

Pocket Number 7

Copy of DBS certificate

- Should be an enhanced certificate (not basic)
- Should be less than three years old
- Please note: We will shred this once we have seen it, so don't worry about keeping this very sensitive information

Pocket Number 8

Copy of CP training certificate

- Should be at least Level 1 (Basic) and be less than three years old
- Can be from worker or management committee member

Pocket Number 9

Copy of the health and safety policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Health & Safety policy is on pg 115 of the Community Youth Club Handbook
- If your policy is a version of ours, it should have formatting removed and the right group names in the right places.
- It should be signed and dated
- Health & safety policy and risk assessment policy may be merged

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 10

Copy of the risk assessment policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Risk Assessment policy is on pg 117 of the Community Youth Club Handbook
- If your policy is a version of ours, it should have formatting removed and the right group names in the right places.
- It should be signed and dated

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 11

Copy of the child protection policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Child Protection policy is on pg 84 of the Community Youth Club Handbook
- If your policy is a version of ours, it should have formatting removed and the right group names in the right places.
- It should be signed and dated
- Child Protection policy and staff vetting policy may be merged together

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 12

Copy of the staff vetting policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Staff Vetting policy is on pg 127 of the Community Youth Club Handbook
- If your policy is a version of ours, it should have formatting removed and the right group names in the right places.
- It should be signed and dated

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 13

Copy of the data protection policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Data Protection policy is available over email from our team
- If your policy is a version of ours, the formatting should be removed and the right group names inserted in the right places.
- It should be signed and dated

If you use a youth work provider and don't keep any records containing personal information, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 14

Copy of the equalities and diversity policy

- Should mention everything ours does – it's OK to add things, but not remove them. Our Equalities and Diversity policy is on pg 92 of the Community Youth Club Handbook
- If your policy is a version of ours, it should have formatting removed and the right group names in the right places.
- It should be signed and dated

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 15

Copy of the staff employment and management policy (if there are paid staff)

- You don't need this if all staff are volunteers. If paid staff are employed by a youth work provider, the provider should give you a copy of this. If you pay staff, you should have this policy.
- It should at least mention everything ours does (only exception is statutory duties like maternity leave etc) – see page 119 of the Community Youth Club Handbook
- This may be a single policy, or a policy plus a copy of the statement of particulars or contract of employment – doesn't matter as long as all is covered

If you use a youth work provider and all the staff that work in the club are paid by them, or if you don't use a youth worker provider and all your staff are volunteers, please tick the relevant box and sign below and date below:

Paid staff are employed by a youth work provider

All staff are volunteers

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 16

Copy of the management committee's / council's / governing body's public liability insurance certificate

- A must-have if the management committee has paid staff, volunteers, or if the management committee / council / governing body holds or takes part in events (e.g fundraising)
- Should be in date (less than a year old) - check the expiry date or date of the policy
- Should show the name of the group (or if part of a larger organisation, should give that name)
- Should state that it is public liability and give the amount of insurance cover provided

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, or own a building, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 17

Copy of the management committee's / council's / governing body's Employers' Liability insurance certificate

- This should be a certificate headed 'Certificate of Employers' Liability' (you legally should be given one)
- A must-have if the management committee has paid staff, volunteers, or if the management committee / council / governing body holds or takes part in events (e.g. fundraising)
- Should be in date (less than a year old) – check the expiry date or date of policy
- Should be in the name of the group (or if part of a larger organisation, should give that name)
- Should give the amount of insurance cover provided

If you use a youth work provider and don't have your own volunteers, *and* the management committee / council / governing body does not run or engage in events, or own a building, *you do not have to provide this policy*. If this is the case, please sign and date below:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 18

Copy of the public liability insurance for the building you use (or your public liability insurance for the building if you own it)

- Should be in date (less than a year old) - check the expiry date or date of policy
- Should be in the name of the group (or if part of a larger organisation, should give that name)
- Should state that it is public liability and give the amount of insurance cover provided

If you own or lease your venue, please tick here:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 19

Copy of the youth work provider's public liability insurance (if a youth worker provider is used)

- Should be in date (less than a year old) - check the expiry date or date of policy
- Should be in the name of the youth work provider
- Should state that it is public liability and give the amount of insurance cover provided

If you don't use a youth work provider, please tick here:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 20

Copy of the youth work provider's employers' liability insurance certificate (if a youth worker provider is used)

- This should be a certificate headed 'Certificate of Employers' Liability' (they legally should be given one)
- Should be in date (less than a year old) – check the expiry date or date of policy
- Should be in the name of the youth work provider
- Should say 'employers' liability insurance' and give the amount of insurance cover provided

If you don't use a youth work provider, please tick here:

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 21

Photos showing accessibility of premises with explanatory notes

- Should show accessible entrances and exits
- Should show an accessible toilet
- Should show any lifts etc
- If building is clearly inaccessible, you should demonstrate that reasonable arrangements have been made to make it as accessible as possible (this is usually a conversation or statement based on your knowledge of the building)

Pocket Number 22

Copy of the governing document or constitution for the body that manages the club

- For management committees, it should cover the main points of the samples and give a good idea of the structure of the group and show adequate governance (page 87 of the Community Youth Club Handbook)
- If town or parish council, it needs to be a copy of the council meeting minutes which show oversight / ownership of the youth club
- If a charity or Community Interest Company / organisation, then their legal documents showing their status is fine
- If a church, minutes from the PCC showing oversight, or a copy of their legal oversight document

Pocket Number 23

Copy of risk assessments (inc fire)

- Should cover everything in our building risk assessment (page 140 of the Community Youth Club Handbook) and general youth club risk assessment on page 188 of the Community Youth Club Handbook. These must be changed to suit your circumstances
- You must add an assessment for anything else the club does regularly that isn't in SYCS's general club assessment (for example, use of the outside area (if there is one), or fire pits, barbeques etc).
- We don't ask for trips and visits risk assessments, so you don't need to send them in.

Pocket Number 24

Copy of the signing in sheet

- Can be anything, as long as it shows a record of the young people in the club (Sample page 269 of the Community Youth Club Handbook)
- Please only include a blank

Pocket Number 25

Copy of ground rules

- Anything as long as they are reasonable
(sample page 262 of the Community Youth Club Handbook)

Pocket Number 26

Copy of banning and re-admittance procedure

Must cover everything the one in the book does (page 262 of the Community Youth Club Handbook), especially the bit about the worker, having spoken to the young person, being able to choose whether or not to let them back in to the club

Pocket Number 27

Copy of accident and incident forms

The one in the book is a good guide (page 129 of the Community Youth Club Handbook)

Pocket Number 28

Copy of alarm call point tests and servicing

- Service must be satisfactory and less than a year old. If unsatisfactory, evidence of the remedial work should be included (invoice from contractor that details the work, certificate or email from contractor)
- Tests should be monthly and be testing that a call point works – a visual inspection is not enough
- Tests should be recorded, dated and signed by the person doing them
- If there is no fire alarm, you need to show how they raise the alarm. It could be a wind-up bell or fire whistles around workers neck's (on a quick release lanyard). Shouting is not adequate. The arrangement should feature in the risk assessment and evacuation procedure.

If your venue doesn't have an alarm, please tick here: . Please include a photo of your method of raising the alarm.

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 29

Copy of fire extinguisher servicing

This must be less than a year old and be satisfactory. If not, replacements / repair invoice should be submitted too

Pocket Number 30

Copy of emergency light tests and servicing

- Service must be satisfactory and less than a year old. If unsatisfactory, evidence of the remedial work should be included (invoice from contractor that details the work, certificate or email from contractor)
- Tests should be monthly and be *testing* that one emergency light works (this is usually done with a key, or sometimes by turning off the mains electricity) – a visual inspection is not enough
- Tests should be recorded, dated and signed by the person doing them
- If there is no emergency lighting, you need to show how you will light the way out in case of a power cut. It could be plug-in torches. The arrangement should feature in the risk assessment.

If your venue doesn't have emergency lighting, please tick here . Please include a photo of your method of providing light in an emergency

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 31

Record of fire drills

- These should be twice a year (termly is preferable) at a time when the club is operating.
- We need a record of a completed drill, signed and dated by the worker
- The record can be at the bottom of a session recording sheet, on a sheet specific for this, or a note at the bottom of a sign in sheet. It should say the date, the fact it was carried out and any issues.

Pocket Number 32

Copy of evacuation procedures

- This should show how staff will evacuate the youth club – using the general notice pinned in the venue is not enough.
- Please remember to include how the alarm is raised
- It should say who will take the sign-in sheet, check the building is clear, supervise the assembly point, check young people off the sign-in sheet and call the Fire Service
- The one in the Community Youth Club Handbook book (just the first half) on page 151 is a good example

Pocket Number 33

Copy of (partially) completed building checklist

- This could be our Health and safety calendar (this is on page 162 of the Community Youth Club Handbook)
- Or a simple building checklist
- Or separate sheets.
- One month of checks must be completed.
- It should cover a visual check of fire extinguishers, fire alarm call point test (this can count for pocket 28), emergency lighting test (this can count for pocket 30), opening of fire doors to check they're operational, checking that fire exits clear and the club is clean.

Pocket Number 34

Electrical Installation Condition Report or Electrical Installation Report

- Less than five years old
- Must be a satisfactory report.
- If unsatisfactory, evidence of the remedial work should be included (invoice from contractor that details the work, certificate or email from contractor)

Pocket Number 35

Gas Safety Record

- Less than a year old
- Detail the appliance make / model / ref and location.
- What has been checked
- Who has checked it (including Gassafe licence number)
- The date checks were carried out.
- That the appliance is safe to use

If you have oil or biomass heating or something else, a service certificate less than a year old must be included, which states the appliance is safe to use.

If you don't have gas, oil or biomass energy, please sign and date below:

I confirm that (name of building) has no gas, oil or biomass energy source (delete as appropriate).

Signature:.....

Date:.....

Name Printed:.....

Pocket Number 36

PAT certificate

- Less than a year old
- For all the equipment that the club uses

Pocket Number 37

First aid kit contents list

Checking your kit is in date and comparable to a 30 person first aid kit (you can see these on Amazon) is a good way to ensure you have what you need.

Pocket Number 38

Copy of the accounts

- Yearly accounts for the AGM are best
- Otherwise, something that shows financial control and planning
- A copy of a bank statement and / or a petty cash sheet are not enough

Pocket Number 39

Copy consent form

- Check your against the one in the Community Youth Club Handbook (page 133), but remember that GDPR comes into law in May 2018. Ring the Youth and Community Service for an updated sample version.
- Common things left off include the address of the club and the contact number of the worker, outside (and during) club times.
- Make sure you have a reasonable list of club activities, otherwise parents are really consenting to anything
- Have a proper statement for parents to sign, saying they give permission, not just their contact details.