

**Somerset Youth Club
Benchmark Scheme**

Safe and Welcoming

Information Booklet

READ ME!



Club Name:

Safe and Welcoming

Somerset Youth and Community Service has been asked by voluntary and community sector organisations to provide a quality assurance scheme that enables all youth clubs to aim for excellence, no matter what type of provision they are offering.

The Benchmark Scheme has two levels:

- **'Safe and Welcoming'** recognises clubs that achieve the basic safety standards and a level of welcoming provision for young people. This is aimed at smaller clubs.
- **'Quality Youth Club'** builds on Safe and Welcoming, adding elements of information and advice, young people's involvement in decision making and more stringent levels of child protection training and first aid cover. It is aimed at clubs with paid staff or which are run by providers.

Each level is split into four areas:

- **Programme** – this looks at what young people experience at their club and what's available for them
- **People** – this covers the people who contribute to, or work in, the club and their management and training
- **Policies** – this covers the policies needed to run a club
- **Procedures and paperwork** – everything else that needs to be in place.

To achieve this Benchmark award, you need to gather evidence for all the criteria. This booklet has all the information that you need to help you achieve the 'Safe and Welcoming' standard. The folder includes:

- Standards (what needs to be met to ensure your club is 'Safe and Welcoming')
- 'Helping you to find the evidence you need' document, which links the standards to the 'Community Youth Club Handbook' information and templates.

The folder also includes:

- An evidence index (an easy way to keep track of what you've done and what remains to be done)

- Witness Statement templates (many criteria rely on what young people, staff and the managing group think and say – these templates have been included to make the gathering of witness statements easier. After completion by the appropriate person, they are slotted into the file)
- Labelled polypockets to build the necessary evidence bank (so you don't need to 'portfolio build' or create your own system). Each pocket has guidance on each piece of evidence that's needed.

If you find that you don't have all of the policies, paperwork or procedures needed to gain this award, please contact either youth and community officer (see below) and / or request a copy of 'The Community Youth Club Handbook' which has templates for all the club paperwork mentioned in this scheme. It also has many hints and tips for running a youth club and is free to clubs in Somerset – your youth and community officer can bring you a copy.

Young people must be involved in this scheme. The scheme's requirement for witness statements from young people ensures young people's involvement in attaining 'Safe and Welcoming'. However, you can further involve young people by asking them to work with you to gather evidence. This is a good way of increasing young people's involvement in your club by raising their awareness of what goes into running a club. It would be good task for a senior members group. For more information, contact your youth and community officer for advice.

Your Youth and Community Officer can help you build your portfolio and reach these standards. Please contact either

- Kirstie Brown (telephone 01823 357553 / 07899 700170 or email kbrown@somerset.gov.uk) or
- Zara Scott-Davies (telephone 01823 357554 / 07919 540738 or at zscottdavies@somerset.gov.uk).

You can submit your pack independently if you wish. All submissions are moderated by Youth and Community team centrally. Independently completed packs should be sent Somerset Youth and Community Service.

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Somerset Youth Club Benchmark Scheme

Safe and Welcoming – 1. Programme

The standards for 'Safe and Welcoming – 1. Programme' are:

- 1.1 The youth club is a clean, warm and young people friendly environment
- 1.2 The youth club feels welcoming to all young people
- 1.3 There is something for young people to do
- 1.4 Young people and adults respect each other
- 1.5 Equipment is safe and fit for purpose

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they're helpful and should answer any questions!

Standard 1.1	Evidence
The youth club is a clean, warm and young people friendly environment	<ul style="list-style-type: none"> Witness statements 1 & 3 Witness statement 5
Notes: As judged by the young people and someone who works there.	

Standard 1.2	Evidence
The youth club feels welcoming to all young people	<ul style="list-style-type: none"> Witness statements 1 & 3 Witness statement 5
Notes: This includes new and existing members.	

Safe and Welcoming – 1. People cont.,

Standard 1.3

Evidence

There is something for young people to do

- Witness statement 1 & 3
- Witness statement 5

Notes: This may be playing games, taking part in activities, chatting to staff or just sitting around drinking coffee and talking to friends.

Standard 1.4

Evidence

Young people and adults respect each other

- Witness statement 1 & 3
- Witness statement 5

Notes: There is a positive culture in the club that discourages any sort of bullying and values diversity. The young people and adults may disagree about things, but know this is OK.

Standard 1.5

Evidence

Equipment is safe and fit for purpose

- Witness statement 2 & 4
- Witness statement 5

Notes: Equipment isn't broken, is properly tested if necessary (e.g. PAT) and its use is supervised if needed

Somerset Youth & Community Service

Somerset Youth Club Benchmark Scheme

Safe and Welcoming – 2. People

The standards for 'Safe and Welcoming – 2. People' are:

- 2.1 There are enough staff, paid or unpaid, to properly supervise the youth club
- 2.2 Staff are friendly and have good relationships with young people
- 2.3 There is a management group with people in the roles of chair, treasurer and secretary, as well as others
- 2.4 Enough young people attend the club to make it worthwhile running
- 2.5 There is support from adults in the community
- 2.6 At least one member of the organisation has DBS clearance and has done safeguarding training

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they're helpful and should answer any questions!

Standard 2.1	Evidence
There are enough staff, paid or unpaid to properly supervise the youth club	<ul style="list-style-type: none"> • Witness statement 2 & 4 • Witness statement 5
<p>Notes: This figure is locally determined. Young people and staff feel safe in the club</p>	

Standard 2.2	Evidence
Staff are friendly and have good relationships with young people	<ul style="list-style-type: none"> • Witness statement 2 & 4 • Witness statement 5
<p>Notes: Staff and young people like to talk to each other and spend time together</p>	

Safe and Welcoming – 2. People cont.,

Standard 2.3

Evidence

There is a management group with people in the roles of chair, treasurer and secretary, as well as others

- Witness statement 5
- Witness statement 6

Notes: The membership of the group is a local choice and isn't stipulated.

Standard 2.4

Evidence

Enough young people attend the club to make it worthwhile running

- Witness statement 2 & 4
- Witness statement 5
- Witness statement 6

Notes: This number is locally determined.

Standard 2.5

Evidence

There is support from adults in the community

- Witness statement 5
- Witness statement 6

Notes: This may be from local traders, councillors, the school, parents, volunteers or other local groups.

Standard 2.6

Evidence

At least one member of the organisation has DBS clearance and has done safeguarding training

- Copy of DBS certificate
- Copy of CP training certificate

Notes: This may be staff (paid or unpaid) or a member of the managing group.

Somerset Youth & Community Service

Somerset Youth Club Benchmark Scheme

Safe and Welcoming – 3. Policies

The standards for ‘Safe and Welcoming – 3. Policies’ are:

- 3.1 Adequate policies about health and safety, risk assessment, child protection, staff vetting, data protection, equalities & diversity and staff employment and management (if there are paid staff) are in place
- 3.2 Insurance policies covering public liability, employer’s liability, and buildings are in place, for all parties involved
- 3.3 Reasonable adjustments have been made to the building to improve the accessibility to people with disabilities
- 3.4 The management group has a governing document or constitution.

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they’re helpful and should answer any questions!

Standard 3.1	Evidence
<p>The following policies are in place:</p> <ul style="list-style-type: none"> • Health and safety • Risk assessment • Child protection • Staff vetting • Data protection policy • Equalities and diversity policy • Staff employment and management (only if there are paid staff) 	<p>A copy of the current</p> <ul style="list-style-type: none"> • Health and safety policy • Risk assessment policy • Child protection policy • Staff vetting policy • Data protection policy • Equalities and diversity policy • Staff employment and management policy (only if there are paid staff)
<p>Notes: The health and safety policy and risk assessment policy may be part of the same H&S document. The child protection and staff vetting policy may also form part of the safeguarding document.</p>	

Safe and Welcoming – 3. Policies cont.,

Standard 3.2

Evidence

The following insurances are in place:

- Your public liability*
- Your employers' liability*
- Public liability insurance for the building you use (if renting building/space from another organisation)*
- The public liability insurance of your youth work provider (if you use one)
- The employers' liability insurance of your youth work provider (if you use one)

A copy of

- Your public liability insurance certificate
- Your employers' liability insurance certificate
- The public liability insurance certificate for the building (where necessary)
- Your youth work provider's public liability insurance certificate (if you use one)
- Your youth work provider's employers' liability insurance (if you use one)

Notes: Some policies and information (for example, public liability insurance for a building) may be held by another body, but must exist and you must know about them.

If using your own building, the public liability policy must cover the building. If you rent space or a whole building, a copy of the landlord's public liability insurance for building users must be included

*If you use a provider and have your own volunteers, or if the management committee / local council / governing body run its own events (such as fundraising) both public and employers' liability insurance are needed.

Standard 3.3

Evidence

Reasonable adjustments have been made to the building to improve the accessibility to people with disabilities

Photos of premises with explanatory notes, including the toilet!

Standard 3.4

Evidence

The managing group has a governing document / constitution

A copy of the governing document or constitution

Somerset Youth & Community Service

Somerset Youth Club Benchmark Scheme

Safe and Welcoming – 4. Procedures & Paperwork

The standards for 'Safe and Welcoming – 4. Procedures & paperwork' are:

- 4.1 Appropriate risk assessments are in place and are reviewed annually
- 4.2 Accident and incident forms and procedures exist
- 4.3 Proper fire precautions are taken
- 4.4 Appropriate building checks / tests are carried out, including gas and electricity inspections,
- 4.5 A suitable first aid kit is available on site
- 4.6 Consent for club attendance is gained from parents / carers, and emergency contact details are known for club members
- 4.7 A signing in sheet is used for sessions
- 4.8 Documents containing young people and staff's personal information are securely stored on site
- 4.9 Ground rules for behaviour are displayed and a banning and re-admittance procedure exists and is known by staff
- 4.10 The club has accounts and the managing group is updated

Detailed below are the standards with the evidence requirements and any explanatory notes. *Please* make sure you read the notes – they're helpful and should answer any questions!

Standard 4.1	Evidence
Appropriate risk assessments are in place and are reviewed annually	Copy of risk assessments (inc fire & arson risk assessment).
Standard 4.2	Evidence
Accident and incident forms and procedures exist	Copy of accident and incident forms

Safe and Welcoming – 4. Procedures & paperwork

Standard 4.3

Evidence

Proper fire precautions are taken

Copy of:

- Alarm servicing and call point monthly tests
- Fire extinguisher servicing
- Emergency lighting servicing & monthly tests
- Records of fire drills
- Evacuation procedures

Standard 4.4

Evidence

Appropriate building checks / tests are carried out, including gas and electricity inspections

Copy of partially completed building checklist (showing monthly or sessional checks / tests) & certificates (electrical installation condition report, Gas Safety Certificate, oil / biomass service certificate, PAT testing)

Standard 4.5

Evidence

A suitable first aid kit is available on site

- Witness statement 5
- Contents list

Notes: Consumable items must be 'in date'.

Standard 4.6

Evidence

Consent for club attendance is gained from parents / carers and emergency contact details are known for club members

- Copy of consent form

Safe and Welcoming – 4. Procedures & paperwork cont.,

Standard 4.7

Evidence

A signing in sheet is used for sessions

- Copy of the signing in sheet

Standard 4.8

Evidence

Documents containing young people and staff's personal information are securely stored on site

- Witness statement 6

Standard 4.9

Evidence

Ground rules for behaviour are displayed and a banning and re-admittance procedure exists and is understood by staff

- Copy of ground rules
- Copy of banning and re-admittance procedure

Notes: The banning and re-admittance procedure may form part of the ground rules document.

Standard 4.10

Evidence

The club keeps accounts and the managing group is updated

- Copy of the accounts

Notes: These may, or may not, be externally audited.



Helping you find the evidence you need!

The Youth & Community Handbook can provide a lot of guidance and template documents which can make it easier for you to put systems in place and produce the necessary evidence to enable your club to achieve a Safe and Welcoming benchmark. The table below will guide to you the most relevant sections.

Pocket / Standard	Evidence Item	Information	Template document
7 / 2.6	Copy of DBS certificate	Page 27	Provided by DBS See appendix 37 Page 216 for umbrella agencies
8 / 2.6	Copy of Child Protection training certificate	Page 41	Provider by trainer or accrediting agency
9 / 3.1	Copy of the health and safety policy	Page 28	Appendix 9 Page 115
10 / 3.1	Copy of the risk assessment policy	Page 28 Appendix 24 Page 154	Appendix 11 Page 117
11 / 3.1	Copy of the child protection policy	Page 27	Appendix 2 Page 84
12 / 3.1	Copy of the staff vetting policy	Page 27	Appendix 14 Page 127
13 / 3.1	Copy of data protection policy	-	Advice and a sample available from the Youth and Community Service
14 / 3.1	Copy of the equalities and diversity policy	Page 28	Appendix 6 Page 92
15 / 3.1	Copy of the staff employment and management policy (if there are paid staff)	Page 40 & 44	Appendix 13 Page 119
16 / 3.2	Copy of the management committee's / council's / governing body's public liability insurance certificate	Page 32	Provided by insurer
17 / 3.2	Copy of the management committee's / council's / governing body's employers liability insurance certificate	Page 32	Provided by insurer
18 / 3.2	Copy of the landlord's public liability insurance certificate (where appropriate)	Page 32	Provider by insurer or landlord
19 / 3.2	Copy of the youth work providers' public liability insurance (if a youth worker provider is used)	Page 32	Provided by insurer (youth work provider will source)
20 / 3.2	Copy of the youth work providers' employers' liability insurance certificate (if a youth worker provider is used)	Page 32	Provided by insurer (youth work provider will source)

Pocket / Standard	Evidence Item	Information	Template document
22 / 3.4	Copy of the governing document or constitution	Page 12 & 13	Appendix 4 Page 87
23 / 4.1	Copy of risk assessments	Page 35, 37 & 49 Appendix 54 Page 154	Appendix 17 Page 132 – Activity, Appendix 20 Page 140 – Building, Appendix 30 Page 188 – General activities
24 / 4.7	Copy of the signing in sheet	Page 30	Appendix 59 Page 269
25 / 4.9	Copy of ground rules	Page 60 & 261	Appendix 55 Page 262
26 / 4.9	Copy of banning and re-admittance procedure	Page 60 & 261	Appendix 55 Page 262
27 / 4.2	Copy of accident and incident forms	Page 30	Appendix 16 Page 129
28 / 4.3	Copy of alarm call point tests and servicing	Page 48	Provided by service engineer
29 / 4.3	Copy of fire extinguisher servicing	Page 48	Provided by service engineer
30 / 4.3	Copy of emergency light tests and servicing	Page 48	Appendix 25 Page 162
31 / 4.3	Record of fire drills	Page 36	Appendix 25 Page 162
32 / 4.3	Copy of evacuation procedures	Page 36	Appendix 22 Page 151
33 / 4.4	Copy of (partially) completed building checklist	Page 48	Appendix 25 Page 162
34 / 4.4	Copy of the Electrical Installation Condition Report	Page 48	Appendix 25 Page 162
35 / 4.4	Gas safety certificate and / or oil / biomass service certificate (if gas / oil / biomass is present)	Page 48	Appendix 25 Page 162, please ask the Youth and Community Service for a simple monthly checklist sample
36 / 4.4	PAT testing certificate	Page 48	Appendix 25 Page 162
37 / 4.5	First aid kit contents list	Page 36 Appendix 23 Page 152	
38 / 4.10	Copy of the accounts	Pages 19 – 26	
39 / 4.6	Copy consent form	Page 30, 31, 37 & 59	Appendix 18 Page 133 – please ask the Youth and Community Service for a GDPR updated sample



Somerset Youth & Community Service

The Hollies, South Street, Taunton, TA1 3AG

01823 357552

youthservice@somerset.gov.uk

www.somersetyouth.co.uk