



## **YOUTH COMMISSION REGISTRATION**

The Youth Commission offers a free registration scheme for the benefit of youth projects/organisations. Registration brings benefits to the organisation

### **Who Can Apply?**

Any youth project/organisation making provision for young people under 25 years is eligible for registration with the Youth Commission subject to registration conditions being fulfilled.

N.B. Groups working only children or young people outside of our 11 – 19 yrs core priorities age range are still encouraged to register with the Youth Commission (particularly so that workers can be DBS checked) but are not eligible for all of the benefits of full membership.

### **What is the definition of a youth organisation?**

A registered youth project/organisation is one that completely meets the criteria outlined in the attached document and which operates to a set standard. They will fully support and implement the policies of the Youth Commission and in particular will be offering a range of activities to their users. Participation in those activities will not be on the basis of specific expertise or ability. Registration is not normally offered to projects/organisations that pursue one single activity of a specialist nature but we are open minded – so please ask. We are committed to a process of social education using young people’s involvement in a wide variety of experiences.

### **How often do we register?**

You registered once. We rely on you to de-register if your circumstances change.

### **How do we apply?**

Please complete an electronic or hard-copy application form obtainable from [Yoof.gg](http://Yoof.gg) or from and returnable to:

The Youth Commission  
Youth Office  
Les Ozouets Campus  
Les Ozouets  
St Peter Port  
Guernsey  
GY1 1UB  
Tel: 01481 756099



**A Registered Youth Project/Organisation would have access to the following benefits**

Youth projects/organisations registered with the Youth Commission will be eligible:

- ✓ To participate in Training Opportunities provided by the YC.
- ✓ To become a member of the YOOF website with their own club web page, which signposts.
- ✓ Subject to meeting criteria, to apply for grant aid towards the cost of:
  - Equipment
  - Maintenance
  - Projects
  - Training
  - Travel
  - Sessional Staff.
- ✓ To participate in events organised by the Youth Commission.
- ✓ To borrow items of equipment and minibuses and other various resources free of charge.
- ✓ To receive a copy of information circulars periodically issued by the Youth Commission.
- ✓ To receive advice and support from the Youth Commission and the offer of a member from the Youth Commission team to attend meetings of the responsible/management body meetings.
- ✓ The Youth Commission will DBS check and register youth workers/volunteers on completion of the relevant forms.
- ✓ To have occasional support visits from a member of the Youth Commission.
- ✓ To be affiliated with UK Youth and receive their benefits (subject to fulfilling their criteria).

# Youth Commission Club/Project Registration Form

Name of Club/Group \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Parish \_\_\_\_\_  
 Island \_\_\_\_\_  
 Post Code \_\_\_\_\_ Tel: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Data Protection Law - Important Notice**

We will normally pass on your personal details to other interested individuals such as the general public or agencies, please indicate in one of the boxes below whether you have any objections for us to release this information, i.e. times of youth club, contact number, name of youth leader etc.....

**Consent**      **Object**  
     

Any other additional information such as training requirements for this year:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Details of sessions:**

	Time	Age group
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Contact Information**

Youth worker in charge of project/organisation (this person will receive all our correspondence).

Name \_\_\_\_\_

Email \_\_\_\_\_

Address (if different from above)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parish \_\_\_\_\_ Island \_\_\_\_\_

Post Code \_\_\_\_\_

Number \_\_\_\_\_ (M) \_\_\_\_\_

Number of regular members attending

	<b>School</b>	<b>School</b>	<b>School</b>
	<b>Years</b>	<b>Years</b>	<b>Years 11</b>
<b>Primary</b>	<b>7 &amp; 8</b>	<b>9 &amp; 10</b>	<b>&amp; over</b>

Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Youth Workers**

Please submit a registration form for each new worker


In order to save on administration time, costs and use of paper, we will generally send out information by e-mail. If you would prefer to receive information via the post please tick here.



## Declaration

It is important that all registered groups adhere to minimum standards for the safety and wellbeing of young people in their care. Please therefore read carefully the following conditions of registration which you will be agreeing to adhere to on behalf of your project/organisation by signing below.

- The project/organisation will provide a varied programme of activities to cater for the social, emotional, cultural and physical learning and development of young people.
- The aims and objectives of the project/organisation will broadly reflect those of the Youth Commission, and the organisation will aim to support the social education objectives contained within the Youth Commission strategy.
- The project/organisation will have a nominated person/group (e.g. a Management Committee) with the following responsibilities:
  - To undertake legal and financial responsibility
  - To effect Public Liability Insurance cover
  - To ensure there is appropriate building and contents insurance for the premises
  - To ensure there is adequate personal accident cover for all staff (inc. volunteers)
  - To ensure there is adequate insurance cover for participants involved in whatever activities are likely to be undertaken.
- The project/organisation will, as far as possible, encourage the practice of shared decision making between its responsible body, workers and young people. The Youth Commission is committed to the principles of empowerment, participation and equal opportunities and requires registered youth organisations to adopt these principles wherever possible.
- The project/organisation will work within the child protection guidelines produced by the Youth Commission and will ensure that all workers are aware of child protection guidelines and procedures.
- The project/organisation will have an active health & safety policy covering the provision of a safe environment for all activities (inc. premises, equipment, first aid provision, fire safety checks and off-site activities).
- The project/organisation will make sure that all relevant adults working within the project/organisation eligible for a DBS check are checked, see separate guidelines.
- The following guidelines are for the ratio of youth workers/leaders to members and should be adhered to as closely as possible:
  - Secondary school age: a ratio of 1 youth worker/leader to 10 members.
  - 9 to 11 year old members: a ratio of 1 to 8.
  - 5 to 8 year old members: a ratio of 1 to 6.
    - The nominated youth worker/leader must also ensure that if there are mixed gender groups there is at least 1 male and 1 female youth worker/leader present at all times. Workers should never put themselves in a position where they are working alone.
- The project/organisation will supply appropriate statistical information as and when required by the Youth Commission.

I (name): \_\_\_\_\_ declare that I have read the conditions of registration and will ensure that (name of project/organisation) \_\_\_\_\_ will comply fully to the conditions at all times.

Signed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



The Youth Commission for Guernsey and Alderney draws your attention to the following statement:

***“The registration of youth groups is a voluntary, informal arrangement. The Youth Commission is not involved in the running of the groups, unless stated, and makes no representation about the adequacy of their supervision or the safety of any of the premises or equipment used by them. Parents and members/prospective members are advised that they should satisfy themselves about such questions, and in particular that, whilst the Youth Commission recommends all groups to maintain suitable cover, insurance is entirely a matter for the groups, and details should be ascertained by those concerned for themselves as to whether any group’s arrangements are satisfactory.”***

Free training and advice on many of the areas mentioned above, along with sample policies, can be provided by the Youth Commission – please contact us.

Youth Commission for Guernsey and Alderney (YC)

Les Ozouets Campus

Les Ozouets

St Peter Port

GY1 2UB

Tel: 01481 756099

Email: [info@youthcommission.gg](mailto:info@youthcommission.gg)

YOU MAY WISH TO DISPLAY THE ABOVE INFORMATION IN YOUR CLUB / PROJECT FOR THE  
BENEFIT OF BOTH MEMBERS AND THEIR PARENTS / GUARDIANS