

## **APPENDIX C**

### **Malborough Parish Council**

#### **Youth Group Project**

Cllr Annis (lead), Cllr Prowse, Cllr Rundle, Parish Clerk.

#### **Overview:**

Our aim is to provide a youth club in the village that would operate weekly including organised sessions throughout the holiday periods.

A youth club needs to be a free space for children to be able to speak freely with friends and peers, to relax, to give opportunities to everyone who attends. It will not be an extension of school, children will go home prior to attending the youth club to prevent the risk of it becoming a childcare providing session/more structured learning. The community has to be invested in the youth club in order for it to be a success.

#### **Proposed Sessions:**

Session one Friday 5.30pm - 7pm, year groups 5, 6 & 7 ( age 9, 10 & 11),

Session two Friday 7.30pm – 9pm, year groups 7, 8 & 9 ( age 11,12,13 &14)

Note: Year 7 applicable to both groups to aid with transitions into Kingsbridge Community College.

Further sessions to be offered during holiday periods, this offering requires additional consideration, the priority is to get a weekly group up and running. .

#### **Premises:**

Either the Village Hall Annex, or the Baptist Church. The venue should not be too large and must feel warm, safe and comfortable whilst being practical for use of the facilities.

#### **The Offering:**

We have to ensure that the youth club belongs to the youths and therefore they need to respect it and have an input in the things that we do. We would promote codes of good behaviour, kindness and good values/manners, respect etc. Focus would not be on phones/wi-fi/social media etc, preferring person to person interactions.

A variety of entertainment will be provided, if using the Annex, the Parish Room would be used to store these items when not in use.

Sessions would provide healthy snacks and items like toast, free of charge. A small tuck shop can also be available.

#### **Volunteers & Training:**

Volunteers need to be committed and have flexibility to swap sessions when required, also helps to have themed ideas such as - cooking, showing them life skills and giving them responsibility to cook their own dinner, help tidy up, wash dishes so that not everything is done for them plus people coming in to share experiences talks crafts etc... as we discussed with Caroline in Salcombe.

We would also talk to KCC about the opportunity for DoFE students to undertake their volunteering requirement through the youth club.

Most volunteer training can be provided free of charge, this would include introduction to youth work skills, (2hrs), Teenage issues(2hrs), Quality & Diversity, (2hrs), Drugs and Alcohol (2hrs), and challenging behaviours(2hrs).

Safeguarding and good practice sessions would need to be provided by Tom Coulthard VOYCE (3hrs)  
DBS checks will be required for all volunteers (and sign up for update service).

### **Marketing and Awareness:**

Provide a website page and Facebook/Instagram account – social media is particularly important as this is the platform that most young people use to communicate.

Local schools would be visited to ensure awareness and encourage attendance.

### **Membership Fees:**

Sessions need to be available to everyone who wants to attend. We fully appreciate that in the current economy this is not possible for all families. We propose a 6wks free policy and then a fixed amount or a session fee. To maintain funds we can offer a pay in advance system but also need to consider an option for parents to give what they can.

### **Long Term Offering:**

After three months, attendees and schools would be asked to complete questionnaires asking what they would like to see in their youth club. This can then form the basis for the future offerings.

### **Potential Costs:**

Room Hire £1,680 40 weeks hire plus extra for holiday sessions

Equipment Purchase – some items have already been offered FOC, others would have to be purchased.

First Aid Kit £30

DBS Checks

Insurance TBC

Website/Social Media – likely to be free of charge.

Training – safeguarding

Funding part financed through fees, part financed via one or two charity fundraisers each year, initial set up fees anticipated to come from Parish Council/Ward or County Council donations and donations from other organisations. The ultimate goal is to be self-financing and cost neutral to the Parish Council.

### **Plan of action –**

1. VOYC – work with Tom Coulthard to set up all the legal requirements, DBS, Safeguarding training and set up of youth club.
2. Volunteers, find some and how many.
3. Choose a name, something fun, short and inviting
4. Go into schools and promote, give out flyers etc.. Michelle is happy to do this with us, she will also be our safeguarding officer.
5. Set up Facebook/ website social media
6. Equipment and storage, what do we need and (depending on venue) where will it be stored.

### **Contacts/Support/Assistance:**

#### **1. Michelle Taylor, used to manage the Genesis Youth Groups across Devon**

Michelle is very knowledgeable and knows Tom Coulthard from VOYC very well. Michelle would be happy to help get things started and also be our safeguarding officer. She can also provide training in all areas of youth care/work which she would offer free of charge although it wouldn't be accredited. It should be noted that all

Safeguarding and DBS checks would need to go through VOYC, first aid would also need to be accredited, however, for all else Michelle can provide the training.

## **2. Tom Coulthard, Chief Executive Officer of VOYCE**

Recommends joining VOYC, its free and we would benefit from the individual group membership. Join by completing a form once the relevant policies are in place.

VOYCE have offered support and advice, they also have a range of training options to update safeguarding, this can be delivered to up to 20 people from any community group, not just ours, they also have a variety of online training as listed on the website.

## **3. Salcombe Youth Group**

We have met with Caroline who was very supportive of the venture and offered assistance with a wide range of our requirements. Both Salcombe and Malborough groups have very different facilities available and we have discussed the possibility of some joint sessions at each venue to ensure that those attending are given a wider range of opportunities in addition to getting to know other young people in their respective age groups.

### **Draft Policies/Forms Received:**

- Child Protection Policy
- Equal Opportunities and Diversity
- Whistle Blowing Guidance
- Youth Club Constitution
- Volunteer Application Form
- National Organisations to Signpost Young People to.
- Planning & Evaluation Tool
- Employment self-declaration and disclosure form for roles involving young people under 18 years of age.
- Reference Request for Volunteer Applicants
- First Aid Appointed Person Sign
- Styles of Youth Work