

Netherton Youth Crew - Terms & Conditions of Membership

These terms and conditions exist for the safety and enjoyment of all NYC members. Members who consistently break the rules may be excluded from NYC youth club and their membership cancelled (in all cases parents/guardians will be notified). These same terms are expected of guests. If you have any questions about them, please feel free to talk to a NYC youth leader.

1. NYC is for young people in year groups 7 to 11 (between approx 11 and 16 years of age), living in Netherton and surrounding districts.
2. NYC sessions will take place on Wednesday evenings at Netherton Village Hall starting at 7.30pm until 9pm. No entry will be permitted until youth leaders have set up equipment and confirmed the venue is to their satisfaction. Members arriving and leaving must ensure they make minimal noise / disruption so as not to cause disturbance to local neighbours and for members' own safety.
3. When places for special events are organised (such as external events, outdoor activities, etc.) priority will be given to members who attend regularly.
4. Members are expected to show good behaviour at all times. We do not accept foul language/swearing, bullying or unkind behaviour (including verbal), or any form of violence. Members are required to show respect to NYC youth leaders and others involved in activities, and to set a good example to all those around them.
5. No alcohol, tobacco or drugs (except those previously notified to youth leaders for medicinal purposes) shall be brought onto the premises. Members suspected to be in possession of such substances will be immediately asked to leave and parents will be informed.
6. Youth leaders cannot administer any medication. No such items are to be brought to a NYC event, except where authorised by a parent in writing following notification to a NYC youth leader.
7. All valuables (mobile phones, money, handbags, iPod, etc.) are the responsibility of individual members. Whilst endeavouring to maintain a safe and secure environment at all times, NYC cannot be held responsible for any loss or damage that occurs.
8. If mobile phones are being misused, are detracting from an activity or limiting normal conversation, leaders will ask that the phone be switched off or handed in to youth leaders where it will be kept safe until it is returned to the member at the end of the youth event. Cameras or mobile phones are NOT to be used at NYC premises / events. To avoid misuse, we would request that Bluetooth facilities are disabled whilst on the premises.
9. Membership forms must be completed by parents, and will be kept in a membership register in accordance with the provisions of the Data Protection Act. The membership forms contain only such personal information as is necessary for the youth leaders to be assured about the welfare of the member. We require acknowledgement from parents/guardians that they consent to the member being present at the club. No information will be released to other parties except that which may be necessary in the event of an emergency.
10. In the unlikely event of an accident to the member, the membership forms will provide information to the youth leaders about whom to contact and how the member may be medically treated. The safety and welfare of the member, whilst on club premises, is the overriding and primary concern of the youth leaders. Membership forms will also provide information necessary for externally organised events, although any such events will also require parents/guardians to provide written consent on each occasion. Simplified consent forms will be issued when this arises. Please refer to our **Privacy Notice**, which accompanies this form. Until further notice, members, parents and staff are required to adhere to our **Coronavirus** protocol, which is appended overleaf.

11. NYC staff are not permitted to give lifts to members. Members are required to make their own way to/from NYC sessions, and parents are required to satisfy themselves in this regard. For all NYC youth events, except in unforeseen circumstances or in the event of emergencies, lifts for members cannot be given due to child protection restrictions and due to insurance limitations. NYC and NYC Youth Leaders will not be held responsible for the safety of members once they are outwith the premises.
12. Children are required to register their presence on entry to the club, and must not leave the premises except at the end of the evening session, nor without signing out. Should a child wish to leave before the end of a session, they should contact a staff member, who will enquire whether they have parental authority to leave. Should staff become aware of an unauthorised absence during the course of a session, they will attempt to contact that child's parent/guardian to report the matter.

Netherton Youth Crew – Coronavirus Protocol

We feel it is appropriate to outline to you Netherton Youth Crew's policy with regard to this outbreak of Covid-19, to give you re-assurance. This policy is for the information and attention of Parents, children and staff.

Our policy, in all circumstances, is to protect and safeguard your child whilst in our care. It is our prime responsibility, and one we take very seriously.

Our staff will keep a watchful eye on the children for signs of illness, and encourage them to speak to a supervisor, should they start to feel unwell. In partnership with the Netherton Village Hall Trust, we encourage a careful attitude to personal hygiene whilst on the premises, most particularly with regard to hand washing. At the present time, we do not restrict contact between children, but this is under continual review. NYC staff are currently requested to wear face coverings, unless exempt for medical reasons, and are requested to have regular LFT tests, and, as far as possible, to keep at least 1m distanced from the children. We would point out that this is not practicable in all circumstances. Staff are requested not to attend youth club sessions within 10 days of a positive LFT test, or if they have been advised to self-isolate, or if they are displaying possible CV-19 symptoms.

So far as the continuation of the club during the outbreak, our policy is to take a lead from the local schools. Should schools shut down, or take other measures, so would we, for the duration. It is of course possible there may be circumstances which might make it appropriate to take a more localised view separately from the schools, and we would take the necessary action, as we are advised. We would also ask parents to keep us informed of concerns Should we be planning an 'away day' event, this will be risk-assessed on its particular circumstances.

We ask you (Parents & children) to assist our staff in fulfilling the above objectives. We would request that children are regularly CV-19 tested, in accordance with the school protocols, and we request that children should not attend youth club sessions within 10 days of a positive LFT test, or if they have been advised to self-isolate, or if they are displaying possible CV-19 symptoms. Similarly, parents should not attend likewise, and we do ask that parents should remain outside the building when dropping off or collecting their children, except when attending for registration purposes, or in exceptional circumstances. We would ask parents to explain to children the need for following the essential CV-19 precautions.

Netherton Youth Crew – Privacy Notice

This **Privacy Notice** relates to Netherton Youth Crew's Terms & Conditions of Membership, and to the Membership Form & Contact Information that parents/guardians are requested to complete on behalf of the member, each year.

Netherton Youth Crew are committed to maintaining the privacy of all our members, and the information we receive on their, and their parent/guardian's behalf.

Why do we ask for the information?.

The information we request is solely for the following purposes;-

- i) To enable NYC staff to register the child's membership.
- ii) To assure your child's welfare and enable NYC staff, in an emergency or for other reason, to have relevant contact details. In all such events, the primary objective of the staff will be to contact the parent/guardian, unless the event is of such consequence that it is considered necessary to contact the emergency services as a matter of priority.
- iii) To obtain your consent for your child to attend NYC sessions.
- iv) To ensure that NYC staff are aware of essential medical information.

How do we handle the information?.

The information you provide is only made accessible to NYC DBS-registered supervisory staff during NYC sessions. It is not entered on a computer, and at other times the contact forms are stored in a locked container within a locked storage cupboard. Occasionally, if a particular event is being planned, the information might be required by the NYC event planner, who will be responsible for assuring the confidentiality and storage of the information.

No information is passed to any other person, the only exception being to a medical practitioner in the event of an emergency. In such event, however, and depending on the nature of the emergency, NYC staff will try and contact yourself beforehand to seek authorisation. No information will be passed to other children or parents. Our sole concern is that the child's interests come first.

How long do we retain the information?.

Because circumstances can change, and to ensure that information we hold is up to date, we require members to submit a newly completed membership form and contact information each year. We appreciate this can be a nuisance, but is nevertheless important.

For this reason, we have no need to keep the information beyond the end of the school year, or a little later for certain children if we are organising a summer holiday event. Accordingly, all membership forms will be destroyed by shredding at the end of the school year and/or when the summer event is completed.

Should you have any queries with regard to the above, please contact Andrew Shaw on 01924 275414.

Netherton Youth Crew – Membership Form & Contact Information

Please complete and send back ASAP

Child's name _____

Date of Birth _____

Address _____

Postcode _____ Tel number(s) _____

Emergency Contact Name _____

Emergency Contact Number _____
(Please include a mobile number if possible)

Relationship to child _____

Doctor's name _____

Doctor's address _____

Doctor's phone number _____

Does your child suffer from any medical conditions (including Asthma)? **Yes/No**
Please give details below

Does your child have any allergies? **Yes/No**
Please give details below

Does your child need any medication (including inhalers) **Yes/No**
Please give details below (including dosage instructions if relevant)

Does your child have any dietary requirements? **Yes/No**
Please give details below.

In signing below you consent to your child coming along to Netherton Youth Crew sessions or events. (Note the above is also to be read in accordance with the Terms & Conditions of Membership, and our Privacy Notice, a copy of each which is attached & is at all times applicable, & which should be retained by the parent/guardian). You will also be consenting to your child receiving emergency medical advice or treatment should all attempts to contact you be unsuccessful.

Do you consent to the above information being retained by NYC for the reasons and duration stated in our **Privacy Notice** (circle that which is applicable) – **Yes / No**

Do you consent to your child being photographed and used in publicity. If you give consent, any photographs will only be in a group context, not individually, and no child will be identified by name. (circle that which is applicable) – **Yes / No**

Signed.....

Date.....

**If you have any questions please 'phone Andrew Shaw on 01924 275414
This form will be used only in accordance with the Data Protection Act**