

Partnership Agreement

y9

young gloucestershire



Partnership Agreement

Who are Young Gloucestershire?

Working with young people to; engage, encourage, enable, enjoy and empower.

With foundations in youth work growing since 1945, Young Gloucestershire are proud to be a leading youth organisation in the county; providing high quality youth opportunities to Gloucestershire's young people and offering support to voluntary sector youth organisations.

Young Gloucestershire's aims:

- To meet the needs of young people through supporting the development of safe and welcoming youth environments.
- To provide high quality informal education for young people.
- To value and develop staff, volunteers, trustees, friends and partnerships.
- To be sustainable.
- To increase profile and positive reputation in the community.

What is the purpose of this partnership?

The aim of this partnership is to provide a formal agreement with Gloucestershire's youth clubs, ensuring access to advice and guidance around the best practice of establishing and delivering a high quality youth work provision.

This agreement highlights the co-operative nature of this partnership outlining both the support on offer to clubs as well as the expectations of best practice necessary in order for clubs to provide a safe and quality service for young people.

What is Young Gloucestershire offering its partner youth clubs?

Partners will receive a package of support and guidance, this includes;

- Youth clubs will be offered a consultation with a Young Gloucestershire representative who will be able to support the development of the clubs policies and procedures, in order to meet the minimum standard recommended for the safe running of any youth provision.
- Partner clubs will be given access to an array of support and guidance including session plans that may be used to complement their current provision, as well as training and networking opportunities that will enable the development of youth work across the county.
- Upon completion of the partnership process youth clubs will receive a framed, Young Gloucestershire membership certificate.

For a detailed account of the full provision please refer to the agreement checklist.

Becoming a Partner Youth Club

Agreement Checklist

Young Gloucestershire (YG) is committed to;

- Enabling partner clubs to access cheaper insurance premiums through their affiliation to YG.
- Providing CRB checks for partner youth club volunteers.
- Offering a consultation meeting to establish which policies and procedures the partner club needs to develop and where appropriate providing a template for these policies.
- Providing partner clubs with a USB of resources and information to support the development of their club.
- Providing an out of hours support number to offer advice and guidance to clubs regarding safeguarding issues. (Tel: 07414931730 available 9am – 10pm mon-fri).
- Hosting a yearly best practice networking event.
- Providing free or affordable training opportunities.
- Organising discounted county wide field trips.
- Subsidising the cost of providing trained youth workers to deliver issue based or activity specific youth work sessions.
- Providing access to a bank of 'off the shelf' session ideas with new and innovative activities to support the clubs work with young people.
- Keeping partners updated with information relating to the sector, developments within YG and additional opportunities available for clubs through a bi-annual e-newsletter and monthly e-notes.
- Passing on details of national initiatives or opportunities for the development of young people.

Insert name of club here

is committed to;

- Encouraging basic youth work training for volunteers.
- Supporting staff/volunteers to attend a minimum of one YG event or training session per year.
- Providing YG with a named contact and email address for correspondence and to circulate any information received from YG to young people as appropriate.
- Informing YG of any changes to the clubs staffing, venue or times of delivery.
- Ensuring the completion of CRB paper work for all staff/volunteers.
- Keeping accurate records of young peoples' data including: parental consent forms, photo consent and attendance figures. (Templates for standard forms will be provided by YG).
- Providing YG with yearly attendance figures when requested.

Becoming a Partner Youth Club

To become a partner, clubs must also confirm the following:

Confirm the club has taken out appropriate levels of public liability insurance for the running of the club by providing the name of the insurance provider and the amount of insurance taken below.

Name of provider and amount:

- Confirm the club has the following policies and procedures in place: (please tick)

Safeguarding and safer recruitment

Health & safety/risk assessment

Equal opportunities

Data protection

(Support to create these policies and templates can be provided on request).

- Confirm the club is committed to ensuring at least one member of staff / volunteer present at each session will be CRB Checked: (please tick)

(Please note staff/volunteers should never work alone).

Signatures Partner Club

Name of Club:

When club convenes:

Venue:

Age groups:

Main contact

Signed:

Name:

Title:

Date:

Tel:

Email:

Address:

Second contact

Name:

Title:

Email:

Tel:

Address:

- Confirm the club has at least one volunteer/employee who has the following training; (please provide name of volunteer/employee and date training was complete).

First aid

Name:

Date:

Safeguarding

Name:

Date:

Food hygiene

Name:

Date:

- Pay promptly the annual membership fee of when requested*

Partnership renewal date

Please note Young Gloucestershire is able to provide support and guidance only and is not a Governing or endorsing body.

If Young Gloucestershire or the partner club fail to meet the agreements set out in this document, either partner reserves the right to review the partnership. If after review either party decides to dissolve the partnership they must do so in writing to the named contact.

- * Memberships will be renewed annually in September.

If a club would like to join the scheme after 1st September but before 28th February they will pay a full year's membership fee.

If a club would like to join between 1st March and 31st August they will pay half the subscription fee for the remainder of the year.

- Data Protection:** Any data provided in this form will be stored and processed in accordance to the Data Protection Act 1998 and used for various administrative purposes.

On occasion YG would like to share information about your organisation with interested parties who may be able to offer support/guidance to young people, including: other voluntary sector youth organisations, the Youth Support Service, County Councils etc. Please tick this box if you do not want your information to be shared: