

Taken from the Scottish Executive Website:

Fifteen Questions to ask before allowing your young person to join a club or group

1. **Is the youth group/club affiliated to a larger organisation like the Scouts, Guides, Boys' Brigade, Girls' Brigade, Youth Scotland, sports council or out of school network? If so, does it have good contact and a good relationship with the umbrella organisation?**

These umbrella organisations provide the group/club with access to professional support training and advice...not all youth groups/clubs belong to an umbrella organisation or network...and not all umbrella organisations have control over the practices of affiliates; in either case you should ask for details about who runs the club, are they local parents/teachers; do they have any contact with other youth groups or the local council, and if so what type of contact?

Answer: The group is part of the National Trust for Scotland. Group leaders have regular contact with the Trust's Education Department, and are trained and supported by Regional Education Officers.

2. **Can the group/club give a named contact within the local council's community education or community services department who is aware of the group's operational practices?**

Not all groups will - it should be sufficient to be satisfied in relation to either questions 1 or 2.

Answer: This is most likely to be no, but in light of the answer to question 1 this should not be a problem.

3. **Is the group/club subject to regulation and inspection by an outside body?**

The majority of groups and clubs will probably not fall within this category however, some groups such as after school clubs may require registration with the Scottish Commission for the Regulation of Care.

Answer: No, regulation and inspection is not required (group meetings are under 2 hours)

4. **Is there a leaflet which gives basic information about the youth group/club, its aims, leaders, nature of the activities, cost, meeting day(s) and times of meeting (start to finish) including holidays?**

Answer: Yes, if you don't have a letter or flyer outlining this, then it is worth producing one, speak to REO for help if required.

5. **Is it established practice that parental consent is sought for outside visits, adventure activities, etc?**

Answer: This should be yes. If you are taking the club on an outing it is worthwhile obtaining additional consent to that which you already have for membership.

6. **Does the youth group/club have set procedures on the recruitment (e.g. vetting arrangements such as Criminal Record checks), training and management of workers/volunteers including training on protecting children and personnel?**

These may have been established by the national organisation but local workers//volunteers should be aware of the criteria, have met the recruitment standards, have access to relevant training and have documented evidence.

Answer: Yes. All staff and volunteers working with children will be SCRO checked. Group leaders will also have been trained in Working with Under 18's and Leading Educational Visits by NTS Staff (REO if applicable).

7. Are there adequate numbers of leaders/adult helpers (volunteers/paid staff) and is there a clear policy that there should be a minimum of two adult leaders/helpers for an activity/meeting to operate safely?

Safe practice requires that there should always be at least two adults present to ensure that no adults find themselves working alone with children. It is desirable that there are adults present of the same sex as the young people involved in the club.

Answer: Yes.

8. Are there clear procedures and guidance for staff and volunteers in respect of behaviour towards children?

This could be in the form of a written Code of Conduct for staff and volunteers so that parents know what standards of behaviour to expect - this might cover things such as the appropriateness of physical contact with children, comforting children and accompanying children to toilets.

Answer: Yes – this is outlined in Working with Under 18's training session, and the accompanying 'Taking Care' leaflet

9. Does the club/organisation have a formal constitution setting out its aims, management and financial policy and procedures?

Most youth groups and clubs have a management committee which meets on a regular basis with local parents among its members and an annual rotation of membership with nominations invited from parents of the young people involved in the group. This ensures a degree of parental supervision and input into the group's activities.

Answer: Most likely No.

10. Are parents encouraged and welcomed to visit the club, to meet those in charge and to view activities?

If not, you as a parent, should consider whether this gives cause for concern.

Answer: Yes

11. Does the youth group/club have a health and safety policy, a First Aid kit, a First Aider and adequate procedures for recording and notifying accidents? Is it insured/

Answer: Yes. Trust Health and Safety policy, there should be a first aider and kit on site at all times. Risk assessments produced for all activities. Accident reporting process. Trust has public liability insurance.

12. Does the club have a policy to ensure the protection of children and young people and is the policy made available to parents? Is the policy maintained and reviewed?

Leaders should have a clear understanding of the organisation's criteria for recruiting and selecting staff and guidance on planning work to minimise opportunities for abuse.
Answer: Yes. Covered through the Working with Under 18's training. Adults can see, and be talked through the accompanying 'Taking Care' leaflet.

13. Does the organisation have established procedures to handle complaints?

This may be through a nominated member of a management committee or an independent party who is not directly involved in the running of the activity but there should be a named person within the organisation who can be contacted.

Answer: Yes. Ensure that Colin MacConnachie's contact details are on the literature

14. Is this complaints procedure made clear to club members?

Parents should encourage their children to tell them if there are any occurrences which they are unhappy or uncomfortable.

Answer: The emphasis here is really with the parents, but is included on the notes for parents.

15. Have you asked other parents about the group/club and the leaders?

Any concerns about the group/club will often be picked up by talking to other parents with first-hand knowledge.

Answer: That's up to them!