

Step by Step Guide to renewing your Membership

Thank you for choosing to renew your Youth Scotland Network and LAYC Membership. We are delighted to be supporting the great work you do in delivering community based youth work.

What do you get for your membership?:

Membership of Youth Scotland comes with a range of benefits. A summary of Youth Scotland's projects and services for youth workers, young people and youth groups can be found in the **Magnet Magazine** which will be in your welcome pack. If you are part of LAYC, they will also send on additional welcome information.

Renewing your membership online:

- 30 days before your membership is due to expire, you will receive an email with a membership renewal link.
- When you click on the link, you will see your group's renewal form.
- This will be populated with your group's information from last year.
- Please update the form with any changes.

See below for step by step guide to completing the on-line form

GROUP CONTACT INFORMATION

Group Description:

Please let us know the name of the group you are running, the types of activities your young people take part in and how you take a youth work approach.

Short Descriptor (on back page):

Tell us about your management committee/governance and how it works. Please also tell us about your activities and how you take a youth work approach. Finally tell us about your child protection arrangements and what you have in place to keep young people safe and sound. If you need help with this area of work, let us know and we can give support

Meeting address:

The meeting address is the place where your group runs. This is the address that will be covered by your insurance and so we need full postal address and postcode. If you are renewing, you should check that your meeting address is still correct.

If your group meets regularly in several locations, you must provide these details in the fields provided (giving full postal addresses and post codes) to ensure adequate insurance cover is provided. Youth Scotland will then pass these on to the Insurance Brokers.

Correspondence address:

This is the address where any postal and email mailings correspondence will be sent to. This may be the same as the meeting address or may be the home address of group's main contact if you can't safely or easily receive mail at your meeting address.

Email address: Please also supply an email address, as most correspondence is now done by email.

E-news: If you would like to also receive Youth Scotland Network e-news, which contains useful information on forthcoming training opportunities, events, and funding, please tick the box to indicate you would like to receive these monthly email updates.

INFORMATION ABOUT YOUR GROUP AND HOW IT RUNS

In order to understand the type of groups in membership, we ask for information regarding the building you meet in, the type of provision you offer, the age and gender profile of your members, details of staff and volunteers and club opening. This information helps Youth Scotland and LAYC build a profile of member organisations and assists us in responding to the needs of members. Please be as accurate as you can.

Number of youth groups:

Your membership and insurance can cover several different groups that you run, if: -

- They are **all** eligible for membership
- The groups share the same constitution and management committee

You provide the maximum number of members/young people that attend the groups each week to ensure adequate insurance cover is provided.

Governance and your youth group:

Appropriate governance is essential for all organisations. Youth Scotland and LAYC member groups should be managed effectively in order to meet the quality standards required of members. We ask several questions about how members are constituted, managed and staffed to assess if members are meeting these quality standards.

Employers Liability insurance is provided as part of the membership and insurance package. If your group employs its own staff, please tell us your Employer PAYE Reference Number, as this is required by the insurance providers.

CREATING AND MAINTAINING A SAFE YOUTH WORK

Policy and Procedures:

The Youth Scotland and LAYC Network maintains quality standards for membership to develop and support a safe environment for young people. All groups that are members of Youth Scotland and LAYC must agree to have the following policies and procedures in place, or work with support from the Youth Scotland and LAYC Network to put these policies and procedures in place:

- **Child Protection;**
- **Health and Safety;**

Guidance and templates for these and other important policies can be found at www.youthworkessentials.org.uk

Youth Scotland and LAYC are also able to provide additional support and guidance to put these policies in place – Just tick the appropriate boxes on the membership form and Youth Scotland or LAYC will be in touch

Please also provide us with the name of your **Child Protection Officer** for your group. This is someone who will take a lead on Child Protection within the group and be the main point of contact for other staff and volunteers, should any child protection issues come up. Support and training for this role is provided by Youth Scotland and LAYC.

Protecting Vulnerable Groups (PVG) Scheme:

You must also have a system in place for PVG checks. The Protecting Vulnerable Groups (PVG) Scheme went live in 2011, replacing the disclosure system for those that work with children. All those undertaking 'Regulated Work' with young people must undertake a PVG check for this group. Most staff and volunteers in a youth group will be undertaking regulated work –see PVG Info sheet for more details. Trustees of Children's charities are also required to undertake a PVG check. Staff and volunteers should undertake PVG's before starting to do Regulated Work and updates should be done every 3 years.

To ensure that members comply with the conditions of Youth Scotland and LAYC membership, we ask how members access the system e.g. directly through Volunteer Scotland or Disclosure Scotland, or through an intermediary or umbrella body such as the local authority or volunteer centre. Members can also access the PVG Scheme through the Youth Scotland and LAYC Network – checks are free for volunteers in the voluntary sector – just tick the box indicating you would like more information about registering.

Please also provide us with the **PVG Main Contact for your group.** This is the person named to receive the information contained in PVG checks for staff/volunteers. You have to provide the name of a PVG Main contact to whoever you are registered with to process PVG's..

DECLARATION

We need to confirm that your club or group meets the Conditions of Membership to Youth Scotland and LAYC Network and that the person submitting the form is in a position to authorise the membership. By submitting, you confirm that your youth group:

- Meets the membership requirements to be a full member, and
- Agrees to maintain the quality standards for membership to develop and support a safe environment for young people.

MEMBERSHIP AND INSURANCE

You are also required to have appropriate insurance in place (either via Youth Scotland or another provider).

See our Guide to Insurance at the back of the Magnet Magazine.



There are a number of membership and insurance options, depending on the needs of your group.

Insurance costs are calculated on the size of your club or group (based on the number of young people as members). Further details about the content of cover is provided in our 'Guide to Membership & Insurance'.

- If you are renewing or joining, please check that the membership type you have selected is correct for the coming year.
- If you select membership and insurance, please make sure you enter the number of young people in your group first and it will automatically select the correct insurance package.

When you select membership type, it will display the price you have to pay.

Please note: Youth Scotland's insurance package covers generic youth work activities. Groups that engage in competitive sports e.g. leagues are not covered by this insurance.

MEMBERSHIP ONLY

You can be a member of the Youth Scotland Network without taking the Youth Scotland insurance cover.

However, to meet Youth Scotland's quality standards for membership you need to provide information, on the membership form, about the insurance cover you have in place (i.e. Employers and Public Liability Insurance). This insurance should cover the group's activities in and out of the premises.

- Please check that the membership type you have selected is correct for the coming year.
- If you select membership only, please make sure you enter the number of young people in your group first and it will automatically select the correct membership package.
- When you select membership type, it will display the price you have to pay.

PAYMENT

- **Please make a note of the amount you have to pay, before submitting your form.**
- You can pay by BACS - please quote your membership number/name as a reference number.

Account Name:	Youth Scotland
Sort Code:	80-02-27
Account Number:	00995847

- You can also pay by cheque : all cheques should be made payable to Youth Scotland - please write your youth groups name on the back of the cheque

SUBMITTING YOUR FORM AND NEXT STEPS

- Once you submit your form, you will immediately receive a welcome email, confirming that your renewal/new application has been received and giving a link to your welcome pack.
- An invoice will follow (or a receipt if you have paid immediately by BACS /cheque).
- Once we have received your membership payment, a membership certificate will be sent on to you.
- If you have selected Membership and Insurance, once we have received your membership payment, you will also be sent an Insurance Certificate.
- All documents will be sent electronically unless you tick the box to request hard copies.
- If you are part of an Area Association, they will also send on additional welcome information.

DATA PROTECTION

We will only use your information to provide the membership and youth work services you have chosen to participate in.

Youth Scotland and LAYC takes its obligations to any personal data held very seriously and has updated our privacy policy to accommodate new General Data Protection Regulations (GDPR).

You may see all of our policy online at youthscotland.org.uk/privacy and see Area Association where applicable.

If you need any further help in completing your on-line form, please contact Youth Scotland on **0131 554 2561** or LAYC on **0131 667 1828**



Thank you !