



CRANLEIGH PARISH COUNCIL

Youth Music Club Policy

- **Membership**

- Children from Cranleigh may attend youth music club
- Cranleigh Youth Music club accepts children aged 10-16 from school year groups 6-11
- Cranleigh Youth Music club is an inclusive club in relation to religion, ethnicity, musical ability and mental or physical ability.
- Cranleigh Youth music club does not guarantee to offer qualified mental or physical health support and will discuss and assess each child's ability to participate with parents prior to joining.

- **Record Keeping**

- Details of all young people and adult volunteers will be kept using Online Club Manager (OCM).
- Parents/carers of young people will be invited to confirm emergency contact details through OCM's parent portal, consent for their young person to attend Youth Music Club and photography permission.
- Adult volunteers will be asked to complete their emergency contact details in OCM.
- A photograph will be taken of all young people and adult volunteers and uploaded to OCM.

- **Attendance Register**

- Attendance at bi-weekly sessions or events of all young people and adult volunteers will be recorded in OCM.

- **Leader in Charge**

The Council will designate a Leader-in-Charge whose role is to:

- Ensure sufficient adult volunteers are available at every session or event to meet safeguarding rules and safe operating levels.
- Ensure the emergency contact details are recorded for all young people and adult volunteers.
- Ensure the Attendance Register in OCM is updated.

- **Volunteers**

Volunteers will:

- be aged 18 or over
- registered on the club OCM management system
- agree to have a current photograph and personal details, including contact details, stored.
- not store any photographs or details regarding child members on equipment not owned by the parish council.
- make no contact between volunteers and attendees on social media or friend requests accepted or made by either party, with the exception of family and/or close friends that were established before Youth Music Club attendance. A

note may be made of any close relationships between volunteers and attendees, prior to attending the Youth Music Club.

- **Safe Operating Levels - Ratios**

- The Youth Music Club will operate with a minimum adult to young person ratio of 1 adult per 12 young people plus 1, e.g. 2 adults for 12 young people, 3 adults for 24 young people.
- Where it is not possible to operate with 1 Youth Music Club official volunteer plus one other official volunteer, temporary adult volunteers may be used under supervision of a full volunteer.

- **Safeguarding**

- All adult volunteers will:
 - Have an enhanced DBS check every three years.
 - Undertake safeguarding training every three years.
- Where temporary volunteers are required to enable a session they will be supervised and in the presence of DBS checked volunteer at all times.

- **Data Protection**

The Council Youth Music Club Data Protection Policy governs the collection, recording, storage, use and disclosure of personal data relating to young people and adult volunteers of the Youth Music Club.

- **Equipment**

The Youth Music Club will purchase equipment on behalf of the youth music club, within the boundaries of funds available in an Ear Marked Reserve for Youth Music held by the Parish Council.

The Youth Music Club Leader must apply to the Parish Council for permission to spend funds from the Youth Music Ear Marked reserve.

Review: October 2026