

# Nottinghamshire Youth Tool Kit



## Want to Set up a Youth Activity?



### What do you need?

- Young People
- A place to meet
- Volunteers
- A committee
- A constitution
- Funding
- Ideas & Planning
- Insurance
- Policies
- Support

## Young People



You must be clear as to why you want to set up a club, is it because you went to one when you were young or is it because you see young people hanging out on the streets with nowhere to go.

Maybe the young people have approached you to set something up for them.

Whatever the reason you must ensure that it is the needs and interests of the young people that you are meeting and to find this out you will need to talk and involve them.

You may feel that young people will be happy with a room, a couple of footballs and a pool table. You may find out that all they want is somewhere quiet to “chill out” and that a pool table will actually get in the way. It is important to talk and listen to the views of the young people that are going to be involved so that you are clear that you are meeting their needs.

Young people need to be involved at ALL stages of planning and development, if you are going to be successful.

**DON'T MAKE THE DECISIONS FOR THEM – ASK THEM**

## A Place to Meet



Ideally you will need to find a place to meet that is young person friendly and attractive to them. This could be a community building, local park or even a mobile unit. Wherever the venue is, ensure that you involve young people in deciding where to meet.

If in a building there are a couple of things that you will need to consider:

- Is the venue the correct size? Do you know what the maximum capacity, which is determined by the fire regulations?
- Are there adequate wash room facilities with male and female toilets?
- Are there blind spots – where club members can congregate without being seen?
- Access to telephone or mobile phone coverage – does this exist in the area?
- Disabled access – does the building reach current DDA requirements?
- What outdoor facilities are there – play area, field, parking etc...
- What are the cost implications?



There are various things that you may need to consider if you are meeting in a park or open space here's a few:

- Light – what about dark evenings?
- Is it an enclosed open space – does it have railings or a fence?
- Do young people already meet there?
- Is it a popular place with local dog walkers?
- Is it close to a residential building or in the middle of nowhere?
- Is there any kind of shelter?

Mobile units are always a possibility. You may find that your local authority may have one that you can utilise. If so what are the things that you would need to consider, here are a few suggestions:

- What are the cost implications?
- Is your group insured to use the unit?
- Is there a parking space big enough for the unit?
- Are the activities that are on the unit suitable?
- Does it have a driver cab?
- Who's going to drive it?
- Is there an adequate power supply available for the electrical equipment? (As the generator can be really noisy)

# Volunteers



Volunteers are people that give their time freely to make a positive impact within their local community or interest group. It is important that volunteers have the correct support and are offered adequate training.

People volunteer for many reasons, we thought we'd list a few.

- For their own personal development.
- Because they have a genuine concern for young people.
- To share a sport or past time.
- To help others.
- To lead into a paid post.
- Avoid loneliness.
- To make friends.
- Religious! Moral conviction.
- Widen horizon.

It is important that people wishing to volunteer with young people have the following:

- The time.
- The enthusiasm.
- Patience & common sense.
- A 'Positive' view of young people.
- An understanding of young people.
- A sense of humour.
- CRB Check – Criminal Records Bureau Check

## A Committee



A committee is a group of people that meet together on a regular basis to oversee the management of a group or project. This group may be local resident volunteers including young people or involve statutory/voluntary organisations.

A committee ensures that the project/club runs efficiently. It can take decisions, be responsible for finances and oversee the day to day running of the group. Young people **must be** actively involved in this.

Possible roles of the committee

- Chairperson
- Treasurer
- Secretary

The roles on the committee and how the committee is run is determined by the constitution which is a set of rules to help

## A Constitution



A constitution is a set of rules to which a committee works to.

It usually lists the following:

- The aims of the group
- The membership
- Frequency of meetings
- Decision making process
- Details of finances
- What happens to the group's assets if the group should cease to operate.

There are some example constitutions in the information pack for constitutions. Details of how to get a pack is on the last page of this booklet.

## Funding



Funding is an important factor in the success of the club/project. Some of the first initial costs that you will need to consider are possible room hire, insurance etc...

Raising Funds for a club or project is an ongoing thing. You may want to introduce a membership fee or nightly fee or indeed both for young people. This amount should be discussed with young people to determine what they feel is fair. The group will have to take into account families on low incomes.

There is help available to voluntary groups to access funding for various projects. Here is a list of organisations in Nottinghamshire that can offer support

- Nottinghamshire County Council
- District/Borough Councils
- Parish/Town Councils
- Council for Voluntary Service (CVS)
- Rural Community Action Nottinghamshire (for Rural Communities)
- Youth opportunities Fund
- Nottinghamshire Community Foundation
- NYON (Notts Youth Organisations Network)

## Ideas and Planning



It is very easy to set up a youth club/project with a wide range of activities on offer but are they the right activities? As previously stated it is important to ensure that young people are actively involved in this process. Initially it may be necessary to give young people ideas so that eventually they will come up with the ideas themselves.

It is important that members of the club meet with the committee in order for there to be a planned programme with a range of activities on offer. When planning activities it is necessary to consider whether the activity is suitable for the venue, accessible to members, are the activities covered by the insurance, costing for the activity etc...

# Insurance



Failure to take out insurance could render committee members personally liable for damages and legal costs in respect of claims for injury or loss. Legal costs in themselves can be huge.

The club also has a duty to its members and people generally to make sure that if the club is responsible for something that has gone wrong, there is money available

## **What should be covered?**

You will require Public and Employers Liability Insurance\* volunteers are treated as employees - with an adequate limit of indemnity which indemnifies all your members and staff for the majority of club activities. There will be some activities which will not be covered within the standard policy and for which additional cover may be necessary e.g. ballooning, shooting, hang gliding and counselling.

Policies can also be extended or separate cover arranged to provide wider protection for your members. For example Personal Accident insurance can be included to provide cash payments -to members and staff for injuries resulting from accidents occurring whilst on an organised youth club activity.

\*You must also display your Employers Liability insurance certificate in a prominent place.

## Policies



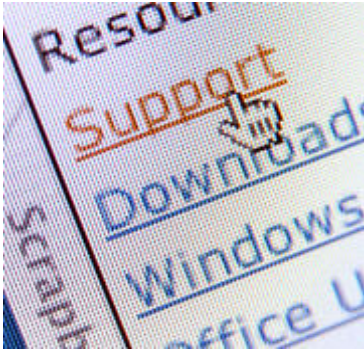
It is good practice to have policies in place that will cover the headings below. These policies are important when applying for funding, they help to ensure the smooth running of the project and can protect the group/volunteers if things go wrong.

When developing policies around the code of conduct and club rules it is important to involve the young people, that way the rules will more than likely be adhered to. For all policies there are agencies that can help.

It is advisable to have the following policies in place.

- Child Protection
- Health and Safety
- Code of Conduct
- Volunteering
- Diversity/Equal Opportunities
- Lone Worker
- Finance
- Communications

## Support



It is very important as volunteers, you are able access the support, training, guidance and advice.

This can be offered through various organisations including Nottinghamshire Youth Service, Notts Clubs for Young People, Rural Community Action Nottinghamshire, NYON and the Local District Council to name but a few.

We have put together information packs for each of the subjects covered in this booklet, which is obtainable by either downloading the individual pack from the web address at the bottom of this page or by contacting Notts County Council Youth Service on 0115 9774432 and ask for the relevant pack to be sent to you.

## Always Remember

**Don't be scared, there's support out there,  
we're here to help.**

**Web address [www.nottsc.gov.uk/youthzone](http://www.nottsc.gov.uk/youthzone)**