

MOBILE YOUTH PROVISION

METHOD and RESOURCE HANDBOOK

**FOR YOUTH WORK
PRACTITIONERS
IN WALES**

June 2012

Handbook Overview

This handbook has been developed to introduce, explain or expand on existing knowledge and experience in relation to the provision of mobile youth services. In seeking to meet the outcomes for young people focussed upon in 'Youth Work in Wales: Principles and Purposes' document which is about to replace the Curriculum Statement for Youth Work in Wales and the National Youth Service Strategy for Wales, it offers ideas and information to best to meet the needs of young people who are isolated due to geographical location, restricted population or limited resources of a given area.

Good youth work practice expects practitioners to adapt any model or ideology to best meet the needs of young people so the ideas and opinions expressed are not a prescriptive way of delivering Mobile Youth Provision, but suggested methods and approaches. While the content comes from experienced practitioners from voluntary and maintained youth services, it is the responsibility of any Mobile Youth Project to ensure that all legal obligations are fulfilled and organisational policies and procedures are followed. Examples are provided but, as law and policy are subject to change, all planning, preparation and delivery must include research into the current situation.

This document is part of a library of Good Practice Method and Resource Handbooks for Youth Work in Wales. You are encouraged to delve into the other handbooks for a plethora of practical resources which enhance your youth work practice to deliver the best possible outcomes for young people in Wales.

Acknowledgements

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1. Introduction to Mobile Youth Work

Mobile Youth Work is consistent with 'Youth Work in Wales: Principles and Purposes' and the National Strategy for Youth Services in Wales (See Resource Handbook). These both refer to youth work taking place where young people can access it and this is why Mobile Youth Work is of significant importance to young people who live in areas which are geographically remote, do not have appropriate facilities or where young people have particular needs which are not being met by more traditional provision.

Aim

To take youth work to geographical areas where there has been difficulty for young people to access it or where a targeted provision is required

Objectives

Most objectives of both Centre Based and Mobile youth provision are common to each. They are outlined in the Youth Work in Wales: Principles and Purposes' and, for the purpose of Mobile Provision, can be summarised as:

- To enable young people to have a positive voluntary relationship with an adult who has a professional interest in the well-being of young people.
- To enable Youth Workers to gain a greater understanding of young people's situations in order to increase accuracy of intervention.
- To enable the wider community to understand the issues and needs of young people to the benefit of both.
- To enable young people to gain a variety of skills and knowledge and develop their social awareness in an environment which is socially inclusive and fosters equality.

Process

As with all good Youth and Community Practice, Mobile provision must have a process which needs to be undertaken to ensure good practice. This will include:-

PLANNING

1. Observation and reconnaissance – Assessing need

Ensure familiarity with the area and surroundings in order to recognise and assess its needs and be suitably equipped for all eventualities. By carrying out a robust needs analysis priorities can be identified and tackled head on.

2. Analysis of previous work

Assess what has worked in this area or in similar projects, what might work, and what certainly won't work..

3. Identify priorities – setting aims and objectives

Have clarity in what the Project will seek to achieve.

4. Partnership with local organisations and the wider community

This work provides a service to both young people, and as a result to the wider community. It is important to keep the community and other organisations and agencies which work in it onside and gain help and support when necessary. Working with partners is extremely important to best meet the needs of any group or community. Make them aware of your aims and objectives and inform them of further interventions required. This creates better social cohesion and supports the case to maintain a range of service provision.

5. Time scales

Be realistic when developing the work. Make sure each session has enough time, so you do not over-commit or set goals that are not achievable.

6. Recording

This will describe how information will be kept as evidence, including data on the young people, adult community and organisations involved, from your first observation of the area (i.e. how the area is for young people, what its needs appeared to be at that time), the engagement and intervention process, what the young people do and the outcomes for them and the community. At the end, the recordings will describe the area as it is then for young people, where possible in their words, though how this will be done should be left until young people can be involved.

METHOD

7. Constructive conversation with young people

By using active listening techniques a vast amount of information is gained about local and wider situations, and individual challenges. These issues then inform future engagement with the community and young people. The young people's interpretation of their own area becomes understood at this stage.

8. Building relationships with young people

While friendly, professional relationships will be appropriate and serve to meet the needs of the young people. This means building good relationships with them, their families and carers and the wider community while avoiding sharing personal information, including social networking. .

IMPLEMENTATION

9. Planned intervention

When deciding where and how to deliver mobile provision, listen to other local sources of information such as the police, fire service, councillors etc. Don't prejudge situations until you have made your own professional assessment.

10. Advocacy role for young people

Mobile Youth Workers have an important role in carrying the voice of young people into decision making processes, both directly and by supporting young people to grow in confidence to make their own voices heard.

EVALUATION

11. Outcomes - quality, quantity and effectiveness

When considering outcomes, include the wider picture, for example, by working with x number of young people, what effect has been felt or seen by the whole community? This will be more than just the immediate benefit for young people. Some of the benefits to young people may not be realised for several years. These may be quantified and qualified in various ways and Outcomes Based Accountability can assist with this.

12. Exit Strategy

This starts almost as soon as the project starts. Young people must know if the project is time limited and what they can expect after it finishes. This includes ensuring that they have been helped to develop working relationships with the project partners and the wider community. Tell them when the project's aims and objectives have been met or when it can go no further. This may mean that the need for mobile provision in a given area has reduced or it is unable to meet the needs of that community. The young people need to know where they can go for information or support to develop their group's ideas or fulfil their personal aspirations after the project departs.

13. Indicators of successes and the unsuccessful

Evaluate what worked well for the project and any difficulties that might have been met – and whether they were overcome or not. This will help future project planning in the same way as this project was helped at stage 2. If it is known what might have worked better, put this in to the evaluation.

14. Written reports, interim and final

However the project is funded, whether as part of a service or through external funding, ensure reports developed during the project and through evaluation include robust and accurate data. This will help convince funders to support further interventions and demonstrate the value of youth work. Effective monitoring and evaluation and high quality description of outcomes can release funding for further development or other new initiatives.

2. Staffing

Mobile Youth Work Staff Guidelines

The Mobile Youth provision team will meet the aims and objectives by:

- meeting young people on their territory
- researching needs through Community surveys, etc and prioritising depending on results
- offering information on a variety of topics
- enabling young people to take part in a range of positive and fun activities
- enabling young people to have a voice and advocating on their behalf

Good practice guidance for Line managers and Mobile Youth Provision Workers

Good practice in mobile work takes place:

- in environments which have been well researched
- when it embraces the equality and diversity of the community
- when communities are well informed and understand the nature of the project
- by keeping appropriate records and outcomes
- through regular reviews and evaluation.

Good practice methods

Mobile youth provision is most effective when:

- mobile Youth Workers have a line manager who provides supervision as mutually agreed intervals
- each session is recorded and used as a basis for supervision sessions.
- There is clarity for all staff as to why the project was needed
- prior to commencement of the project, the team reviews any previous research or historical data
- the members of the team are clearly identified
- the team have methods of contacting a line manager or a base and a list of emergency contact telephone numbers is always readily available.
- the team uses local procedures to inform the police of work locations and who is involved.
- communication is made with local community groups and existing related professionals before the project commences.
- young people are referred to specialist agencies where appropriate
- appropriate exit strategies are in place, before work commences and developed with the young people as it progresses

Recording information

- Every session of work should be recorded on session recording sheets to facilitate a uniform evaluation process. This will enable the team to analyse their practice, identify quantitative and qualitative methods of performance and show further action required.

Personal safety

Youth Workers should always be aware of their own personal safety and that of their colleagues. The following Safety measures should be followed:-

- always carry I.D. cards, which should include picture, name of organisation and staff member, department if applicable, expiry date, and contact number.
- always work in pairs as a minimum.
- carry appropriate personal safety equipment i.e. mobile phone, torch, personal alarm.
- know and be familiar with the adult community
- logging all details of the session

Familiarisation

During reconnaissance, the area should be thoroughly explored during both daylight and night time hours. At no time should workers feel pressurised to stay in situations where they may be at risk.

Make sure that you know where the nearest toilets and telephones are, and who you can go to in the event of an emergency.

Substance use/misuse

- under no circumstances must the team allow young people onto the mobile vehicle where the use of any substance is suspected.
- Youth Workers must present themselves as positive role models. They should not smoke, drink or use any illegal substance whilst on duty, nor condone their use.
- for specific clarification of policy relating to substance use, legal issues etc, the team should refer to its own organisational policy and guidelines.

Please refer to the Health & Wellbeing Handbook for further useful information.

Child protection procedures

The safety of the young person is paramount. All Youth Workers must familiarise themselves with the organisational child protection policy and procedures.

Confidentiality

- Youth Workers will take every measure to ensure that information obtained from and about young people is treated with respect. Workers must familiarise themselves with their organisational data protection policy.
- Youth Workers should protect individual identity where appropriate.
- No confidential issue will be discussed or revealed to any other person or organisation without the express permission of the person/s seeking counsel/help.
- Confidentiality, however, cannot be maintained if the team believe that a young person is imminently in danger of significant harm or of harming themselves or others.

The following code of good practice maybe useful to carry on you for quick reference:

What happens if....?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern.

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. Advise that you will try to offer support but that you must pass the information on.
4. Immediately tell your line manager
5. Write careful notes of what was said; use actual words whenever possible
6. Sign, date and pass your notes to your line manager
7. Ensure that no situation arises which could cause any further concern.

Note: In an emergency (young person at imminent risk of significant harm) contact the police or social services direct. Inform your line manager of the action you have taken.

If you have concern about a young person's safety and well being:

1. Immediately tell your line manager
2. Write careful notes of what to witnessed, heard or was told.
3. Sign, date and pass your notes to your line manager.
4. Ensure that no situation arises which could cause ant further compromise.

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager
2. Write careful notes of what you witnessed, heard or told.
3. Sign, date and pass your notes to your line manager
4. Try to ensure no-one is placed in a position which could cause further comprises.

YOU MUST REFER;YOU MUST NOT INVESTIGATE

Reference: The Scout Association 2010 fourth edition (www.scouts.org.uk)

Training

Before delivering of mobile youth provision, consideration should be given to appropriate training of the team. Some specific courses that are highly recommended include:

- Child protection
- First aid
- Healthy eating
- Health and safety
- Equality and diversity
- Internet safety
- Driver improvement
- Personal safety
- Basic vehicle maintenance

You maybe able to access some of these courses through the local Council of Voluntary Services (CVS), or local authority youth service. Useful help and information will be found in the other youth work methodology handbooks

3. Venue

Mobile youth provision can operate in a number of different locations and settings. Each location must be risk assessed and full permission obtained where necessary.

Centre Based Youth clubs

Supporting activities when a specific topic is being discussed such as gender specific groups when there insufficient space in the centre to segregate groups.

Car parks

Public car parks can be used but the area surrounded the mobile unit must cordoned off with cones to allow a safe area for young people to access the unit without being endangered by other car park users. Permission from local Authority, community council and residents must be obtained before parking.

School grounds

This location offers safe access to the mobile unit, unlike the potential dangers of a public car park. School grounds also have the advantage of plenty of space in which to play games etc with out causing any problems with local residents. Permission from the school must be obtained before parking.

Carnivals

These annual events offer a perfect location to promote the youth service to the local community. The mobile unit could be used to run a specific event to encourage young people and other members of the community to visit them.

Times

Visiting times should be agreed with local young people, community council, local residents and police. It would make sense to advertise these times in local shop windows, community notice boards and in schools.

It may be appropriate to offer junior and senior sessions, operating on different days and times during week. However, times should be flexible to reflect the change in demand.

Advertising

Prior to starting delivery of mobile provision you will need to alert the young people and the community to your presence. Consider how you can advertise in local shops and notice boards, by having a designated contact person in the local community (appropriately sourced), on an organisation website, or through other local services (doctors, library etc). Once you have started delivering provision, involve the young people in developing further advertising.

4. Programme planning

Activities

A variety of warm up and bigger activities, team building exercises and games are included in the Activity Resource Handbook. An organisation that may be able to help with mobile youth work as they frequently deliver their work using a similar style is Dragon Sport. Mobile Youth Work may wish to join in with or work with partners to set up community and environmental and social projects.

Dragon Sport

Dragon Sport is a sport Wales initiative funded by the National Lottery, designed to offer 7 – 11 year olds fun and enjoyable sporting opportunities.

Liaising closely with schools and community sports clubs, it enhances sport participation by encouraging children to become involved in a variety of organised activities.

The scheme broadens the sporting interests of children who already take part in sport and involves children who currently lack opportunities outside of their school PE lessons.

Dragon Sport introduces children to coaching, skills and appropriate competition by using versions of the adult game, modified to meet their needs and skill levels.

Dragon Sport uses a portfolio of eight modified sports - rugby, athletics, cricket, football, hockey, netball, tennis and golf.

Whilst the primary focus of Dragon Sport is improving sports provision for 7 – 11 year olds across Wales, it also focuses on recruiting parents and other volunteers as helpers to support the development of after school and community clubs

www.dragonsport.co.uk

Community Projects

Mobile Youth Work provision will usually happen in smaller communities that may have fewer services than would be experienced in larger urban communities. Developing community projects with young people can add great value to the work and focuses on citizenship and social cohesion. It will provide opportunities to engage with the media and demonstrate a very positive image of young people, their skills, gifts and the benefit they offer to the whole community.

Below are a couple of examples of community projects:-.

Environmental Projects

- Litter pick – creates a better environment for everyone, including young people
- Gardening for the elderly – probably only in the summer months
- Painting the village hall or bus shelter etc.

Social Projects

- Tea Dance or party for the elderly
- Family fun event
- An open air performance – drama, bands etc

Some of the above will require resources, so maybe organise some fund raising activities or look at specific grants that are available.

4. Driver Information

Mobile Youth projects use a variety of vehicles ranging from converted mini buses, vans, and coaches to custom built vehicles, specifically designed and equipped to provide activities in rural and isolated areas.

Driving and operating a vehicle for mobile youth provision

The Law, Regulations and Rules for Driving and operating vehicles for mobile youth provision are complex and advice should always be sought from the appropriate authority before putting such a vehicle into operation

Driver Licensing

Youth Workers who drive the vehicle must operate within DVLA guidelines and licensing arrangements. Local Authority youth service may be able to sign post you to appropriate driver training.

Post 1997 qualifying drivers do not have the same entitlement to drive larger and passenger carrying vehicles as those who passed their driving test pre 1997

If you are in any doubt of entitlement do not drive until you have contacted the DVLA and sought their advice

Organisations may employ a driver to take vehicle to a pre-arranged location. The youth workers meet the vehicle at the location using their own transport.

Drivers must disclose any licence endorsements/penalty points as this may have serious insurance implications

Driver record book

All drivers must complete a record of when they drive the vehicle which should include:

- Drivers name
- Date
- Registration of vehicle
- Place where vehicle is based
- Time of going on duty
- Time of going off duty
- Time spent driving
- Start mileage
- Finish mileage
- Signature of driver

Note ! Drivers are personally responsible for any road traffic offences committed while in charge of the charge vehicle.

Vehicle damage

The driver must report, as soon as possible, the details of any damage noticed or damage occurring during its use using a vehicle defect report (Appendix 6, p33) to ensure that the appropriate repairs can be made. A driver's defect report should be completed whether or not the damage requires remedial work.

5. Vehicle Maintenance and Operation

Maintenance

Mobile youth provision vehicles must be maintained on a regular basis and follow strict routine maintenance schedules.

Regardless of maintenance arrangements, the following regulations should be considered:

Take special care that lights, brakes, steering, exhaust systems, seat belts, demisters, wipers and washers are all working. Also

- Lights, indicators, reflectors, and number plates must be kept clean and clear.
- Windscreens and windows must be kept clean and free from obstructions to vision.
- Lights must be properly adjusted to prevent dazzling other road users. Extra attention needs to be paid to this if the vehicle is heavily loaded.
- Exhaust emissions must not exceed prescribed levels.
- Ensure your seat, seat belt, head restraint and mirrors are adjusted correctly.
- Ensure that items of equipment are securely stowed

(Laws RVLR 1989 regs 23 & 27 & CUR 1986, regs 30 & 61)

Warning displays

Make sure that you understand the meaning of all warning displays on the vehicle instrument panel. Do not ignore warning signs; they could indicate a dangerous fault developing.

- When you turn the ignition key, warning lights will be illuminated but will go out when the engine starts (except the handbrake warning light). If they do not, or if they come on while you are driving, stop and investigate the problem, as you could have a serious fault.
- If the charger warning light comes on while you are driving, it may mean that the battery isn't charging. This should also be checked as soon as possible to avoid loss of power to lights and other electrical systems.

Window tints

You must use a vehicle with excessively dark tinting applied to the windscreen, or to the glass in front windows to either side of the driver. Window tinting applied during manufacturing complies with the Visual Light Transmittance (VLT) standards. There are no VLT limits for rear windscreens or rear passenger windows

(Laws RTA 1988 sect 42 & CUR reg 32)

Tyres

Tyres must be correctly inflated to the vehicle manufacturer's specification for the load being carried. Always refer to the vehicle's handbook or data. Tyres should also be free from certain cuts or other defects. Tyre pressure should be checked weekly.

- Cars, light vans and light trailers must have a depth of at least 1.6 mm across the central three-quarters of the breadth of the tread and around the entire circumference.
- Motorcycles, large vehicles and passenger-carrying vehicles must have a tread depth of at least 1 mm across three-quarters of the breadth of the tread and in a continuous band around the entire circumference.

Be aware that some vehicle defects can attract penalty points.

(Law CUR reg 27)

In the event of a burst tyre, it is normally recommended to call out a breakdown service.

Fluid levels

Check the fluid levels in your vehicle at least weekly. Low brake fluid may result in brake failure and a crash. Make sure you recognise the low fluid warning lights if your vehicle has them fitted.

Before winter

Ensure that the battery is well maintained and that there are appropriate anti-freeze agents in your radiator and windscreen bottle.

If your vehicle catches fire, get the occupants out of the vehicle quickly and to a safe place. Do not attempt to extinguish a fire in the engine compartment, as opening the bonnet could make the fire flare. **Call the fire brigade.**

Petrol stations/fuel tank/fuel leaks

Ensure that, when filling up your vehicle's tank, you do not spill fuel on the forecourt. Any spilled fuel should be immediately reported to the petrol station attendant. Diesel spillage is dangerous to other road users, particularly motorcyclists, as it will significantly reduce the level of grip between the tyres and road surface. double-check for fuel leaks and make sure that

- You do not overfill your fuel tank
- The fuel cap is fastened securely
- The seal in the cap is not torn, perished or missing
- There is no visual damage to the cap or the fuel tank

Never smoke, or use a mobile phone, on the forecourt of petrol stations as these are major fire risks and could cause an explosion.

Vehicle security

When you leave your vehicle you should

- Remove the ignition key and engage the steering lock
- Lock the vehicle, even if only leave it for a few minutes
- Always ensure that where possible valuable/attractive items are locked out of sight
- Close the windows completely
- Activate the anti-theft device if fitted

Vehicle Registration Offices

Details of your local VRO can be obtained from DVLA or their web site they are listed in the telephone directory, listed under *Transport* or you can telephone a national number and be connected to your local office Telephone: 0870 850 0007.

Other Useful Contacts

<p>For driver information:</p> <p>Customer Enquiries (Drivers) DVLA, Swansea SA6 7JL Telephone: 0870 240 0009 E-mail: drivers.dvla.gov.uk Web site: www.dvla.gov.uk</p> <p>Driving Standards Agency Stanley House, 56 Talbot Street, Nottingham NG1 5GU Telephone: 0115 901 2500 E-mail: see 'Contact Us' on their website as they have various addresses Web site: www.dsa.gov.uk</p>	<p>For vehicle information:</p> <p>Customer Enquiries (Vehicles), DVLA, Swansea SA99 1BL Telephone: 0870 240 0010 E-mail: vehicles.dvla.gov.uk Web site: www.dvla.gov.uk</p> <p>Vehicle & Operator Services Agency Formed as a merger of the Vehicle Inspectorate and the Traffic Area Network Berkeley House, Croydon Street, Bristol BS5 0DA Telephone: 0870 6060440 E-mail: enquiries@vosa.gov.uk Web site: www.vosa.gov.uk</p>
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6. Equipment

The range of equipment required will depend upon the nature of work being undertaken. Some groups or organisations may require specialist equipment such as I.T., sports or health related equipment.

Where storage space is restricted it may be necessary to borrow equipment. A detailed inventory record should be kept at all times.

The following list of equipment is typically found on mobile youth provision vehicles but is by no means an exhaustive list.

<p>Safety equipment</p> <p>First aid box Used needle disposable box (Sharps Box) Body fluids disposable box Torch (including charger or spare batteries) or a wind up torch Reflective jackets Personal alarms Rubber gloves (medical and cleaning use)</p> <p>Hygiene</p> <p>Brush and pan Mop Dusters Anti-bacterial cleaning fluid Anti-bacterial Gel Hand wipes Toilet tissue</p>	<p>Catering</p> <p>Microwave Kettle Mugs and cups Plastic cups Cutlery Plates/dishes Cooler box Water storage bottles Refuse bags</p> <p>Internal lighting and heating</p> <p>These maybe a fixture of the vehicle or may require an external power source such as a generator</p> <p>(if a generator is used follow the manufacturers instructions)</p> <p>Awning and external flood lights</p> <p>To provide additional activity space outside the vehicle</p>
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Display boards

Posters, photos and contact information should be appropriately displayed and relevant to the group. The use of Velcro will enable displays to be changed quickly and protect materials for future use.

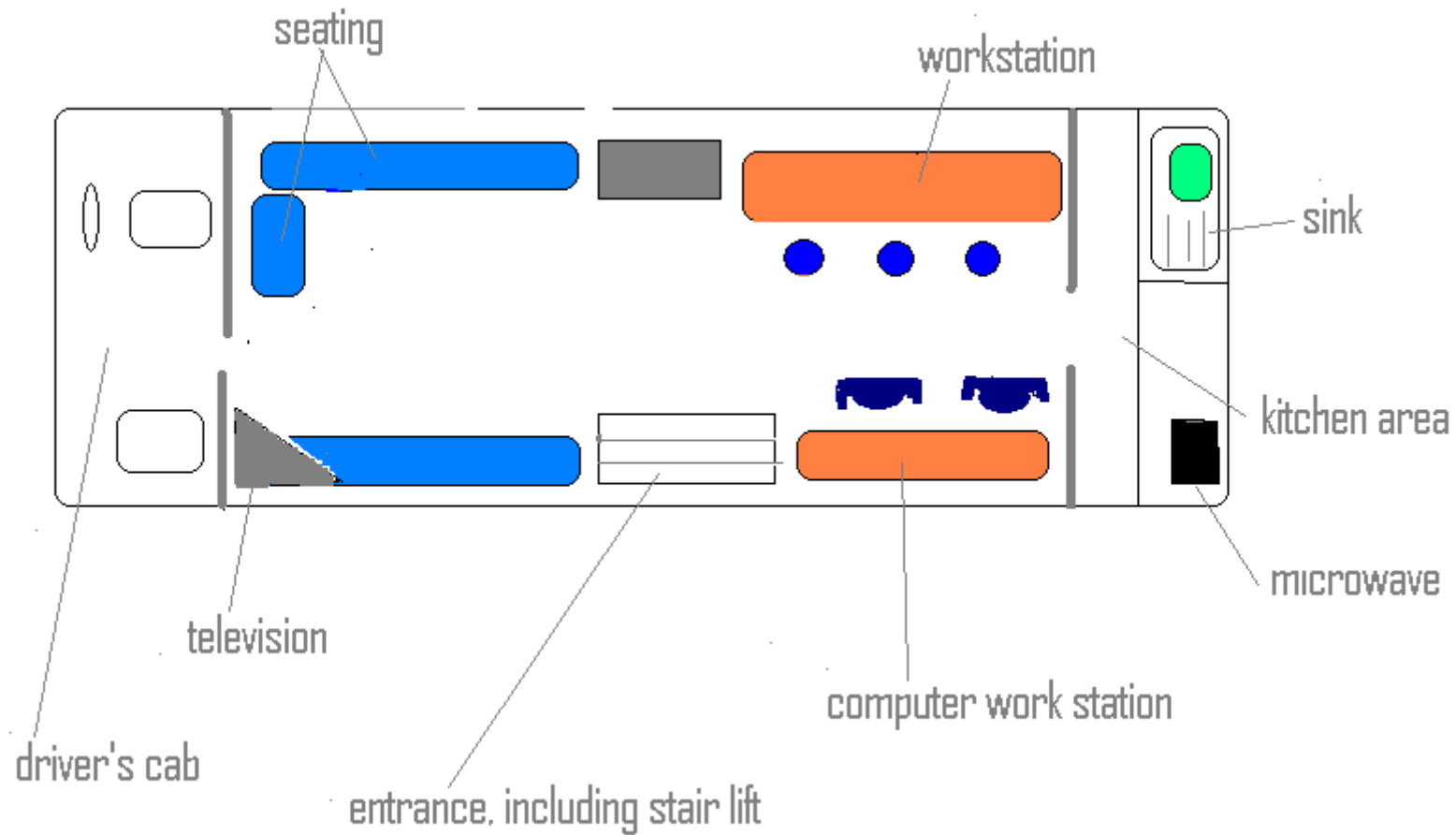
Remember to obtain consent for any photographs displayed

Information

A range of useful and relevant booklets/leaflets (for further assistance please see the Information Methodology Handbook)

<p>Audio/visual</p> <p>Lap-tops Printer Scanner Camera TV (fixed flat screen and/or portable) DVD player Karaoke machine Satellite/ GPS (for internet connection) Games consoles</p> <p>Art/crafts</p> <p>It is good to have a basic stock of equipment i.e. Pens, pencils, paper, glue scissors, etc., however be aware of limited space as vehicle can quickly become cluttered</p>	<p>Sport</p> <p>Football Rounder/cricket equipment Parachute Badminton Skipping rope Marker cones</p> <p>Games</p> <p>Scrabble Card games Connect 4 Chess</p>
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7. A Typical Layout of a Single Deck Vehicle of Approximately 27 Feet Long



Inventory Book

Points to note:

1. All items of equipment and furniture should be entered on an inventory, including items donated or items for which the organisation has made a grant. Consumable items e.g. pens, pencils, should not be included.
2. The format in the example inventory document below dispenses with the need to re-write the inventory each year, but it is important that the records are entered promptly whenever any changes take place.
3. Where any item of equipment has to be written off, this should be recorded and the organisation head or other responsible person should certify the entry.
4. A complete count should be made at least annually by the person responsible for signing at the bottom of the page.
5. Any deficiencies should be reported immediately to a senior person in the organisation.
6. Where appropriate equipment should be clearly marked and identified using a security pen.
7. Property must not be removed from vehicle without permission from the responsible person and fully documented

The example below shows how the inventory document can be used:

	ITEM	IDENTITY No	CONDITION	STOCK TRANSACTIONS					
					3	+2	5	+3	8
1	FOLDAWAY CHAIRS	N/A							
				STOCK AT 01.09.2010		STOCK AT 02.10.2010 PURCHASED FROM ARGOS		STOCK AT 14.10.2010 RECEIVED FROM ABC YOUTH CLUB	
2	FOOTBALL	N/A			1	-1	0	+1	1
				STOCK AT 01.09.2010		STOCK AT 02.10.2010 (PUNCTURED AND NOT ABLE TO REPAIR)		STOCK AT 02.10.2010 NEW BALL PURCHASED FROM SHOP	
3									

8. Risk Assessment

There is no reason to be put off by this requirement. It is good practice and shows forethought and sound planning. The fundamentals are that:

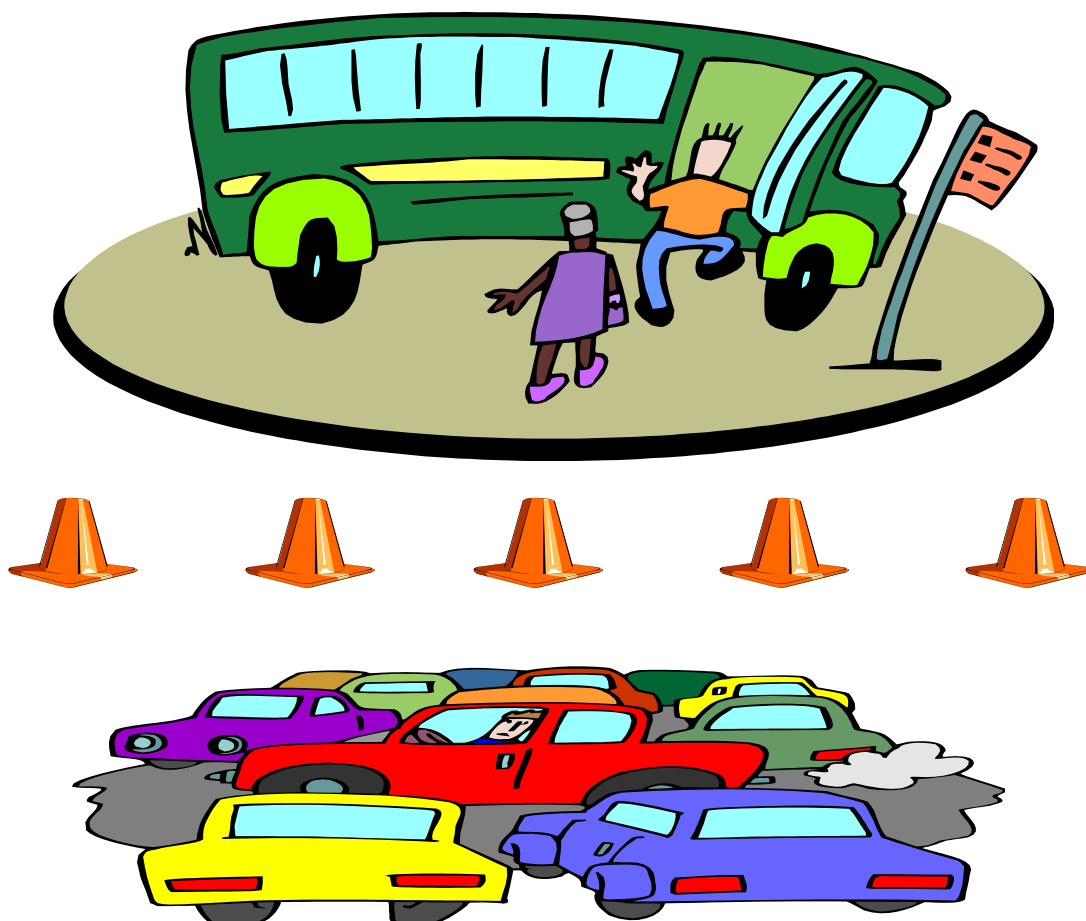
- It is a careful examination of what could cause harm to young people, colleagues or others.
- Its purpose is to ensure that all staff have taken precautions to minimise or prevent harm.
- It should be kept simple.
- A “Hazard” is anything, which could cause harm – a steep slope on the hills or an assembly point near a busy road.
- A “Risk” is the chance, however great or small, that someone may be harmed by the hazard – such as a young person running down a steep slope, or stepping from behind a vehicle into the road.
- It is the staff responsibility to decide whether a hazard is significant and covered by appropriate precautions (*controls*) in order to eliminate or minimise risk.
- Common sense should be used to think through any event in a logical sequence to establish that each stage of the activity is covered, identifying what may go wrong and who may be harmed or affected by the risk. This is followed by ‘risk control’ which is stating what precautions are planned and considering whether further precautions are necessary. .
- Keeping a brief record of the risk assessment is a statutory requirement
- All participating adults are recommended to take part in the process to help raise hazard awareness, make best use of collective expertise and ensure that all understand the organisational requirements.
- There is no need to show how the assessment was made, simply that it was carried out, that the precautions are reasonable and that the remaining risk is low – i.e. that a proper check has been made.
- After the event, the record shall be reviewed and any particular hazard, risk or action noted This should be added to the risk assessment next time.
- The written record should be kept for future reference and to save time and effort for visits, journeys and events which are repeated. The suggested format provides for signed and dated reviews. Annual reviews are usually adequate.
- It is the responsibility of the organisation to ensure that a risk assessment is carried out and that control measures are appropriate.

Doing A Risk Assessment

1. Decide what requires a risk assessment
2. Identify the hazards
3. Decide who is at risk
 - staff
 - young people
 - other visitors
4. Evaluate the risks
 - take account of existing procedures and precautions to minimise risks
 - use professional judgement
 - consider the number of people possibly at risk
5. Record the findings
6. Devise an action plan to reduce the risks
 - are existing control measures adequate?
 - devise appropriate, additional controls where necessary
 - prioritise where necessary

For example

Provide a safe area away from cars when sitting in car parks



7. Inform those affected

8. Review

9. Registration and statistics

It is important that the excellent work undertaken with and for young people by the vast range of services is recorded. By keeping records of activities and outcomes, young people's achievements are better recognised and as a result services can demonstrate their worth.

Local authority and larger youth service organisations will be required to record statistics, but has become good practice for all groups to do so. As Management Information Systems are developed for all youth work, not only the numbers of young people engaged in activities will be recorded but also the outcomes for them and the impact it has on their lives

The other major benefit of recording data is that it opens up opportunities to seek grant funding. Grants will usually only be awarded to groups or organisations that can demonstrate their track record of working with young people or specific groups of young people, and monitoring, evaluation and recording of information will be an integral part of the process.

An example of an annual registration form is provided at Appendix 1 and covers the majority of activities that might be provided by a mobile project. If undertaking any activities outside the realm of those usually undertaken, further consent should be obtained from parents/carers prior to the activity being started. To work effectively with young people we need to know some basic information that will help youth workers and volunteers engage in the most appropriate way with an individual young person or peer group. The suggested form includes information that you may not need to collect and can be amended to fit the local situation. Appendices 2-4 can also be used to record attendance, sessions and the monthly report.

Appendices.5 and 6 are for recording the use of the mobile project's transport and is important to demonstrate that it is being used safely and legally.

Appendices 6 and 7 are examples of a Job Description and Person Specification and are similar to those for a generic youth worker but contain a couple of items which are specific to mobile work.

REGISTRATION FORM

Attention Parent/Guardian: Please complete and sign this form once completed return to issuer

APPLICANTS DETAILS

First Name Initials

Surname Title

Date of Birth / / Age—YEARS MONTHS

Gender M F Religion* *need not be specified

Do you consider yourself to have a disability Yes No

House Name

House Number and Street

Town

County Postcode

Phone number (including dialling code)

Mobile number

Email

PARENT'S/GUARDIAN'S CONTACT DETAILS

First Name Initials

Surname Title

Relationship to applicant

House Name

House Number and Street

Town

County Postcode

Phone number (including dialling code)

Mobile number

Email

SECONDARY CONTACT (IN EVENT OF AN EMERGENCY)

First Name	<input type="text"/>	Initials	<input type="text"/>
Surname	<input type="text"/>	Title	<input type="text"/>
Relationship to applicant	<input type="text"/>		
House Name	<input type="text"/>		
House Number and Street	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Phone number (including dialling code)	<input type="text"/>		
Mobile number	<input type="text"/>		
Email	<input type="text"/>		

I wish my child/dependant to be considered for membership of *

<input type="text"/>	*Enter
----------------------	--------

name of organisation

EQUAL OPPORTUNITIES POLICY

As a voluntary youth organisation we are committed to an equal opportunities policy. All members of the organisation are treated equally regardless of age, race, nationality, ethnic origin, creed, disability, gender, political belief, or social or economic background. To ensure this we ask for information of ethnic origin under the following categories:

ETHNICITY

What do you consider to be your ethnic group (please tick appropriate box)

White	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>				

I understand that some of the activities undertaken may be physically demanding Yes No

I understand that sometimes photographs may be taken of activities and that these images will only be used for the following purposes:

Electronic and printed information, displays and exhibitions related to the activity shown in the picture.

Any similar campaign or related area

With your consent full names maybe supplied to the media

I understand this image will **NOT** be used for:

Anything that maybe viewed as negative in tone or that may cause offence, embarrassment or distress, e.g. anything that may bring you or your child into disrepute.

(Delete as necessary)

I have read the above statement and **give/do not give** my/our consent for images to be used

Signature of Parent/Guardian

Your child/dependants safety is our main concern.

All activities are supervised by experienced adult leaders. To reduce the risk to your child/dependant and to enable us to protect him/her, it is important that we are aware of any condition that may influence his/her ability to take part safely in a wide range of activities If any such condition exists please enter details below:

Is your child currently attending a doctor or hospital? Yes No

Is your child currently taking medication? Yes No

Additional information

Signature of parent or guardian

Relationship to applicant

Date

Data Protection

All information provided will be used protected and retained in accordance with the Data Protection Act 1998

The programme of activities offered will be determined by the interests of the members and by the availability of Instructors, Youth Workers, vehicles and equipment.

Please circle any of the following activities you are interested in or would "have a go at"

- | | | | | |
|-------------------------|------------------------|------------------|-----------------------|-----------|
| Film Evenings | Self Defence | Quizzes | D of E | Badminton |
| Basket Ball | Computer Games | Football | IT Skills | First Aid |
| Fishing | Climbing | Art | Basic Car Maintenance | |
| Cycling | Drug/Alcohol Awareness | | Basic Food Hygiene | |
| The Law and your Rights | | Music | Dance | Drama |
| Cooking | Travel | Photography | Environment | Skin |
| Care | Local History | Outdoor Pursuits | | |

The list is not exhaustive if you can think of an interesting and worthwhile activity please list it below:

.....

.....

.....

.....

.....

.....

Appendix 2

MEMBER ATTENDANCE SHEET

NAME OF PROJECT: _____

LOCATION: _____

DATE: _____

	NAME	MALE AGE	FEMALE AGE		NAME	MALE AGE	FEMALE AGE
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

SESSION ATTENDANCE SUMMARY

Age→	-11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25+
MALE																	
FEMALE																	
TOTAL																	

SESSION RECORDING REPORT

PROJECT: _____

LOCATION: _____

DATE: _____

TIME FROM: _____ TO: _____

WORKERS ON DUTY

VISITORS NAMES AND PURPOSE OF VISIT

AIM OF SESSION AND HOW IS IT GOING TO MET

ACTUAL ACTIVITY ACHIEVED

GENERAL COMMENTS AND FOLLOW UP ACTION

YOUTH WORKERS SIGNATURES

Appendix 4

Monthly Report Form

Name Of Project _____ Location _____

Name of person completing report _____

<p>At A Glance</p> <p>1. How many contacts with young people did your team have this month</p> <p>2. How many sessions did your team deliver this month</p> <p>3. Do you or members of your team have any burning issues that need addressed? Can you offer any solutions</p> <p>4. Any recorded incidents or accidents (recorded in accident book)</p>	<p>1.</p> <hr/> <p>2.</p> <hr/> <p>3.</p> <hr/> <p>4.</p>
<p>Good News Stories</p> <p>Issues for area news letter (continue on separate sheet if required)</p>	
<p>Programme Delivery</p> <p>Did your team achieve the planned Aims. Was there any event or activity that you or your team were particularly pleased with.(Give details)</p>	
<p>Accreditation</p> <p>Have any young people been involved with accredited work schemes (Children's university, DOE etc)</p>	
<p>Staff & Training</p> <p>Include details of staff training courses etc</p>	
<p>Community Links & Partnerships</p> <p>Any media stories, visitors to the project, Voluntary work etc</p>	
<p>Vehicle & Resources</p> <p>Details of any issues</p>	
<p>Financial Matters</p> <p>Details of income from Tuck shop or any other source. Any funding applications pending</p>	
<p>Inventory Information</p> <p>Have you received any new equipment Any loss or damage of equipment. (Has it been recorded in inventory book)</p>	
<p>Fire Drills</p> <p>Have you carried out a fire drill this month If yes any comments.</p>	

Appendix 5

Drivers Daily Log

Drivers name		Period covered by sheet Week commencing (date) _____ To week ending (date) _____							
Day on which duty commenced	Registration no. of Vehicle(s)	Place where Vehicle(s) based	Time of going on duty	Time of going of duty	Time spent driving	Time spent on duty	Start mileage	Finish mileage	Signature of driver
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									
<p>Certification by employer I have examined the entries in this sheet</p> <p>Signature _____</p> <p style="text-align: center;">Position</p> <p>held _____</p>									
DAILY VEHICLE CHECK/ DRIVER DEFECT REPORT									
Driver's name:	Daily vehicle check – these items should be checked before start of duty: Lights/indicators/stoptlights, wipers/washers/horns/mirrors, oil/fuel/water, brakes, reflectors, vehicle/body, load security, tyres, wheel nuts, artic cooling/brake and electrical connections				Driver defect report – details of any faults noted during duty should be entered below. If no faults are noted enter "NIL"			Action taken:	
Vehicle/trailer no:								Date:	
Date:					Driver's signature:			Supervisor's signature	

Appendix 6

DRIVER'S LOG BOOK - WEEKLY SHEET

DRIVER'S VEHICLE DEFECT REPORT (Part 1)

Date:	Drivers Name:
Registration No:	Odemeter Reading:

Defect check list (tick or cross)

Fuel/oil /waste leaks		Wipers		Mirrors	
Battery		Washers		Steering	
Tyres and wheel fixing		Horn		Heating/ Ventilation	
Brakes		Glass		Lights	
Doors and exists		Reflectors		Body Interior (seat belts etc.	
Indicators		Body Exterior		Excessive Engine Exhaust Smoke	
Fire extinguisher		First-Aid Kit		Emergency Exit	

Report details here:-

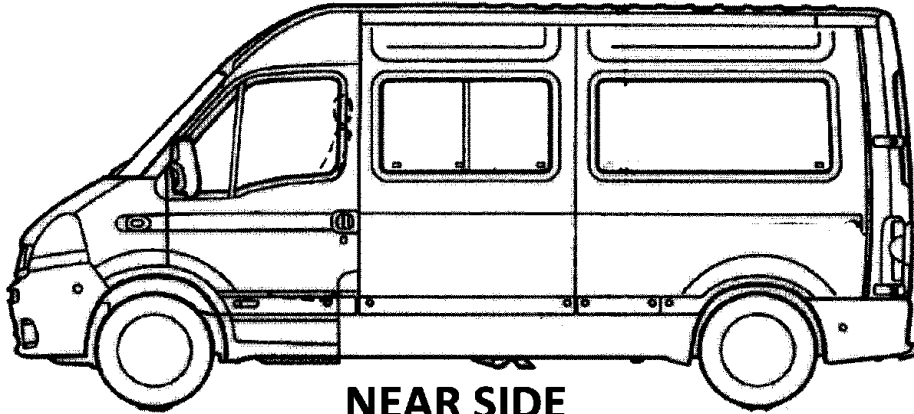
Confirm how defects were rectified:-

Write NIL here if no defects found:	Driver's Signature:
Defects rectified by:	Date:

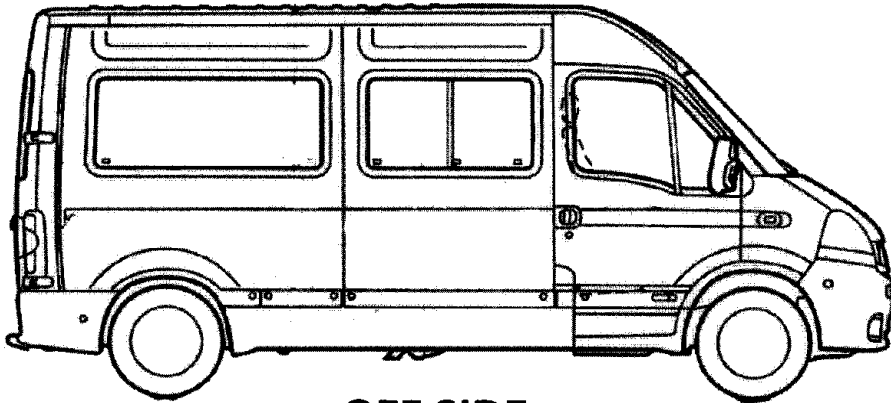
DRIVERS VEHICLE DEFECT REPORT

(Part 2)

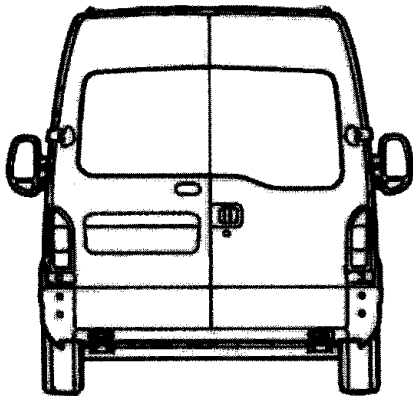
Mark any dents or scrapes to bodywork or chips/cracks in Glass with an X



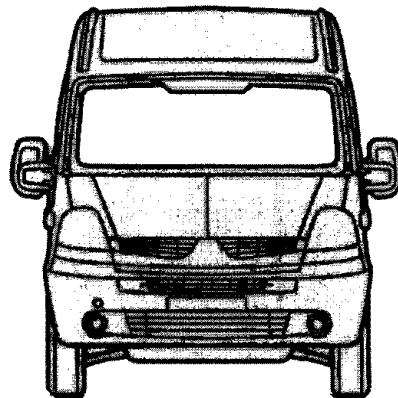
NEAR SIDE



OFF SIDE



REAR



FRONT

Appendix 7

YOUTH SERVICE EXAMPLE JOB DESCRIPTION
--

POST DETAILS:

DEPARTMENT:-	CHILDREN'S SERVICE
SECTION:-	YOUTH SERVICE
JOB TITLE:-	YOUTH WORKER (MOBILE PROVISION)
LOCATION:-	VARIOUS
RESPONSIBLE TO:-	AREA YOUTH OFFICER
PURPOSE:-	To offer informal educational opportunities to young people, enabling them to explore and develop their skills knowledge, attitudes and responsibilities.

KEY ROLES:-

- 1 To assist with the planning, organisation and delivery of a youth work programme, ensuring the implementation of the Wales Youth Agency Curriculum Statement for Wales.
- 2 Allow young people the opportunity to develop their skills and abilities.
- 3 To assist with Administration and Finance including; attendance records and cashing up monies taken.
- 4 To support centre based or detached work settings as required.

ADDITIONAL DUTIES:-

- 1 To complete all paperwork as may be required.
- 2 To identify areas of training required with the Worker in Charge.
- 3 To attend Area Meetings, Youth Events and Training as required.
- 4 To assist in effective publicity, promotion and community relations.
- 5 Any other duties commensurate with the grade and position.

Appendix 8

YOUTH SERVICE

EXAMPLE PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL OR DESIRABLE

- Nationally Recognised Professional Qualification E
 - Current clean driving licence E
 - Willingness to undertake additional in service training E
-

EXPERIENCE

- Proven professional experience including demonstrable effective youth work practice E
 - Experience of running a youth work project E
 - Have worked as a member of a Team E
 - Experience of working in areas of deprivation D
 - Experience of multi-agency working D
 - Experience of detached work or mobile youth work D
-

KNOWLEDGE/SKILLS AND ABILITIES

- Effective communication and organisation skills including effective presentation skills, negotiation skills and use of IT E
- Ability to relate positively to young people E
- Understanding of issues which impact on young people lives E
- Commitment to, and able to demonstrate , anti-discriminatory practice Young peoples lives E
- Willingness to work evenings and weekends E
- Ability to work on own initiative with limited direct supervision and as part of a team E
- Ability to develop and maintain effective working relationships with colleagues in a range of organisations E
- Able to demonstrate effective delivery and development of one or more youth work curriculum areas E