipment, or to employ staff.

Local fundraising activities can raise some money but larger amounts may be available from the various Lottery boards, from local sponsorship, from large Trusts and Companies. However, only formal organisations can apply.

The local Voluntary Council should be able to help with finding grants and making applications. Always make sure young people are part of this process.

Setting up a formal organisation

The advantage of setting up a group with a committee is that you can support each other and develop a structure. This allows the group to establish rules about who does what and share out responsibilities (e.g. Role of Chairperson, Secretary, Treasurer). These rules can form a basic constitution, which is required by any group that wants to affiliate to an association of youth clubs and to seek funding.

A constitution should include a statement of the group's name, objectives, membership, who can join, what rights members have, the management structure, how committees are elected, and how committees should work. Model constitutions are available in some of the resources listed under 'Further Reading'.

There are two choices in setting up a group:

Small community group looking for £1 - 10,000	Small community group looking for £10,000 - 150,000
<ul style="list-style-type: none">• Establish a committee with chair, treasurer, secretary and members• Have a set of rules (examples provided by local voluntary council)• Open a bank account with at least 2 signatories	<ul style="list-style-type: none">• Establish a committee with chair, treasurer, secretary and members• Register as a charity or a non-profit making company (local voluntary council will provide support)• Open a bank account with at least 2 signatories

Basically, the more money you get, the more formal the organisational structures should be and inevitably the more paperwork there is. Committee members must act responsibly, be informed about decisions made and access training and support in their work.

Protecting the young people we work with

In all work with young people, their safety should be of paramount importance. To safeguard children and young people, all groups should have a **child protection**

policy. This policy will influence how the project works with young people and outline the steps to take if it is felt that a young person is in danger from neglect, physical, emotional or sexual abuse. A summary of the main recommendation of the Home Office document 'Safe from Harm' is included in this booklet.

Examples of documents relating to child protection can be found in many of the resources listed under 'Further Reading'.

Vetting workers

All adults working with young people must be vetted. This should be done in two ways: -

- taking references
- doing police checks through the Criminal Records Bureau

If someone proves unsuitable to work with young people it's much easier to say no at the start rather than have to ask someone to leave after they've started.

Criminal Records Bureau (CRB)

The CRB makes checks against national and local police records and lists kept by other organisations such as Social Services and Education. It will include details of:

- persons convicted of reportable offence
- persons who are to be prosecuted for such offences

Small community based voluntary organisations should check their staff through Agencies who have registered as umbrella organisations.

There is no cost to checking volunteers - but the umbrella body is likely to charge an administration fee. Youth Service departments of the Local Authority may also be able to process volunteer checks

The Wales Council for Voluntary Action (WCVA) has recently been funded by the Welsh Assembly Government to act as an umbrella body for voluntary organisations and will carry out these checks. Tel: 0870 2416557

What to do with the information?

All prospective workers must be prepared to disclose any criminal record they have, even if it would normally be considered 'spent'. However, a criminal record does not necessarily disqualify an individual from working with young people - factors such as the nature of the offence and how long ago it took place are taken into account.

The CRB produces 'Recruiting Safely', guidelines on recruiting staff/volunteers with a conviction.

Local Voluntary Councils can also provide information on Local Volunteer Bureaux who can help in recruiting, training and supporting volunteers.

Policies and Procedures

A policy is a written statement that describes what your organisation does and how it does it. Clear policies and procedures provide a framework in which to operate and so prevent argument and debate about what should or should not be done in a particular situation.

Some of the basic policies a youth group should have include:

- Child Protection
- Health & Safety
- Equal Opportunities
- Recruitment and selection of workers

Other Safety Issues

As well as the safety of young people, organisations must also be concerned about the safety of workers, premises, transport and activities.

Forms, Paperwork and Record Keeping

There are a number of basic forms and records that need to be kept. These could include:

- Staff application form (gives details of prospective workers)
- Reference form (to give a reference for prospective workers)
- Record sheet (for workers)
- Membership form (personal details of young people)
- Consent form (for parents to sign to allow young people to take part in an activity)
- Accident book
- Incident book

Examples of these can be found in many of the resources listed under 'Further Reading'.

Safe from Harm

A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales

Published by the Home Office London 1993

Summary of Recommendations

In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principle and then, if they wish to do so, take any action which they deem to be appropriate in the light of their circumstances and structures, and the nature of their activities.

1. ADOPT A POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN.
2. PLAN THE WORK OF THE ORGANISATION SO AS TO MINIMISE SITUATIONS WHERE THE ABUSE OF CHILDREN MAY OCCUR.
3. INTRODUCE A SYSTEM WHEREBY CHILDREN MAY TALK WITH AN INDEPENDENT PERSON.
4. APPLY AGREED PROCEDURES FOR PROTECTING CHILDREN TO ALL PAID STAFF AND VOLUNTEERS.
5. GIVE ALL PAID STAFF AND VOLUNTEERS CLEAR ROLES.
6. USE SUPERVISION AS A MEANS OF PROTECTING CHILDREN.
7. TREAT ALL WOULD-BE PAID STAFF AND VOLUNTEERS AS JOB APPLICANTS FOR ANY POSITION INVOLVING CONTACT WITH CHILDREN.
8. GAIN AT LEAST ONE REFERENCE FROM A PERSON WHO HAS EXPERIENCE OF THE APPLICANT'S PAID WORK OR VOLUNTEERING WITH CHILDREN.
9. EXPLORE ALL APPLICANTS' EXPERIENCE OF WORKING OR CONTACT WITH CHILDREN IN AN INTERVIEW BEFORE APPOINTMENT.
10. FIND OUT WHETHER AN APPLICANT HAS ANY CONVICTION FOR CRIMINAL OFFENCES AGAINST CHILDREN. [see Criminal Records Bureau]
11. MAKE PAID AND VOLUNTARY APPOINTMENTS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD.
12. ISSUE GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OR DISCOVERY OF ABUSE.
13. TRAIN PAID STAFF AND VOLUNTEERS, THEIR LINE MANAGERS OR SUPERVISORS, AND POLICY MAKERS IN THE PREVENTION OF CHILD ABUSE.

The full document is available from the Home Office website www.homeoffice.gov.uk/

Insurance

It is important to have some form of insurance. For example:

- you should have public liability insurance and property and equipment insurance
- hiring a minibus includes insurance for those transported but you still need to comply with Government regulations on Licensing and health & safety and the roadworthiness of the vehicle
- adults are not advised to transport young people in their own cars but if they do, they should notify their insurance companies to check what is permissible. There may be an extra charge
- 'normal' activities inside and outside a building will need to be covered by personal accident insurance
- hazardous activities insurance is needed for many activities and a list of what is and isn't covered is available from the insurer
- projects that employ workers will also need to take out employers liability insurance

Organisations that can help:

There are a number of organisations in Wales that a group can affiliate to that can offer advice and support, including reduced insurance rates. The two main ones are the Boys' and Girls' Clubs of Wales (BGCW) and Youth Cymru.

Support can also be given by the local authority Youth Service and from the local Voluntary Council.

Training and support

Anyone working with young people should, at the very least, undertake training in Child Protection and Health & Safety.

Everyone working with young people should develop their skills through taking part in training on topics such as: -

- Role of the youth worker
- Boundaries when working with young people
- Assertiveness and listening skills
- Group work skills
- Confidentiality and young people
- Legal issues and young people
- Basic first aid
- Programme Planning

Who can provide this training locally?

- Local Authority Youth Service
- CWVYS and a range of voluntary organisations
- Staff College of the Wales Youth Agency
- British Red Cross or St John Ambulance - First Aid

Ground rules

Any group that meets on a regular basis should discuss and agree how they are going to work together every week. Things to consider include: -

- Opening days/times - make sure that the young people are consulted as to when and how often the project is open
- What is appropriate behaviour in the group?
- Where can people smoke? Can they smoke?
- Drugs and alcohol
- Confidentiality - always make it clear that you cannot guarantee to keep anything confidential, young people may tell you something that gives you concerns about their wellbeing
- Care of equipment
- Behaviour outside the building
- Respecting other residents
- What happens if rules are broken

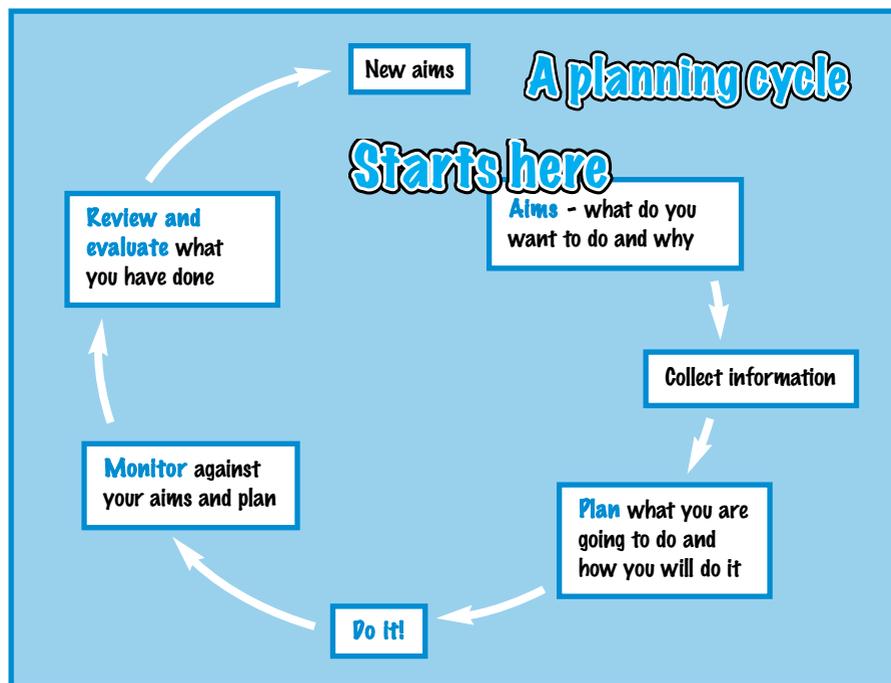
Give young people a say in developing the rules, but don't expect them to take the responsibility for enforcing these rules if they are broken.

Community

If the youth group is based within a residential community, local people should be informed about developments and opening and closing times should be discussed and negotiated. This may prevent or minimise any complaints in the future about noise, and activities.

Planned activities

In general, try to plan activities in advance having asked the young people first and given them opportunities to organise them with you. Spontaneous activities can be enormously rewarding, however, if everything is left to chance, young people and staff can become frustrated. However, it is important to spend some time planning a programme of activities.



Support & Monitoring

Those working with young people should plan to meet regularly as a staff group and with young people to discuss issues that have arisen and what needs to be done. This would ensure that people are working in the same way and in line with the youth work curriculum.

Keep simple records of activities undertaken and numbers of young people who took part. Ask young people regularly what they like about the youth provision and what they would like to change/do. Act on what they say if it is feasible and safe. Remember you learn more from your mistakes than you do from your successes!

Finally, work with young people can be hard at times but is also fun and tremendously rewarding. Remember, there are lots of organisations and resources that can provide information, help and support.

Useful Organisations:

Major Voluntary Youth Organisations

(details available from CWVYS)

Local Authority Youth Service

(details available from WYA)

Local Authority Young People's Partnership Co-ordinators

(details available from WYA)

Local Voluntary Council

(details available from WYA)

Wales Youth Agency (WYA)

Leslie Court, Lon y Llyn, Caerphilly CF83 1BQ

☎ 029 20 855700

✉ wya@wya.org.uk

🌐 www.wya.org.uk

Council for Wales of Voluntary Youth Services (CWVYS)

Leslie Court, Lon y Llyn, Caerphilly CF83 1BQ

☎ 029 20 855722

✉ cwvys@wya.org.uk

Staff College (training for youth workers)

Leslie Court, Lon y Llyn, Caerphilly CF83 1BQ

☎ 029 20 855700

✉ staffcollege@wya.org.uk

🌐 www.staffcollege.com

Boys' and Girls' Clubs of Wales

Western Business Centre, Riverside Terrace, Ely Bridge, Cardiff CF5 5AS

☎ 029 2057 5705

✉ bgcw@waleshq.fsnet.co.uk

🌐 www.bgcw.net

Youth Cymru

(formerly Welsh Association of Youth Clubs)

HQ/Training Centre, Sachville Avenue,

Heath, Cardiff CF4 3NY

☎ 029 20 616123

✉ mail@wayc.org.uk

🌐 www.wayc.org.uk

Wales Council for Voluntary Action (WCVA)

Baltic House, Mount Stuart Square, Cardiff CF10 5FH

☎ 0870 607 1666 (Helpdesk)

Minicom 029 2043 1702

✉ help@wcva.org.uk

🌐 www.wcva.org.uk

WCVA Criminal Records Unit

11-13 Wynnstay Road, Colwyn Bay,

Conwy LL29 8NB

☎ 0870 241 6557

British Red Cross

British Red Cross, UK Office, 9 Grosvenor Crescent, London SW1X 7EJ.

☎ 020 7201 5027

✉ information@redcross.org.uk

🌐 www.redcross.org.uk

St John Ambulance Wales

Priory House, Meridian Court, North Road, Cardiff CF4 3BL

☎ 029 20 627627

🌐 www.stjohnwales.co.uk

Community and Youth Workers Union (CYWU)

The Argent Centre, 60 Frederick Street, Birmingham B1 3HS

☎ 0121 244 3344

✉ kerry@cywu.org.uk

🌐 www.cywu.org.uk

Children's Legal Centre

(Legal advice and information service)

University of Essex, Wivenhoe Park,

Colchester, Essex CO4 3SQ

☎ 01206 873820

✉ clc@essex.ac.uk

🌐 www.Childrenslegalcentre.com

Criminal Records Bureau

PO Box 91, Liverpool L69 2HU

Information line: - 0870 9090 811

🌐 www.crb.gov.uk

Community Transport Association

(Information on minibus operation)

Highbank, Halton Street, Hyde, Cheshire SK14 2NY

☎ 0161 367 8780

✉ CTAUK@CommunityTransport.com

🌐 www.communitytransport.com/

Further Reading

The following resources are held in the library of the Wales Youth Agency. Most are available for loan. A full library list can also be viewed on the website at www.wya.org.uk

FOUNDATIONS: THE GUIDE TO RUNNING A YOUTH GROUP

Alan Rogers 1999

An introduction to the practicalities of working with young people. In two parts, part 1 looks at requirements of establishing a youth group and part 2 focuses on delivering a programme that involves and interests young people.

LEADER'S GUIDE: A TOOL FOR YOUTH WORKERS, MANAGERS AND VOLUNTEERS

National Association of Clubs for Young People 1999

Guide in 3 sections designed to help club leaders, volunteers and managers in managing youth clubs. Forming Your Club - identifies key considerations; Managing Your Club - looks at day-to-day management; Issues and Help - creating a programme

WORKING WITH YOUNG PEOPLE: A TOOL KIT

Alan Rogers, Doug Nicholls 2001

A practical guide for managers and fieldworkers integrating a youth approach into the Groundwork structure. Pt.1 deals with setting up a youth project. Pt. 2 covers practice guidance, including liabilities, risk assessment, procedures and confidentiality.

EXTENDING ENTITLEMENT: SUPPORTING YOUNG PEOPLE IN WALES

National Assembly for Wales 2000

Report by the Policy Unit of the NAW setting out their policy on services for young people. Considers the views of young people, lifelong learning context, information services, youth service and how all services should provide a network of support.

EXTENDING ENTITLEMENT: SUPPORT FOR 11-25 YEAR OLDS IN WALES, DIRECTION AND GUIDANCE

Welsh Assembly Government 2002

This document provides a structure within which the principles of "Extending Entitlement - Supporting Young People in Wales" and the Green Paper "Learning is for Everyone" can be put into practice at local level.

ADOLESCENCE: POSITIVE APPROACHES FOR WORKING WITH YOUNG PEOPLE

Ann Wheal 1998

Resource book aimed primarily at those who want to work with the 12-16 age group. Includes strategies for creating the right environment, guidelines for training the people involved, and ways of dealing with problems.

DELIVERING GOOD YOUTH WORK: A WORKING GUIDE TO SURVIVING AND THRIVING

Gina Ingram, Jean Harris 2001

Concise introduction to youth work. 4 sections: - Understanding the world of young people; Defining good youth work, planning and monitoring programmes; Self-management, stress and support; Managing staff, dealing with groups and organisations.

THE ART OF YOUTH WORK

Kerry Young 1999

The book attempts to answer two central questions: what is youth work? and what do youth workers do? It looks at the nature, philosophy and practice of youth work. It also discusses the skills and values needed to undertake youth work successfully.

YOUTH WORK

Tony Jeffs, Mark Smith (editors) 1987

A book written by practitioners who work with young people. They offer assessments of elements of their own and other practices. They describe what they do & explore their thinking & practice, setting their function within a broader theoretical context.

BREATHING FIRE INTO PARTICIPATION: THE FUNKY DRAGON GUIDE

Trudy Aspinwall, Cath Larkins 2002

Bilingual good practice guidelines on supporting groups of children & young people who are getting involved in participation. Covers: participation principles ; preparation and planning; action and evaluation. Also includes checklists and a resource list.

BUILDING USER INVOLVEMENT

Carolyn Mumby 2001

A practical guide to user involvement which covers the process from informing and consulting with young people to their taking responsibility for decisionmaking. Includes 6 case studies and a series of checklists for monitoring progress.

VOLUNTARY BUT NOT AMATEUR (5TH EDITION)

D Forbes, R Hayes, J Reason 1998

A guide to the law for voluntary organisations and community groups. Looks at the legal requirements and good practice. Includes sections on legal structures; staffing issues; health and safety; premises; financial management and committee members.

JUST ABOUT MANAGING (3RD EDITION)

Sandy Adirondack 1998

A practical, comprehensive introduction to management for anyone who has responsibility for organising or co-ordinating a voluntary organisation, team or project. Includes sections on meetings, planning, monitoring, evaluation, PIs, training and stress.

THE LEGAL GUIDE FOR INVOLVING YOUNG PEOPLE AS VOLUNTEERS

Clair Bryan, Esther Thompson 2000

Guide to the legal issues for organisations involving young people as volunteers. Includes age restrictions, insurance cover, child protection,

WORKING WITH YOUNG PEOPLE: LEGAL RESPONSIBILITY AND LIABILITY (5TH ED)

Carolyn Hamilton 2002

Advice and information about the legal position and responsibilities of those working with young people. Expanded to include young carers, disability, Connexions, health & safety, care and sexual offences.

A GUIDE TO RISK ASSESSMENT

Health and Safety Executive 1999

A good practice guide to the assessment of common workplace risks. It covers what risks should be assessed, the thoroughness of the assessment, when to assess and recording/reviewing the assessment. Includes a further reading list.

FIVE STEPS TO RISK ASSESSMENT

Health and Safety Executive 2002

A simple guide to risk assessment . The process is divided into 5 stages: looking for hazards; deciding who might be harmed & how; evaluating risks & existing precautions; recording findings; review & revision. Includes further reading & HSE contact list.

EMPLOYMENT PRACTICE AND POLICIES IN YOUTH COMMUNITY AND PLAY WORK (2ND ED.)

Doug Nicholls 2002

Practical guide to the key elements of

employing full and part time youth and community workers. Covers basic employment law, equal opportunities, health & safety, discipline and grievance, financial procedures and redundancy.

HEALTH AND SAFETY IN YOUTH AND COMMUNITY WORK

Doug Nicholls 1997

Resource manual for health and safety practice in youth and community work. Includes sections on policy and practice and implementing a strategy. Also included are materials for handouts, training and management and model documents.

THE SAFER VOLUNTEERING GUIDEBOOK

Wales Council for Voluntary Action 2002

A guide to identifying and managing the risks associated with volunteering. Covers the recruitment, selection, vetting and supervising. Includes specific guidance on work with children & vulnerable adults and contains a range of model policies.

WELSH ASSOCIATION OF YOUTH CLUBS VOLUNTEER HANDBOOK

Welsh Association of Youth Clubs 2002

Comprehensive handbook for volunteers and organisations. Includes chapters on volunteer applications, roles, supervision, equal opportunities, child protection, confidentiality and health & safety. Sample forms are included.

SAFE AND SOUND: BUILDING A SAFER YOUTH WORK ENVIRONMENT

Youth Clubs Scotland 1999

A resource pack to assist youth clubs build a safer youth work environment. Contains information sheets on health and safety, recruitment and selection, programme planning and policies for child protection. Also contains briefing sheets and sample forms.

FIRSTCHECK: A STEP BY STEP GUIDE FOR ORGANISATIONS TO SAFEGUARD CHILDREN

NSPCC 2002

A practical toolkit on developing child safety policy & procedures, safe recruitment practices & basic child protection procedures. It is intended for organisations that do not have policies/procedures in place and those wanting to audit such activities.

FIT AND SAFE: PROTECTING CHILDREN IN SPORT AND LEISURE

Helen Armstrong 2001

Flexible training guide on child protection for

all levels of sports and leisure centre staff. Includes materials to raise awareness about child protection and help staff to respond effectively to suspicions of abuse

KEEPING IT SAFE

NCVYS 2003

Set of guidelines and standards which adopts a young person-centered approach to ensuring the safety of children and young people within youth organisations. The standards have been developed by the voluntary sector for the voluntary sector and have been endorsed by the Department for Education and Skills. Areas covered include: policies and procedures; reporting concerns, suspicions and allegations; safe recruitment and selection; managing paid and volunteer staff; providing education, training and support; providing safe activities.

OUR DUTY TO CARE PRINCIPLES OF GOOD PRACTICE FOR PROTECTION OF CHILDREN AND YOUNG PEOPLE

Child Care Northern Ireland 1996

Guide which identifies key principles relating to the protection of children, examine the issues raised by each, and gives some indicators as to how voluntary organisations might put the principles into practice.

PROTECTING CHILDREN AND YOUNG PEOPLE

Anne Schonveld 2001

Training materials for youth and community workers on child protection issues. Includes:- recognising abuse; responding to disclosures; confidentiality; supporting young people; working with other agencies; staff management.

EVERYBODY'S WELCOME

1993

Some practical ideas for helping community groups give 'equal opportunities' real meaning in providing activities and services, in management, and in recruiting and supporting workers and volunteers.

COMMUNITY START UP: HOW TO START A COMMUNITY GROUP AND KEEP IT GOING

Caroline Pinder 1995

A practical guide to starting & running a community group. Topics covered include: equal opportunities; charitable registration; finances & accounting; finding premises; recruiting & training volunteers; evaluation; publicity; strategic planning; meetings.

COMMUNITY WORK SKILLS MANUAL

Val Harris (Ed) 2001

Practical manual for community workers, trainers and students. Includes equality, getting started, information gathering, effective groups, people management, campaigning, funding, monitoring/evaluation, partnerships, training and project management.

THE YOUTH FUNDING GUIDE (2nd ED)

Nicola Eastwood 2002

Practical guide to fundraising for youth-related causes. Includes:- organising fundraising; how to budget; fundraising for projects; writing applications. Also includes funding sources that support work with young people.

WALES FUNDING HANDBOOK

Wales Council for Voluntary Action 2000

Fundraising guide for voluntary and other organisations. Pt.1 covers how to fundraise, including:- Preparation; Good Practice; Grant Applications/Other Sources; Law; Planning. Pt.2 covers sources from Nat. Assembly, Europe; Lottery; Trusts and others.

DIRECTORY OF GRANT MAKING TRUSTS 2003-04 (18TH EDITION)

Directory of Social Change 2003

A reference guide to 2500 trusts & foundations in the UK that give grants to people & organisations. Includes indexes arranged by geographical area, field of interest, type of beneficiary & type of grant. Contact details and recent examples are included.

Amended from original text written by Brian Thirsk and Val Williams of Sylfaen, Caernarfon. Tel 01286 677117.

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