



Sutton Parish Council

Youth Engagement and Youth Club Policy

Strategy

The strategy recognises that the best outcomes can be delivered by valuing and supporting the work of a range of organisations as well as the Parish Council offering services and activities that would not otherwise be available. This approach will also ensure value for money for council taxpayers. The strategy therefore comprises four core foundations: -

1. PROVIDE
2. INVOLVE
3. PROMOTE
4. SUPPORT

AIMS

- Ensure opportunities are available to all regardless of religion, ethnicity, sexuality, background, gender/sex or any other characteristic
- Involve young people in the life of the village
- Provide opportunities for personal and educational delivery
- Make Sutton a fun and rewarding place for young people to live
- Help young people make choices that help them be successful

CORE FOUNDATIONS

Provide

- We will deliver activities and services where these cannot be provided by others, including those that would not be viable, or where it is not appropriate for them to be provided by others.

Promote

- We will increase awareness of existing offerings from providers including charities, sports clubs, specialist providers, public authorities and others.

Involve

- We will involve young people in decisions affecting them and will create opportunities for young people to get involved in the work of the council and in the community.

Support

- We will support providers of activities seeking to start or expand offerings in and around Sutton

1. Introduction

This policy sets out the principles, procedures, and expectations for the operation of the Youth Club managed by Sutton Parish Council. The purpose of the Youth Club is to provide a safe, inclusive, and welcoming environment where young people can participate in social, recreational, educational, and developmental activities.

Sutton Parish Council are committed to ensuring that all young people attending the Youth Club are treated fairly, respectfully, and safely.

2. Aims and Objectives

- Provide a safe and supportive environment for young people.
- Promote positive social interaction and community involvement.
- Encourage confidence, teamwork, and personal development.
- Offer inclusive activities accessible to all young people regardless of background, ability, gender, race, religion, or sexual orientation.
- Promote respect, responsibility, and good behaviour.

3. Scope

This policy applies to:

- All Youth Club staff and volunteers.
- Parish Council members involved with youth services.
- Young people attending the Youth Club.
- Parents and carers.
- Contractors or external organisations delivering activities.

4. Safeguarding and Child Protection

The Parish Council recognises its duty of care to safeguard and promote the welfare of children and young people.

The Youth Club will:

- Operate in accordance with current safeguarding legislation and guidance.
- Maintain an up-to-date Safeguarding and Child Protection Policy.
- Ensure all staff and volunteers working with children have appropriate DBS checks where required.
- Appoint a Designated Safeguarding Lead (DSL).
- Ensure safeguarding concerns are reported promptly and appropriately.
- Provide safeguarding training for relevant staff and volunteers.

Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead.

5. Health and Safety

The Parish Council is committed to providing a safe environment for all participants.

The Youth Club will:

- Conduct regular risk assessments.
- Maintain appropriate first aid arrangements.
- Keep emergency contact information securely.
- Ensure fire safety procedures are understood and followed.
- Record accidents and incidents appropriately.
- Ensure equipment and facilities are safe and suitable for use.

Young people must follow reasonable safety instructions from staff and volunteers at all times.

6. Equality, Diversity and Inclusion

The Youth Club will provide equal opportunities for all young people and will not tolerate discrimination, bullying, harassment, or victimisation.

The Parish Council will:

- Promote an inclusive and welcoming atmosphere.
- Make reasonable adjustments where possible for young people with disabilities or additional needs.
- Challenge discriminatory language or behaviour.
- Encourage mutual respect among all participants.

7. Behaviour and Conduct

All attendees are expected to behave respectfully toward others, staff, volunteers, property, and equipment.

Unacceptable behaviour includes:

- Bullying or intimidation.
- Physical or verbal abuse.
- Discrimination or harassment.
- Damage to property.
- Possession or use of alcohol, illegal drugs, or weapons.
- Smoking or vaping on the premises where prohibited.

Where behaviour is unacceptable, the Youth Club may:

- Issue verbal warnings.
- Contact parents or carers.
- Temporarily suspend attendance.
- Permanently exclude individuals in serious cases.

The Parish Council reserves the right to take appropriate action to maintain safety and wellbeing.

8. Staffing and Volunteers

All staff and volunteers will:

- Act as positive role models.
- Follow safeguarding procedures.
- Maintain professional boundaries.
- Treat young people fairly and respectfully.
- Attend appropriate training where required.

Volunteers must work within the guidance and supervision arrangements set by the Parish Council.

9. Attendance and Registration

Young people attending the Youth Club may be required to:

- Complete a registration form.
- Provide emergency contact details.
- Provide relevant medical or dietary information.
- Sign in and out where appropriate.

Parents and carers are responsible for informing staff of any changes to emergency or medical information.

10. Photography and Social Media

Photographs or videos of young people will only be taken or used with appropriate parental/carers consent.

The Youth Club will:

- Use images responsibly and appropriately.
- Avoid identifying young people by full name without consent.
- Ensure social media use reflects the values of the Parish Council.

Staff and volunteers must not communicate privately with young people through personal social media accounts.

11. Confidentiality and Data Protection

Personal information will be handled in accordance with relevant data protection legislation.

Information will only be shared where:

- Consent has been provided; or
- There is a safeguarding or legal obligation to disclose information.

Records will be stored securely and accessed only by authorised persons.

12. Complaints Procedure

Complaints relating to the Youth Club should be made in writing to the Parish Clerk or designated officer.

Complaints will be:

- Acknowledged promptly.
- Investigated fairly and confidentially.
- Responded to within a reasonable timeframe.

13. Review of Policy

This policy will be reviewed every 3 years by the Parish Council or sooner if legislation, guidance, or operational needs change.

Document History		
Status	Date	Version
Drafted by Parish Clerk	May 2026	1.0
Draft to Council for Adoption	June 2026	
Council Approved	June 2026 Minute Ref 050/26 2	
Review date	June 2027	1.0