



Here for young people  
Here for communities  
Here for you

# YOUTH WORK Handbook 2024



OneYMCA.org

# Contents

1. Introduction
2. Our Youth Work
3. One YMCA Youth Offer
4. Theory of Change
5. What we deliver
6. Where we deliver
7. Youth Participation
8. Planning and Evaluating Youth Work
9. Keeping Young People Safe
10. Our People
11. Monitoring and Evaluation Templates



# Introduction

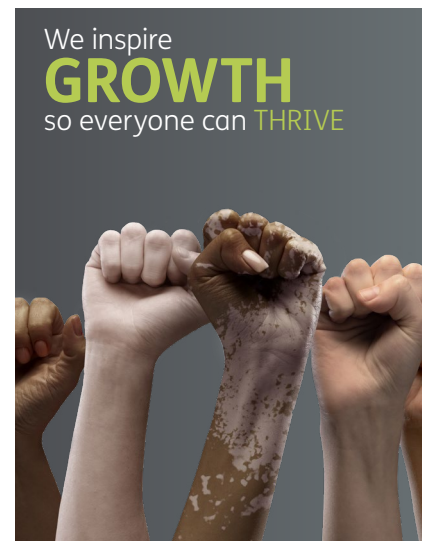
## One YMCA

One YMCA provides a range of social housing, health and wellbeing services, children's services and youth work across Hertfordshire, Bedfordshire, Buckinghamshire and beyond. Our housing, therapeutic services, family support, nurseries, cafe, community hubs and youth work programmes are all in place to respond to the emerging needs of our communities.. One YMCA helps over 130,000 people every year. 60% of those are children and young people.

## One YMCA mission

Inspired by, and faithful to, our Christian values, we create supportive and energising communities that are open to all, where young people can truly belong, contribute and thrive.

## One YMCA's Values



## Our Youth Work

One YMCA deliver a range of youth work activities and services. We are committed to providing young people a high quality and consistent offer.

Our youth work approach is founded on our organisational values and underpinned by the cornerstones of youth work - Equality, Empowerment, Participation and Education.

One YMCA Values	What this means in our Youth Work
<p>We champion <b>Respect</b> so everyone can <b>Belong</b>            Cornerstone of Youth Work:  <b>EQUALITY</b></p>	<ul style="list-style-type: none"> <li>▶ We work with young people first and foremost because they are young people not because they have been labelled or categorised.</li> <li>▶ We focus on the whole person with the work starting from where young people are at in that moment.</li> <li>▶ Young people should safe, feel respected and valued at our youth work sessions.</li> <li>▶ We respect differences and aim to build connections and relationships between individuals and groups.</li> <li>▶ We challenge discrimination and oppressive behaviour.</li> </ul>
<p>We show <b>Compassion</b> so everyone can <b>Contribute</b>            Cornerstone of Youth Work:  <b>PARTICIPATION</b></p>	<ul style="list-style-type: none"> <li>▶ We believe all young people can be make positive changes and have influence their world.</li> <li>▶ We create supportive environments where young people feel safe to be creative and critical, try new things and step out of their comfort zone.</li> </ul>
<p>We inspire <b>Growth</b> so everyone can <b>Thrive</b>            Cornerstone of Youth Work:  <b>EMPOWERMENT EDUCATION</b></p>	<ul style="list-style-type: none"> <li>▶ We are ambitious for young people and encourage them to aim high and reach their own goals in life.</li> <li>▶ We empower young people to grab opportunities, recognise and overcome barriers, and influence their future.</li> <li>▶ We provide opportunities for young people to take on leadership roles and responsibilities</li> <li>▶ We create opportunities for young people to develop their understanding of themselves, others and the world around them</li> <li>▶ We offer informal learning to equip young people with the skills and knowledge to improve their lives</li> </ul>

## What we offer and what it means

### Groups where you feel you BELONG

- ▶ We will provide a safe space for you to attend
- ▶ We will challenge bullying and discrimination
- ▶ We will support you to learn more about yourself and others
- ▶ We will accept you for who you are



### Opportunities for you to CONTRIBUTE

- ▶ We will listen to your ideas
- ▶ We will help you develop your skills and confidence
- ▶ We will make sure there are opportunities for you to take on leadership roles
- ▶ We will make our services as accessible as we can so everyone can get involved



### Support that helps you to THRIVE

- ▶ We will provide help and advice when you need it, or point you in the right direction when we don't know the answers
- ▶ We will work with you to help you achieve your goals
- ▶ We will help you to access specialist services
- ▶ We will help you to gain skills and knowledge to improve your future



### Activities that allow you to CONNECT

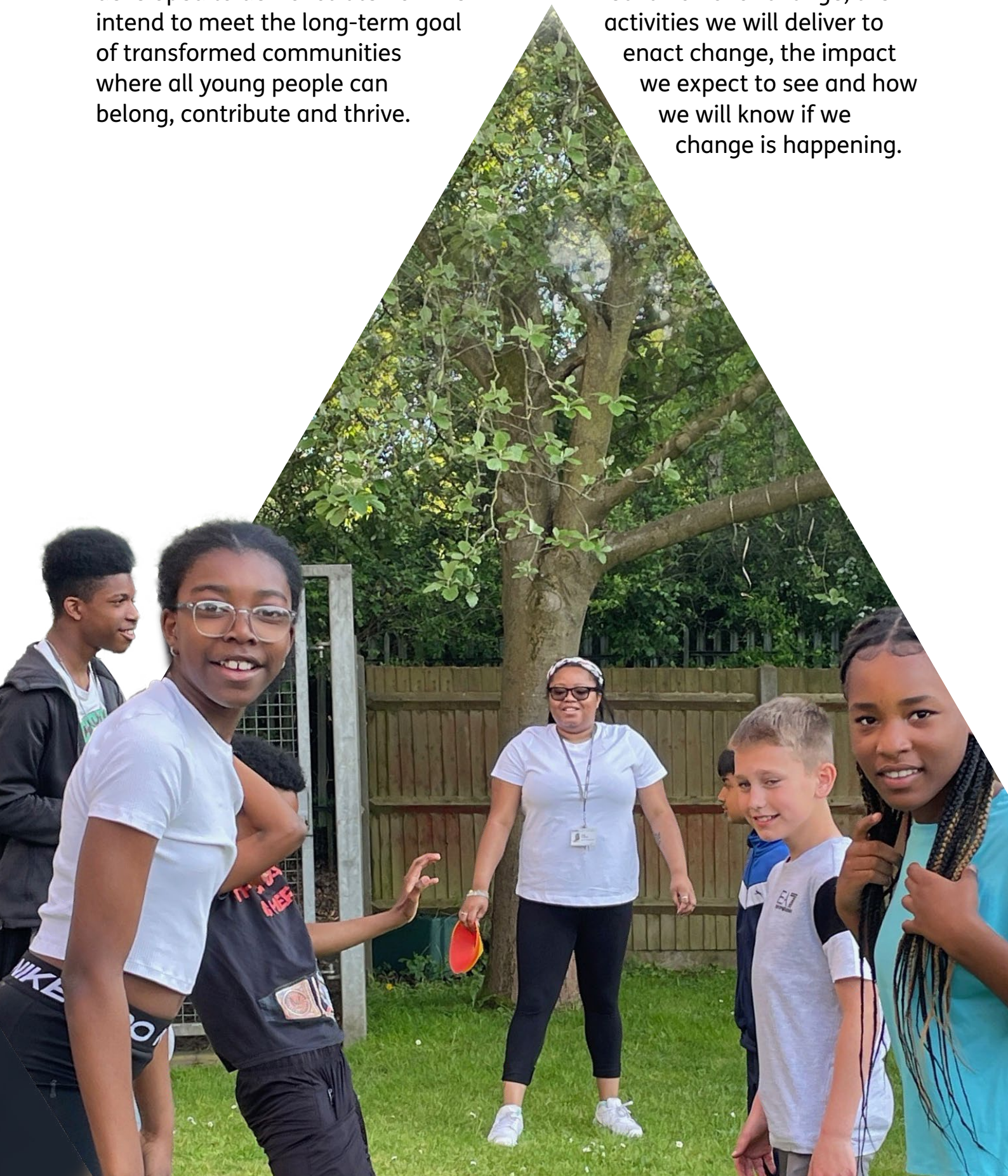
- ▶ We will make activities affordable and accessible
- ▶ We will build programmes that are based on your needs, ideas and choices.
- ▶ We will provide chances for you to get involved in the wider community and explore the world around you
- ▶ We will run activities that help you make new friends and meet new people



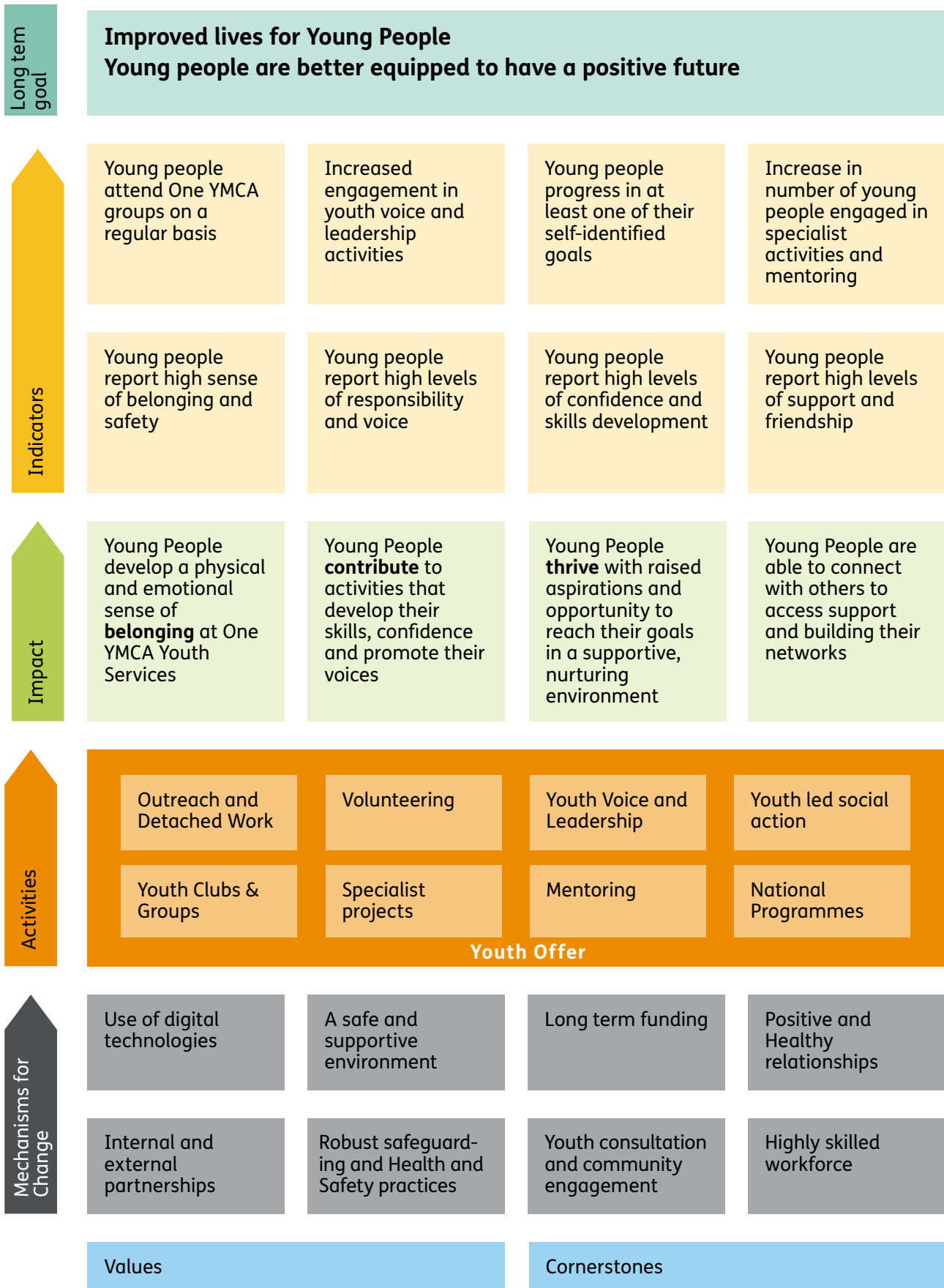
## Theory of Change

Our **Theory of Change** has been developed to demonstrate how we intend to meet the long-term goal of transformed communities where all young people can belong, contribute and thrive.

The Theory of Change shows the mechanisms for change, the activities we will deliver to enact change, the impact we expect to see and how we will know if we change is happening.



## Theory of Change



## What we deliver

Our skilled and committed One YMCA Youth team deliver a diverse range of activities with young people aged 8 – 18 (up to 25 SEND). We work across Herts, Beds, Bucks and beyond delivering in community spaces, schools, youth clubs, parks and anywhere young people come together.

We deliver a variety of different types of youth work provision across a range of settings. Our aim is to have a flexible approach to support as many young people as possible in a way that responds to their needs. Much of our work is funded internally through charitable contributions but we also deliver contracts, receive grant funding and deliver partnership projects.

### Our Youth Work Services

#### Youth Clubs and Groups

Our regular open access youth clubs and groups offer a range of positive activities and a safe space to socialise and develop.

#### Specialist Youth Work

Our specialist youth work projects and programmes are focussed on a particular theme or are targeted at work with specific cohorts of young people.

#### Mentoring

Our Youth Mentoring programme provides young people the opportunity to meet regularly with trained mentors over a year to reach their goals.

#### National Programmes

We deliver youth work outside of Herts, Beds and Bucks either as lead or as partner in a range of national youth work programmes.



## Where we deliver

### Centre based

Centre based youth work often taking place at a youth club or community building. It involves engaging with groups of young people in a single venue on a regular basis. Generally, this will involve a combination of universal youth work, project work, drop in, and self-directed activities.

### Outreach

Outreach work is an extension of centre-based work where youth workers engage young people in the local community and in places where young people congregate. Youth workers connect with young people to develop a relationship outside of the centre, informing them of services, understanding their needs, and encouraging them to get involved in centre-based activities and projects.

### Detached

Detached youth work takes place where young people, on their 'own ground'. This might be in the streets, in parks and other areas where young people meet. The aim here is to build relationships with young people where they are at and work with them in that space whether through issue-based discussions and activities or through co-creating projects. It is often specifically targeted in areas where there is an identified community need or a particular group of young people that need support.

### Schools/colleges

Youth workers often operate an informal education approach within formal education settings. This could be through delivering issue-based youth work sessions, lunch time youth worker drop-ins or after school youth work activities located on the school site.

### Offsite and residential

Youth work that takes young people out of their usual environment to another location, generally to access a specific activity or opportunity. This could be for a day trip or for overnight residential experiences.

### Online

Online youth work takes place in virtual environments. This could include activities and groups taking place in online meeting spaces such as Zoom and Teams as well as gaming groups or social media platforms.

### Youth Participation

At One YMCA we listen to what young people have to say first and foremost because they are people, but also because:

- ▶ It is their right to have their voices heard.
- ▶ It promotes personal development.
- ▶ It is empowering and can shift the balance of power.
- ▶ It enhances self-esteem and confidence.
- ▶ It increases active citizenship.
- ▶ It helps us measure our impact and improve our offer.

#### **We do this by making sure that**

**1. Young people know how to, and feel able to, share their views and opinions and make decisions about our services:**

##### **How?**

- ▶ A clear compliments, complaints and feedback process
- ▶ A focus on creating spaces and relationships where young people feel able to express their views
- ▶ Providing routes at all levels for young people to share their views and evaluate our work.

**2. Our youth work is led by young people's needs and as much as is possible is co-designed with young people.**

##### **How?**

- ▶ Youth workers trained in youth centred programme planning
- ▶ Youth forums and regular consultation activities with young people
- ▶ Partnership meetings with other agencies working with young people
- ▶ Needs led planning tools

### 3. We actively upskill young people, so they feel able to represent their peers and take on leadership role.

#### How?

- ▶ Young leader training programme
- ▶ Youth volunteering opportunities in our services
- ▶ Programmes that actively seek to engage young people in organisational decision-making organisation's governance

Our Youth Participation Scale is a tool that youth workers and young people can use to identify at what level youth participation is incorporated within Youth Work practice. This tool reflects internationally recognised participation theories such as John Huskin's Steps to Active Participation and Roger Hart's Ladder of Participation as inspiration.



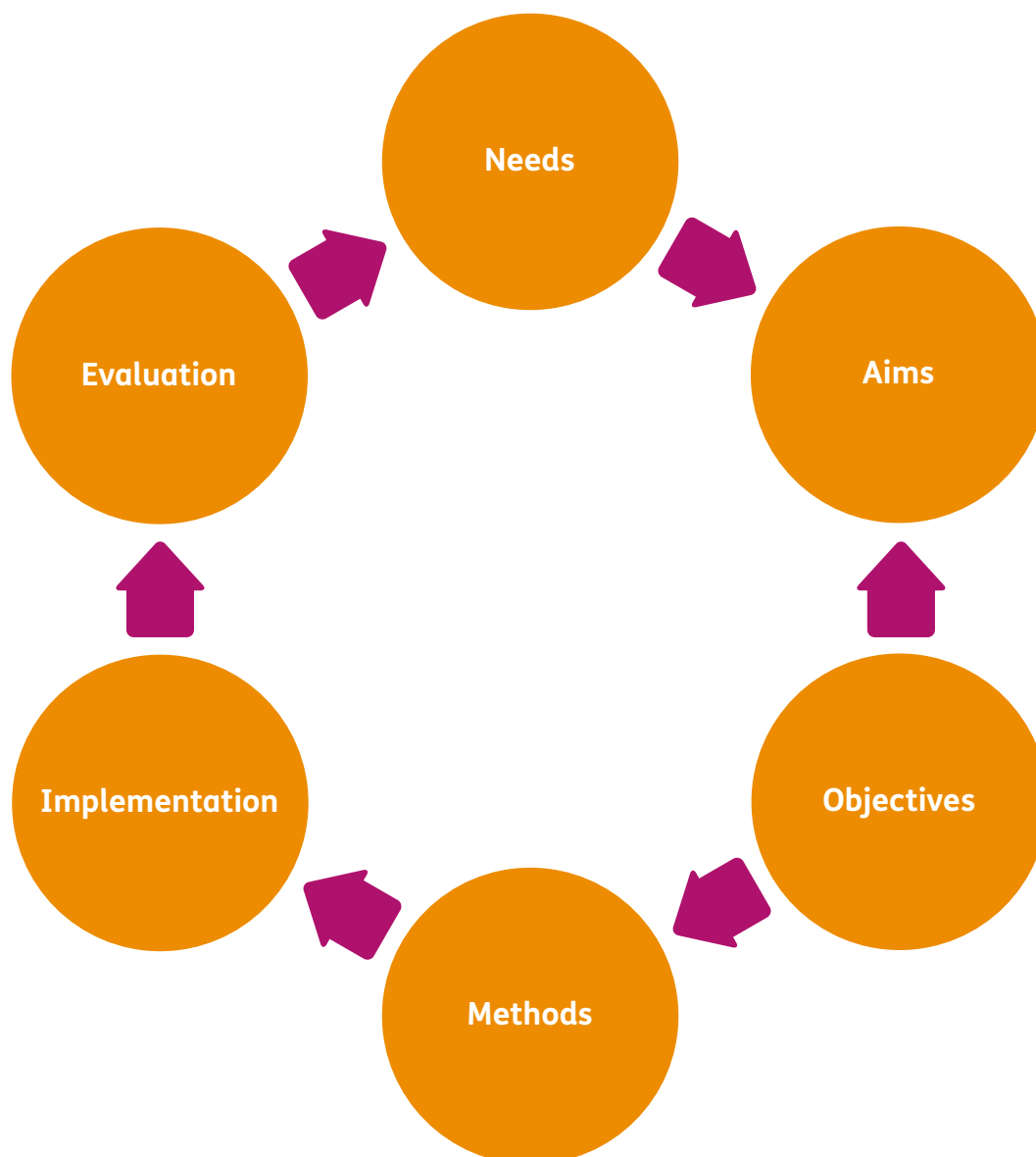
## Youth Participation Scale

	Stage	What	How
THRIVE	1. Lead	Young people set the agenda and implement actions	<ul style="list-style-type: none"> <li>▶ Peer mentoring.</li> <li>▶ Becoming a Young Trustee</li> <li>▶ Delivering training.</li> <li>▶ Designing and running consultation activities and forums.</li> <li>▶ Plan and deliver programmes and activities.</li> <li>▶ Planning and deliver youth forums.</li> </ul>
	2. Own/ be responsible	Young people take responsibility and share decision making with youth worker	<ul style="list-style-type: none"> <li>▶ Co-design youth work programmes.</li> <li>▶ Organise activities alongside youth workers.</li> <li>▶ Volunteer under youth worker supervision.</li> <li>▶ Advocate for others as a Youth Ambassador</li> </ul>
CONTRIBUTE	3. Influence	Young people make decisions that influence the programme, delivery and their community	<ul style="list-style-type: none"> <li>▶ Play an active part in youth forums.</li> <li>▶ Take part in youth led social action initiatives.</li> <li>▶ Support with writing funding bids.</li> <li>▶ Take part in the recruitment process as part of a young person's panel</li> <li>▶ Young people represent their peers at events</li> </ul>
	4. Contribute	Young people contribute ideas, make suggestions and offer ideas.	<ul style="list-style-type: none"> <li>▶ Take part in consultation activities</li> <li>▶ Complete surveys</li> <li>▶ Contribute to session evaluations</li> </ul>
BELONG	5. Take part/ choose	Young people choose to take an active role in the session	<ul style="list-style-type: none"> <li>▶ Take part in organised activities.</li> <li>▶ Choose to participate in an activity from a range of options offered.</li> <li>▶ Select their preferences from a list compiled by others</li> </ul>
	6. Turn up	Young people attend the session but don't necessarily engage with the programme	<ul style="list-style-type: none"> <li>▶ Attend a session</li> </ul>

## Planning and Evaluating Youth Work

One of the key elements of One YMCA Youth Work is that our sessions are properly planned, monitored and evaluated. Planned youth work is more likely to lead to positive outcomes for young people. The level of planning will depend on the type of programme being delivered - targeted or issue-based work often has more clearly defined structured plans than a universal youth work session for example. All planning should start with the needs of the young people or group to establish activities that have the potential to meet that need. Youth work is full of variables, so youth workers should not only have a plan A but also be prepared to flex and adapt to plan B, C, D...

**Our youth work is planned using the NAOMIE model**



NAOMIE	What
<p><b>Needs</b></p> <p>Why are you thinking about doing this activity?</p>	<ul style="list-style-type: none"> <li>▶ An identified need of the young people attending the project of the project as a whole.</li> <li>▶ A gap in provision being addressed or an issue that needs to be solved.</li> <li>▶ An activity identified through consultation with young people?</li> </ul>
<p><b>Aims</b></p> <p>What is the end goal?</p>	<ul style="list-style-type: none"> <li>▶ The overall outcome you are hoping to achieve</li> <li>▶ A broad statement that encapsulates the overarching goal</li> </ul>
<p><b>Objectives</b></p> <p>What specific changes will let you know you have achieved the Aims?</p>	<ul style="list-style-type: none"> <li>▶ Something that you will be able to actually see is different as a result of the activity</li> <li>▶ A specific outcome that the activity will meet for young people</li> </ul>
<p><b>Methods</b></p> <p>What work will be undertaken with young people?</p>	<ul style="list-style-type: none"> <li>▶ They type of youth work methods you are using</li> <li>▶ A simple overview of the activities – the what</li> <li>▶ A description so people can understand what is being delivered even if they aren't participating</li> </ul>
<p><b>Implementation</b></p> <p>How will the work be delivered?</p>	<ul style="list-style-type: none"> <li>▶ Details on the activities – the how, where, who, when</li> <li>▶ Resources required to undertake the work - financial, equipment, staff, volunteers)</li> </ul>
<p><b>Evaluation</b></p> <p>How will you know if the work has been a success?</p>	<ul style="list-style-type: none"> <li>▶ The methods you plan to use to get feedback</li> <li>▶ The ways you will measure if you met the aims – this could be certification, participation data, impact tools like Youth Stars.</li> </ul>

## Planning, Monitoring and Evaluation

### Programme Plan and Evaluation

The Programme Plan provides an outline of a schedule of sessions. Ideally this will be completed with young people, the wider staff team and other key stakeholders or will involve prior consultation. Programme Plans at One YMCA Youth Clubs and Groups are created and evaluated on a quarterly or termly basis. For specialist youth work and specific projects, it will depend on the length and nature of the work. Each Programme Plan has an evaluation section to be completed to review the effectiveness of the delivery.

### Session Plan and Evaluation

Session plans are drawn up after creating and approving the Programme Plan. The idea of the session plan is that any member of the youth work team should be able to read the plan and deliver the session accordingly to achieve the aims and objectives. Each session plan has an evaluation section to capture what was delivered, what went well and identify any areas for improvement. It is also where the team can record any issues relevant to the next session.

### Sign In Sheet

At the start of each session young people should be signed in on the Sign In form. This records who attended the session and is an important health and safety measure.

### Membership Form

Whilst members are predominantly registered through our online portal. We do keep paper forms available at sessions for ease to be later transferred to our online systems. This membership form collects information including emergency contact information, medical details and consent.

### Case Study

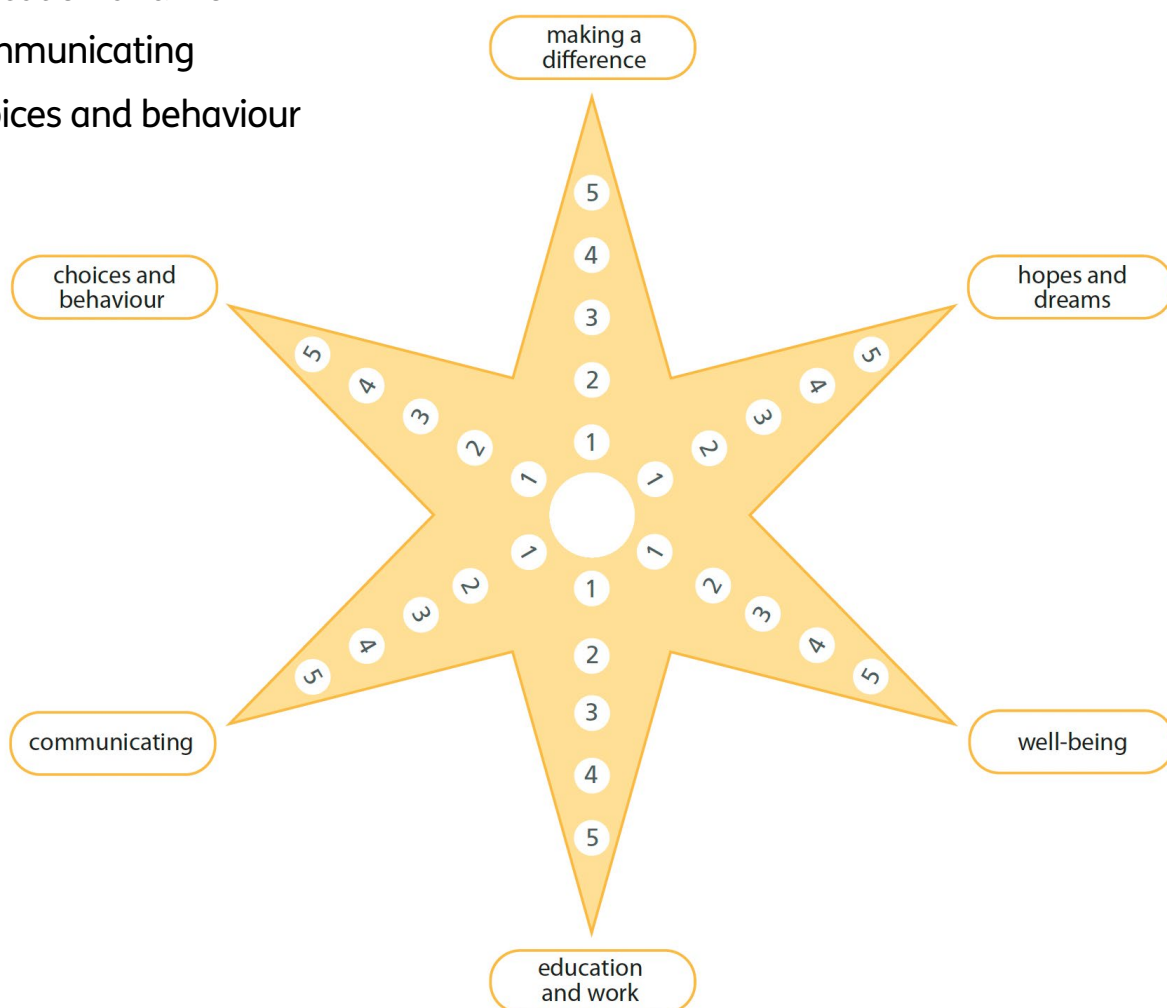
Case studies help demonstrate the impact of the work and share good practice. A case study could be written about a project, a specific piece of work, a particular engagement with a young person or any other piece of youth work. For our Youth Clubs and Groups, we aim to complete one case study per quarter or term. For other types of delivery, it will depend on the length and nature of the work.

## Youth Star

The Triangle Youth Star is a tool that measures change by recording distance travelled for individual young people engaged in our youth work. The Youth Star can also be used with young people as a coaching tool to help them make changes by - providing a clear picture of the journey to success, identifying manageable steps and plotting their progress along the way. This tool is often used within our specific project work or in 1:1 work and mentoring. Youth Stars are generally completed by young people alongside their youth worker. The data is then transferred to our online system by the youth worker.

### The areas the Youth Star covers are:

1. Making a difference
2. Hopes and dreams
3. Well-Being
4. Education and work
5. Communicating
6. Choices and behaviour



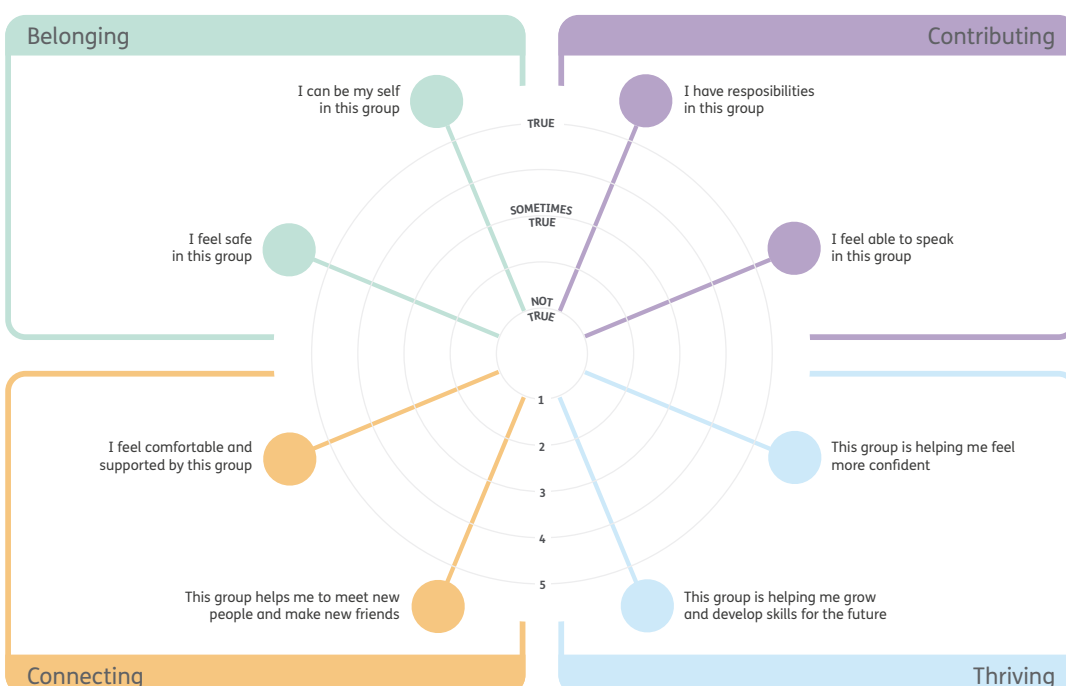


## Connect Star

The One YMCA Connect Star is a tool that measures an individual young person's relationship with a specific group. The Connect Star allows young people to reflect on the group and enables youth workers to understand where groups are successfully meeting the Youth Offer or identify areas for improvement. Whilst these stars can be used in specific project work or 1:1 services, they are predominantly used on a rolling basis within our Youth Clubs and Groups as evaluation tools. Connect Stars are generally completed by young people alongside their youth worker. The data is then transferred to our online system by the youth worker.

### The areas the Connect Star covers are:

1. Be myself
2. Feel safe
3. Have responsibilities
4. Able to speak
5. Feel confident
6. Grow and develop
7. Build relationships
8. Feel supported



### Keeping Young People Safe

#### Health and Safety

Good Health and Safety practice plays a vital role in providing good quality youth work and allow our teams to work in ways that keep everyone as safe as possible. Our approach to Health and Safety is based on the principles and guidance in key legislation including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

#### **Things we do to keep people safe and embed a culture of Health and Safety include:**

- ▶ Health and Safety policy and procedures that are regularly reviewed
- ▶ Risk assessments for the activities we delivery that are regularly reviewed
- ▶ Health and Safety training and access to specialist courses on related issues, for example food hygiene.
- ▶ Fire safety training for our staff and volunteers
- ▶ Minimum staffing ratios for work with young people taken from the NSPCC
- ▶ A clear accident, incident and near miss reporting and investigation process
- ▶ A dedicated Health and Safety team
- ▶ First aiders at all of our youth sessions
- ▶ Adequate insurance cover
- ▶ Participant consent, information and emergency contacts
- ▶ Risk assessments for the spaces and places we deliver that are regularly reviewed

#### Risk Assessments

One YMCA undertake regular risk assessments on venues, activities and transport arrangements taking any necessary action arising from these, according to provisions set out in the Health and Safety policy.

Reviews of risk assessments are undertaken annually or where there is any change to equipment or resources, any change to settings where delivery takes place, or when needs of a child or young person, or other visitors, necessitates this. Where risk is being managed, all relevant people are made aware of their responsibilities in relation to this.

### Accident and Incident Reporting

Accidents and incidents are recorded and reported through One YMCA or through any organisations we partner with to deliver our youth work.

#### Reports contain:

- ▶ The time, date and nature of the incident, accident, or dangerous occurrence.
- ▶ Details of the people involved.
- ▶ The type, nature and location of any injury sustained.
- ▶ The action taken and by whom.
- ▶ The signature of the person who dealt with the event.

One YMCA inform relevant parties and ensure accidents and incidents are investigated as required. One YMCA will always look to inform parents/carers of young people involved in incidents and accidents at our youth work activities as soon as possible and keep them updated on any action taken.

### Staffing Ratios

The minimum staffing ratio for our youth work align with the guidance from the NSPCC. These are minimum ratios and there are many variables that will dictate what is appropriate in each setting. These include group make up, staffing experience, environment. Staffing ratios will be included as part of our risk assessments for our activities.

Ages	Adult : Young Person
8-12	1:8
13-18	1:10

*We will always have at least two staff or volunteers present, even with smaller groups (unless delivering a specific 1:1 service such as Mentoring)*

## Safeguarding

Safeguarding young people is the most important duty of any youth worker. One YMCA have a duty of care to ensure the protection of the young people they work with, from unnecessary risk and/or harm. Our approach to safeguarding young people is based on the principles and guidance outlined within the Children's Act 2004 and Working Together to Safeguard Children 2023.

### **Things we do to safeguard young people and embed a culture of safeguarding include:**

- ▶ Safeguarding policy and procedures that are regularly reviewed
  - ▶ Safer recruitment policy and training on safer recruitment for all our recruiting managers.
  - ▶ All staff and volunteers receive Disclosure and Barring Service checks.
  - ▶ Maintaining up to date records for the young people we engage with, so we have the details we need to manage or escalate concerns.
  - ▶ Welfare support for our teams through our chaplaincy team and our Employee Assistance provider.
  - ▶ Safeguarding training and access to specific specialist courses that promote awareness on related issues.
  - ▶ Designated Safeguarding Officer(s)/Lead(s) (DSL(s) available for all staff and volunteers
  - ▶ Engagement in multi-agency and partnership approaches to counteracting abuse.
  - ▶ Regular internal safeguarding networks for staff to reflect on practice.
  - ▶ An on-call rota of DSOs to support out of hours concerns
  - ▶ Mechanisms for young people to raise a concern directly with our teams
- Signposting materials for young people online and in our venues.

## Personal Data

Making sure the information we keep and share about our young people is safe and secure is a vital part of what we do. UK GDPR requires One YMCA to have in place technical and organisation measures to make sure we are

compliant with data protection principles and are able to safeguard individual rights.

**Things we do to ensure we are operating to the data protection principles and safeguarding individual rights include:**

- ▶ Data Protection and related policy and procedures that are regularly reviewed
- ▶ GDPR training for all staff.
- ▶ Data sharing agreements with partner organisations
- ▶ A clear privacy policy accessible to all
- ▶ Secure systems for storing and processing data



## Our People

### Roles

Our youth work team are our biggest asset when it comes to delivering positive outcomes for young people. Whatever the role, our people make a massive contribution to their colleagues, the organisation and to the young people we serve.

**There are a variety of roles within One YMCA youth work, ranging from Volunteer Youth Worker to Youth Work Manager:**

- ▶ Volunteer Youth Worker
- ▶ Sessional Youth Worker
- ▶ Senior Youth Worker
- ▶ Youth Work Coordinator
- ▶ Youth Work Manager
- ▶ Head of Youth Work

### Recruitment

Recruiting an appropriate, diverse and safe workforce is part of quality youth work provision. All youth work staff and volunteers have an Enhanced level of Disclosure and Barring Service (DBS) check. These are renewed at least every three years. All staff and volunteers are interviewed during an application and selection process, and we receive a minimum of two references to check their suitability.

We aim to recruit staff and volunteers that understand the communities that we work with. As much as possible we will include young people from our services in the recruitment process whether as part of the panel or in co-designing interview questions.

### Support

Our staff receive a comprehensive introduction and induction. This includes attendance at the We Are One induction day to share the One YMCA story, our culture, meet new colleagues and understand the mission and values. Staff also receive regular individual and/or group supervision at least six weekly (pro rata for part time staff and volunteers) to support their development and review practice. Alongside this, staff and volunteers have access to wellbeing and pastoral support from our chaplaincy team and access to our Employee Assistance programme. We encourage growth

through our learning and development offer and career pathways.

## Training

To ensure the quality of our youth work, staff and volunteers have access to a variety of learning and development opportunities and training courses. We are committed to ensuring that staff can develop as practitioners,

One YMCAs Learning and Development team and our Youth Work Coordinators/Managers organise a calendar of continuous professional development opportunities based so teams keep up to date with current issues and remain responsive to the changing needs of young people. Staff are also encouraged to join regular peer networks to reflect on their practice and share expertise in a supportive space.

## Core Training

Staff and volunteers have access to a constantly updated suite of core training, both online and in person. Training requirements are based on both the individual development needs and role requirements and responsibilities.

As a minimum staff and volunteers receive training in Safeguarding, Health and Safety, Equality, Diversity & Inclusion and GDPR.

### Training available includes:

- ▶ Health and Safety Essentials/  
Homeworkers
- ▶ COSHH
- ▶ Cyber Security
- ▶ Confident Conversations
- ▶ GDPR Essentials/  
Advanced
- ▶ Leadership and Management
- ▶ Equality, Diversity and Inclusion
- ▶ Risk Assessment
- ▶ Fire Awareness/  
Warden
- ▶ Offsite Group Leader
- ▶ Food Allergy Awareness/Hygiene
- ▶ Designated Safeguarding Officer/  
Lead
- ▶ Safeguarding Children/Adults
- ▶ First Aid
- ▶ Lone Working
- ▶ Prevent
- ▶ Manual Handling
- ▶ Safer Recruitment
- ▶ FGM Awareness

## Specialist Youth Work Training

Our youth work training includes a range of bespoke courses delivered regularly online or face to face. These bitesize courses provide staff and volunteers the foundational knowledge to be effective youth workers.

- 1 Youth work values and principles
- 2 Teamwork and group dynamics
- 3 Engaging and communicating with young people
- 4 Keeping safe in youth work
- 5 Planning and evaluating youth work

Staff also have access to Youth Work Apprenticeships including the JNC recognised Level 3 Youth Support Worker and the Level 6 Youth Work programmes. Senior Youth Workers are all trained to or working towards a Level 3, whilst our Coordinators and Managers Level 6.

## Authentic Human Connection

All staff are invited to join a 2-day Authentic Human Connection course as part of their induction process. This accredited course, developed by One YMCA and Deepr, enables our people to become even more accomplished in their relational skills and approach in groups and in teams - supporting a better quality of work, collaboration, wellbeing and community impact.





Programme Plan			
Project		Youth Worker	
Programme Start Date		Programme End Date	
Needs			
<p>Why are you doing this activity? What need are you hoping to meet? How do you know it is needed? Consider how the work aligns with the Youth Offer – Belong, Contribute, Thrive and Connect</p>			
Aims			
<p>Broad statement of how need will be met</p>			
Objectives			
<p>Specific things that will be done to help meet your aim</p>			
Methods			
<p>Broad overview of the activities and the type of youth work delivery you will use</p>			
Implementation			
<p>Details on the activities – the how, where, who, when. Any resources you will need – finance, staffing, equipment etc.</p>			
Evaluation			
<p>An overview of how you plan to evaluate the programme and identify if you have achieved the Aims and Objectives.</p>			

<b>Session Plan</b>	
Project/Group	Staff/Volunteers
Date	Time
<b>Before Session</b>	
<b>Objectives</b>	
What are you hoping to achieve in this session? How does the session align with the Youth Offer – Belong, Contribute, Thrive, Connect	
<b>Activities</b>	
What are you delivering in this session? What are the staff/volunteer roles?	
<b>Resources</b>	
(What do you need to deliver the activities? Who is responsible?)	
<b>After Session</b>	
<b>Youth Worker Evaluation</b>	
What went well, could be improved? Were the objectives achieved? What learning outcomes were met? How did the session align with the Youth Offer – Belong, Contribute, Thrive, Connect	
<b>Young People Evaluation</b>	
How was the session evaluated with young people? Any quotes or feedback?	
<b>Any concerns or issues of note</b>	
Issues to be aware of for the next session. Any significant observations or follow up required. *Accidents/ Incidents/Safeguarding concerns to be reported through relevant systems and processes	

Sign In Sheet					
Project/Group			Staff/Volunteers		
Date			Time		
Attendance Details					
	Name	Age	Paid	Time In	Time Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
26					
27					
28					
29					
30					
Other Details					
Subs/Fees Taken			Coffee Bar/Tuck Shop Sales		
Activity Payments Taken			Total Money Taken		
Notes					

## One YMCA Youth Registration Form

### Member/Young Person Details (\* = required)

First name*	Surname/Family Name*	Preferred Name	Date of Birth*
Mobile	Email Address	Address Including Postcode	
Gender*	Disability*		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary <input type="checkbox"/> Transgender <input type="checkbox"/> Gender Fluid <input type="checkbox"/> Prefer Not to Say <input type="checkbox"/> Other (write below)	<input type="checkbox"/> Blind or visual impairment <input type="checkbox"/> Deaf or hearing impairment <input type="checkbox"/> Debilitating mental health condition – such as dyslexia, dyspraxia PSLD or ADHD <input type="checkbox"/> Physical impairment <input type="checkbox"/> Social or communication – such as Aspergers or autism <input type="checkbox"/> Disability, impairment or condition not listed (please write below)		
Additional Needs/Medical Conditions/Allergies*			
Ethnicity		Religion	
<input type="checkbox"/> Arab <input type="checkbox"/> Asian/Asian British of Indian Origin <input type="checkbox"/> Asian/Asian British of Pakistan Origin <input type="checkbox"/> Asian/Asian British of Chinese Origin <input type="checkbox"/> Asian/Asian British of Bangladeshi Origin <input type="checkbox"/> Asian/Asian British of Any Other Origin <input type="checkbox"/> Black/Black British of African Origin <input type="checkbox"/> Black/Black British of Caribbean Origin <input type="checkbox"/> Black/Black British of Any Other Origin <input type="checkbox"/> Mixed/Multiple Ethnic Groups – White and Black Caribbean <input type="checkbox"/> Mixed/Multiple Ethnic Groups – White and Black African <input type="checkbox"/> Mixed/Multiple Ethnic Groups – White and Asian <input type="checkbox"/> Mixed/Multiple Ethnic Groups – Any other Origin <input type="checkbox"/> White of British Origin <input type="checkbox"/> White of Irish Origin <input type="checkbox"/> White Gypsy or Irish Traveller <input type="checkbox"/> White Roma <input type="checkbox"/> Any Other White background <input type="checkbox"/> Any Other Origin not listed <input type="checkbox"/> Prefer Not to Say <input type="checkbox"/> Other (write below)		<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jehovah’s Witness <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Pagan <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Sikh <input type="checkbox"/> Wiccan <input type="checkbox"/> Any other religion not listed <input type="checkbox"/> No religion <input type="checkbox"/> Prefer not to say	
		Other Characteristics	
		<input type="checkbox"/> Asylum Seeker/Refugee <input type="checkbox"/> Looked After <input type="checkbox"/> Young Parent/Pregnant <input type="checkbox"/> Young Carer <input type="checkbox"/> LGBTQ+	

Primary Parent/Guardian Contact Details (* = required)		
Full Name*	Email Address*	Address (if different from Member)*
Mobile*	Other Phone	Relationship to Member/Young Person*
Secondary Contact Details		
Full Name*	Mobile*	Relationship to Member/Young Person*
<b>Additional Information</b> – please provide any additional information not reflected in this Membership, Medical Information & Consent Form that you think we would need to know		
Parent/Guardian Consent (if under 18)/Member Consent (if over 18)		
<p>To enable One YMCA to provide services to you/your child, like every other organisation that provides activities for children and young people, we need to obtain consent from parents, guardians, or carers for their child to participate. It's also important to gather the necessary information to keep children and young people safe during the activity.</p> <p><b>Important Information!</b></p> <p>If you choose to give One YMCA consent, the information you provide to us may be shared with organisations involved in the delivery of our service, including: Delivery Partners, Funding Commissioners, Emergency Services and Safeguarding Bodies in the event of a concern.</p> <p>You can withdraw your consent at any time. If you wish to withdraw any of your consents (below) please contact <a href="mailto:Youthwork@oneymca.org">Youthwork@oneymca.org</a></p>		
<p><b>I CONSENT TO photographic and video images of my child being taken and used as outlined below</b></p> <p>Young people may be photographed/video recorded when participating in One YMCA Youth activities. This will only take place with the permission of the worker in charge and under appropriate supervision. Images (photo or video) may be used for evaluation, marketing, promotional and publicity in external and internal printed publications and online through our website, partner websites and social media. Please note that we are not able to control re-use where photographs or video have been taken by an outside individual or organisation.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I CONSENT TO the administration of First Aid and/or medical treatment to my child as considered necessary by the designated First Aider or medical authorities*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I would like to receive information from your local YMCA about the wider work it does*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Sign*	Date*	

Case Study			
Project/Group		Location	
Start Date		End Date	
Completed By		Case Study Title	
Background			
Describe how this piece of work came about. How was the need identified? What were the reasons for the work?			
Activity Undertaken			
Describe what took place. What sort of activities were delivered? How were young people involved?			
Outcomes/Impact			
Describe what difference the work has made. What were the outcomes for those involved or the wider community? How has this work improved or made an impact? How do you know?			
Next Steps			
Describe what the next steps are. Is there any follow up work being done? Has this work led to any new projects or change?			
Reflection			
Why was this successful? What have you learnt as a result of this work? Is there anything you would have done differently?			





Here for young people  
Here for communities  
Here for you

# YOUTH WORK Handbook 2024

[OneYMCA.org](https://www.oneymca.org)

## Follow us



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## Contact Us

0300 323 1111

[www.oneymca.org](https://www.oneymca.org)

**One YMCA** Hatfield Central Hub, Comet Way, Hatfield, AL10 9NG

## ONE YMCA

Reg Office: Charter House, Charter Place, Watford, Hertfordshire, WD17 2RT

Reg Charity: 1102301 Reg. Company: 4430743

Reg. Social Housing Provider: H4418 VAT number: 190 3566 03



Here for young people  
Here for communities  
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE