



Office Use only
Registration No: _____
Processed by: _____

FYouthLet1 Academic Year 2015/2016

REGISTRATION FOR USE OF EDUCATION PLANNING AND AREA SERVICES PREMISES BY A NON-COUNCIL YOUTH GROUP

In relation to the Protection of Children (Scotland) Act 2003 and Protection of Vulnerable Groups (Scotland) Act 2007, the council promotes best practice in ensuring suitable measures are in place for the supervision and/or protection of young people participating in activities delivered on council premises.

Please, therefore, complete the following form as part of your letting application.

Name of Applicant Group	
Aim of Applicant Group	
Purpose of Let:	
Current registration number (sent to club with previous registration). If this is the first time you are registering this number will be allocated upon satisfactory completion of this process.	

Q1	Is the group currently accredited to West Lothian Council's Community Sports Club Accreditation Scheme ? (If yes please proceed directly to page 2)	YES / NO
Q2	Does the group operate an approved policy and procedure for the care and protection of young people under 18 years of age?	YES / NO
Q3	Your group must have Public Liability Insurance? Please provide policy details:- Policy Provider: _____ Policy Number: _____ Policy Start Date: _____ Policy Expiry Date: _____	
Q4	Does the group operate safe worker / volunteer recruitment procedures as detailed below? • Enhanced Disclosure Scotland checks • Protection of Vulnerable Groups Scheme (PVG) • Other (please specify)	YES / NO YES / NO YES / NO
Q5	Are Enhanced Disclosure Scotland checks independently verified by a local or national body. If so, please provide details of that body: _____	YES / NO

If the group is registered with an appropriate national body please give the name under which the group is registered: i.e Scottish Governing Body of Sport, Girl Guiding UK etc

If the group is not registered with a national body, please attach a copy of your constitution with this application

For your information

The Scottish Government Parent Checklist for Youth Activities provides 15 questions for parents to ask of youth organisations and clubs before allowing their child(ren) to join. Copies of the information leaflet can be downloaded from The Scottish Government website:

<http://www.scotland.gov.uk/Publications/2002/10/15502/11395>

PREMISES USED / PROPOSED FOR USE	
Please list all Education Planning and Area Services premises proposed for use by your group: (e.g. Armadale Academy, Blackburn Community Centre, Bathgate Partnership Centre...)	
_____	_____
_____	_____
_____	_____
_____	_____

NUMBERS OF PARTICIPANTS NORMALLY INVOLVED					
	Males	Females		Males	Females
Age Under 12			Age 16-18		
Age 12-15			Adults		

GROUP DETAILS			
OFFICE BEARERS			
Name	Home Address Including Post Code	e-mail address (please print)	Tel No.
Chair Person:			
Secretary:			
Treasurer:			
ADULT LEADERS WHO WORK WITH YOUTH GROUP REGULARLY			
Leader in Charge			
Name	Home Address including Post Code		
Other Leaders:			
Name	Home Address including Post Code		

CHILD PROTECTION POLICY STATEMENT

The above group is fully committed to safeguarding the welfare of all children and young people participating in the activities delivered to them. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos, which embraces difference and diversity and respects the rights of children, young people and adults.

I confirm that the information given in this application form is correct and note on behalf of the group to abide by West Lothian Council's Generic Code of Practice in relation to working with Children and Young People (except where a specific code of practice specific codes of practice exists, e.g., for certain activities or in affiliation with a national or governing body, which will be adhered to instead).

I understand that details of the group will be held on a database of youth groups operating in West Lothian and that auditing of this application and monitoring of group's activities will take place on a random sample basis.

Name (Please PRINT):			
Position in Organisation:			
Signed:		Date:	

After successful processing of this form, your group will be registered with West Lothian Council as a youth group. This process will need to be completed every academic year by 30 June.

The completed form must accompany your application for use of premises and will be passed by the receiving establishment to:

**Education Customer Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF**

All personal information supplied will be processed by West Lothian Council in accordance with the Data Protection Act 1998 to determine the outcome of application and will be retained and updated while you or your organisation continues to be a user of West Lothian Council premises.

REFERENCE SECTION

To be signed by a J.P./Head Teacher/Minister of Religion/Councillor /Police Officer/SGB officer or someone of a similar standing.

I confirm that the information given in the application form above is correct to the best of my knowledge and belief.

Name (Please PRINT):			
Position & Title:			
Address:			
Post Code:		Telephone No:	

Signed:		Date:	
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Please detail any other observations or pertinent information:

I confirm that this organisation provides activities for children/ young people under 18 years of age.		YES / NO	
I confirm that this organisation qualifies for discounted letting.		YES / NO	
Name (Please PRINT):			
Signed:		Date:	



GENERIC CODE OF PRACTICE AND STANDARDS OF BEHAVIOUR FOR ADULT LEADERS WORKING WITH YOUNG PEOPLE UNDER 18 YEARS OF AGE

PLEASE RETAIN THIS CODE FOR INFORMATION AND REFERENCE

The following requirements are examples of general good practice and represent general guidance for a broad range of community youth groups. However, where specific codes of practice exist, e.g., for particular sports or other activities in affiliation with a national or governing body, these should be adhered to.

CHILD PROTECTION

Organisations or groups working with children under the age of 18 should ensure that the youth group has a commitment to Child Protection. All adults working with children and young people – whether in a paid or unpaid capacity, should ensure that the following controls and procedures are in place:

- Vetting arrangements for all adults working / helping / supervising activities with young people under the age of 18. This should be done through either:-
 1. Enhanced disclosure if work began prior to 28 February 2011.
 2. PVG Scheme membership if work began after 28 February 2011.
- Two adults must be in attendance at all sessions to ensure that no adults find themselves working alone with children.
- Where there are mixed gender groups, a male and female adult should be present.
- There should be a sufficient number of adults present in relation to the number of young people and the nature of the activity as below:

Ratio 1 - 10 for under 12's

Ratio 1 - 15 for over 12's

Note that the above ratios are offered as general guidance for community youth groups. Levels of adult supervision will vary according to circumstances, e.g., groups with under 5 year olds or for hazardous sports, etc, will require considerably more adult supervision.

GENERAL SAFETY

- A register with details of participants, including emergency contact numbers, should be in place and kept up to date. A sessional attendance register should also be kept.
- Location of telephone, first aid kit and fire exits is noted.
- A fire safety briefing is carried out with each group and/or practice fire drill with each group once per school term.
- Young people should not be allowed to enter building or commence activity prior to arrival of approved adult.

- Equipment and facilities must:
 - meet safety standards
 - be regularly checked
 - be appropriate to the age and ability of participants.
- Activities must be appropriate for the age, experience and ability of participants.
- Groups should make the following information available to parents:
 - the group's activities;
 - the adults involved;
 - the details of times, venues etc.
- Permission for excursions and detailed arrangements for the safe return of the young people should be obtained from the parents.

CODE OF BEHAVIOUR

Adults working with young people under the age of 18 must:

- Never use any form of physical punishment to discipline participants;
- Avoid participating in physical contact games with young people;
- Encourage an environment where each individual treats all others with respect;
- Respect a young person's right to personal privacy;
- Give positive reinforcement and encouragement whenever possible;
- Have separate sleeping accommodation for leaders and young people on all residential trips;
- Give all young people equal opportunities to participate as appropriate to their age and development;
- Project a positive role model;
- Be aware of the emotional development of young people in relation to those performing leadership roles;
- Not drink alcohol, use illegal substances, or smoke when working with young people;
- Avoid being alone in a vehicle with a child/young person;
- Be aware of procedures regarding reporting of suspected child abuse.

ADDITIONAL GUIDANCE

- Council Staff have the right to visit groups at any time.
- Any damage to property must be reported to the Janitor/Caretaker.
- In the event of an accident complete an accident form available from the Janitor/Caretaker.

PLEASE RETAIN THIS CODE FOR INFORMATION AND REFERENCE.