



# Governance and Compliance Document Club-Based Volunteer Led Youth Work

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An Roinn Leanaí  
agus Gnóthaí Óige  
Department of Children  
and Youth Affairs



Youth Work Ireland



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## **Chairperson's Forward**

This document is vital in an era in which youth work, including the youth work that is delivered by volunteers must be characterised by compliance, effective governance and an evidenced safeguarding of young people.

It must be understood from the outset, that this document is not based on a need to encourage volunteers to provide safe youth clubs. Every volunteer I have ever met has as their first concern the well-being and safety of the young people in their charge. This document is absolutely not required to convince or goad volunteers to undertake their duty of care.

Rather, this document provides a new degree of transparency and clarity to the structures through which we demonstrate our compliance with the legislation and policies to which we are accountable in our club work, in particular the NQSFVLYG and Children First Act 2015.

To that end, this document identifies the systems and structures, the roles and responsibilities through which we demonstrate this accountability. Any stakeholder who has a compliance concern can view this document and satisfy themselves that appropriate measures are in place. Moreover, this document allows stakeholders to identify duty bearers at every level and the chain of accountability that exists within the Youth Work Ireland Federation.

Further, this document articulates a vision for the future, in a separate section within this there is a “blueprint” for youth club services and support. The blue section anticipates a time when appropriate funding is available to meet the very real needs of volunteers and young people in the communities we serve. This blueprint will be the basis for the forthcoming strategy document which will engage member youth service boards volunteers and staff in a plan of action to achieve the excellence in youth clubs to which we aspire.

Geraldine Lacey  
Chairperson



**Document Version History**

<b>Version</b>	<b>Date</b>	<b>Reason for update</b>
1	08/2015	Initial outline prepared by MS/GM/PB/CL//MH
2	05/15	Provision of written feedback and revisions by entire membership of club network facilitated by GM and MS
3	08/18	Full revision by MS to focus on NQSFVLYG and Governance Concerns
4	09/18	Provision to RDs for feedback Feedback from CYS and DYS integrated into doc by MS
5	10/18	Provision to RDs for final feedback – final feedback from YWI Galway received and integrated by MS – UB providing update on GDPR



**Definitions**

<b>Preferred Term</b>	<b>Alternative Terms/Synonyms</b>	<b>Definition/Usage</b>
DCYA	Department of Children and Youth Affairs, The Department	The DCYA is the main originator of policy and funding for Voluntary Youth Clubs in Ireland. As such, the DCYA is a key audience for this document.
Volunteer Led Youth Work	Club Work, Youth Club Work	This term is the preferred term of the DCYA and is the term used to formally describe work to support youth clubs, volunteers, achievement of standards in any setting which youth work is primarily delivered by volunteers and fits with the Youth Work Ireland definition of a youth club.
Local Member Youth Service (LMYS)	MYS, Member Service, Youth Work Ireland Member, Regional Youth Services	Youth Work Ireland is a federal organisation made up of Local Member Youth Services, a National Office and a Board. Local Member Youth Service is the preferred term for its members.
Youth Work Ireland	The Fed, National Youth Federation, The Federation	Youth Work Ireland is a federal organisation made up of Local Member Youth Services, a National Office and a Board. Youth Work Ireland is the term which describes these three entities.
Integrated Youth Service	IYS, IYS Model	The integrated youth service refers to the broad range of programmes, supports and projects that make up each Local Member Service. In the youth club context, it is vital the volunteers and staff are aware that there is a broader service available for needs and aspirations of the young people in the club. Volunteers and staff must be able to inform and refer young people from the club to these further supports.
Policy	Rules, Procedures	An agreed way of doing something that is outlined in a document.
Legislation	Law, Legal Requirement	Legislation is a law. Failure to adhere to laws results in legal consequences for responsible individuals and organisations.
Youth Clubs	Clubs, Volunteer Led Youth Groups	In line with the National Quality Standards for Volunteer Led Youth Groups, youth clubs are young person centred, provide for the safety and well-being of young people and are developmental and educational.
Youth Club Staff	Club Worker, Club Officer, Youth Worker for clubs	This is the generic term used in Youth Work Ireland to describe staff who have the role of supporting volunteer led youth work.
NQSFVLYG	National Quality Standards for Volunteer Led Youth Groups	The National Quality Standards for Volunteer-led Youth Groups. These are national quality standards developed to support and enhance voluntary work with young people. The three National Quality Standards for Volunteer-led Youth Groups are: Standard 1: Safety and well-being – Programmes, practices and people ensure and promote the safety, support and well-being of young people. Standard 2: Young person-centred – Programmes, practices and people ensure and promote the



		<p>voluntary participation, inclusion and voice of young people.</p> <p>Standard 3: Developmental and educational – Programmes, practices and people ensure and promote the development, achievement and progression of young people.</p>
Local Youth Club Grant	YCGS, Youth Club Grant	<p>The Local Youth Club Grant Scheme (LYCGS) supports volunteer-led youth club/group activities at a local level. Funding for the Scheme is provided by the Department of Children and Youth Affairs (DCYA) and is administered locally by Education and Training Boards (ETBs) on behalf of DCYA. To support the work of volunteers, and to ensure that quality standards are adhered to in their work with young people, DCYA has incorporated the National Quality Standards for Volunteer-led Youth Groups (NQSVIYG) into the Local Youth Club Grant Scheme.</p>
Youth Work Ireland National Office	National Office, Youth Work Ireland	<p>Youth Work Ireland is a federal organisation made up of Local Member Youth Services, a National Office and a Board.</p>
Statement of Assurance		<p>Statement of Assurance declares that the relevant national youth organisation or ETB is satisfied that in the clubs/groups named:</p> <ul style="list-style-type: none"> <li>- The club/group is volunteer led and is based on the voluntary participation of young people</li> <li>- 75% of the club/group members are between the ages of 10 and 21</li> <li>- The club/group can clearly outline the benefits of membership for young people who participate in their programmes</li> <li>- The club/group has a designated liaison person for child protection</li> <li>- The club/group has written procedures setting out child protection arrangements which are adapted to the nature of the organisations contact with children and which comply with requirements set out in Children First: National Guidance for the Protection and Welfare of Children (DCYA, 2011)</li> <li>- All adult volunteers have been Garda vetted</li> <li>- Appropriate insurance cover is in place</li> <li>- Volunteers have access to a first aid kit and are able to use it correctly</li> <li>- The club/group has a Health and Safety statement, policy or procedures or operate to a buildings Health and Safety policy</li> </ul>



## 1. Introduction and Rationale

Youth Work Ireland's Collective National Strategic Plan (2015 – 2018) is a new departure for our Federation. It commits us all to greater "cohesion and alignment with our federal structure". All 21 Member Youth Services and National Office are tasked with implementing the Strategy collectively. An explicit objective of the strategy is growing our club network, collectively providing greater support for volunteers and ensuring that our club work is at the heart of our *Integrated Youth Services Model*. Now, more than ever, we are required to document our work and produce evidence that our work results in positive outcomes for our young people. We are also required to implement, monitor and document the *National Quality Framework for Volunteer Led Youth Groups*. In order to do this, we need a collectively agreed systems approach to all our work areas. This governance document for our Club work seeks to do this.

In a meeting devoted to the identity and pride of the organisation, the May 2013 Residential of the Board of Youth Work Ireland, the following statement was agreed upon unanimously:

*'Youth Work Ireland is a national federation of regional youth organisations providing connectivity for the delivery of volunteer led quality youth work'*

In relation to enabling greater integration within the federation the Board agreed that:

It is desirable and essential that young people have a sense of identity in the first instance with their programme/club, then with their Member Youth Services and also with Youth Work Ireland nationally.

It was also agreed that Volunteer Networks should be developed to supplement Regional Directors Network, Chairs of Boards Network and National Youth Action Group.

As the constituent sections of this document suggest, the objectives of this document are to:

Section One: Defines and describes Youth Work Ireland Clubs.

Section Two: Explains the roles and responsibilities in the Affiliation Process.

Section Three: Explains the DCYA's requirements of Member Youth Services and National Office in relation to NQSFVLYG and our respective roles in supporting this process.

Section Four: The blue section differs from the rest of the document in that it does not describe our existing service arrangements. Rather, this is a description of the benchmark we could achieve if adequate funding were made available. The section provides an agreed blueprint for the development of future Local Member Youth Service support for Clubs.

Section Five: Details the support role of National Office for Clubs.



**Overview of the Youth Work Ireland Youth Club Pack**

The Governance Document of Youth Work Ireland Club Work constitutes the first of four strategic and operational documents within the overall Youth Club Pack which governs our club work going into the future. These documents are described below:

<b>DOCUMENT</b>	<b>AUDIENCE</b>	<b>PURPOSE AND CONTENT</b>
Section 1 Governance Document	Department of Children & Youth Affairs, any other state agency with responsibility funding youth work in LMYS. Education & Training Board (ETB) TUSLA Youth Work Ireland Local Member Youth Services	Contains and refers to all Legislative, Policy, and Practice Operations as required in order to maintain compliance.
Section 2 Youth Clubs Handbook	Youth Work Staff	The Youth Clubs & Projects Handbook is an integral part of four key strategic and operational documents that will support Volunteer Led Youth Work as outlined below. Contains practical and operational guidelines and information on working with Youth Clubs.
Section 2 Leader/Volunteers Youth Club Document	Volunteers	The Youth Clubs & Projects Handbook is an integral part of four key strategic and operational documents that will support Volunteer Led Youth Work as outlined below. Contains practical and operational guidelines and information on working with Youth Clubs.
Section 3 Training Opportunities Document	Youth Work Ireland Local Member Youth Services Youth Work Staff Volunteers National Youth Council of Ireland	a. Mandatory Training b. Relevant Training c. Other Training Availability
Section 4 Appendices	Department of Children & Youth Affairs, any other state agency with responsibility funding youth work in LMYS. Education & Training Board (ETB) Youth Work Ireland	In chronological order, all appendices referred to throughout the above 4 sections.
Section 5	Internal (Regions and National Office)	To provide a plan of work to develop clubs within Youth Work



Club Strategy (forthcoming)		Ireland and their member services. This plan will have the aim of achieving the level of services outlined in section four of this document
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## 1.1. What is a Youth Work Ireland Club?

### Definition of Youth Work

The Youth Work Act 2001 defines youth work as:

*"a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is complementary to their formal, academic or vocational education and training; and provided primarily by voluntary youth work organisations." (Youth Work Act, 2001)*

### Definition of a Youth Work Ireland Club

The Youth Work Ireland Club is a clear articulation and manifestation of excellence in youth work as articulated by the 2001 Youth Work Act.

Throughout the history of Youth Work Ireland, the definition of the *Youth Work Ireland Youth Club* has evolved.

The youth club has been historically defined as:

*"a place where young people will be facilitated to explore issues of concern to them, to take on new responsibilities and to make decisions which promote the growth and development of formal and informal groups and which offer enjoyable activities to young people" (Tracey 1991).*

Furthermore:

*"the youth club is concerned with offering a range of opportunities to young people in their leisure time. These are usually only loosely defined but might include opportunities:*

1. To find out more about oneself, one's abilities and limitations,
2. To be able to relate satisfactorily with adults, to find and make new friends,
3. To pursue interests which one already has, and to find new ones, and to pursue them to a personally satisfying level,
4. To be able to be involved in social decisions and make choices,
5. To find out more about and be involved in one's local community." *(Youth Services 2000 (NYFC 1983:86)*

Evident from this historic definition is that the youth club continues to be relevant to youth work and young people. The focus within the youth club on non-formal learning, serious fun and a young person-centred approach has remained consistent over the years. The evolution of the club has been in the level of professionalism and formalisation in the language used to describe the work and outcomes of clubs and to describe the principles and standards of clubs.

### Ethos of the Youth Work Ireland Youth Club

Youth Work Ireland Youth Clubs are firmly ground in the local community or parish. Young people from the community **voluntarily** engage with the local Youth Work Ireland Club. Youth clubs play a fundamental valuable role as providers of a range of recreational activities for young people in the community. In line with the National Quality Standards for Volunteer Led Youth Groups, these activities are young person centred, provide for the safety and well-being of young people and are developmental and educational. Through these activities, young people form positive associations with "good adults," which in themselves are protective factors for young people (Dooley and Fitzgerald, 2013).

Even more, our clubs are "...a place where young people initiate their own programmes around issues of concern to them" (Tracey 1992). Youth Work Ireland sees the club as a tool to both demonstrate and promote youth participation in a real, substantial and radical way. The "open door" community youth club, "is more than simply a place to belong and to make friends, the core mission of clubs. It must increasingly become a place where young people could initiate and implement their own programmes around issues which are of concern to them. It must equip young people to live with the changes occurring around them and to support them in making decisions about what might be the best choice for them "(Tracey,1987:55). Central to the Youth Work Ireland Youth Club Model is that the young people themselves design and implement their own programmes and activities with the support and advice of their voluntary leaders. While some other types of



clubs exist and affiliate with Youth Work Ireland members, it is this model of club in which young people themselves design their own programmes that we support, promote and cherish.

### Empowerment and social change through Youth Clubs

The description of youth clubs above contains many of the key features within the model of empowerment provided by the Centre for Effective Services' guide *Ideas In Action In Youth Work* (CES 2014). Empowerment through clubs, as in all youth work takes place when three important processes are present. The first is that young people as individuals develop positive skills, attitudes and behaviours, the second is that young people in groups develop the capacity to communicate, identify problems and issues, and take action to resolve these where appropriate. The third is that young people are supported to engage in change efforts (CES, 2014).

Tracey's description of a club in Youth Work Ireland focuses on this third aspect of empowerment. While it is readily accepted that club work provides opportunities for individual and group development, it is the focus on supporting young people to engage in change efforts in relation to issues that are of concern to them that brings about empowerment through involvement in youth clubs.

Youth clubs archetypically share a number of key defining characteristics. Typically, they are:

- Locally community based
- Led by young people
- Supported by volunteers
- Affiliated to a Member Youth Service
- Meet on a regularised and scheduled basis
- Voluntary participation
- Following a planned programme
- Organised fun activities
- Informal educational element

### Types of Youth Work Ireland Clubs

Normally Youth Work Ireland Youth Clubs follow the ethos outlined in above. However, other types of clubs are possible including the following:

- **Special Interest Clubs:** Such clubs may provide a space to pursue a mutual interest in pastimes, such as chess clubs, mutual interest in arts and culture, such as drama clubs, or the aspirations and needs of particular young people, such as LGBT clubs. In all cases, such clubs are not exclusionary, but serve to provide a safe space for young people with similar aspirations and/or needs to meet and connect with like-minded peers as well as develop and enjoy themselves.
- **Specific Programme Clubs** – This is a club that might be set up to run a specific programme over a set period of time. The club would then be disbanded when the programme was completed. An example is a club that was set up to run a programme working with an Arts Festival. At the close of the Arts Festival, the club might choose to cease activities.
- **Gender Specific Clubs.** Such clubs do not contravene the fundamental principle of equality and open access. That is because the club is not convened to provide a space for specific people; rather these clubs are targeted at addressing specific issues, unique to certain groups of people. It is on that basis that clubs can sometimes target a specific gender.

### Nature of Youth Work Ireland Youth Clubs

Youth Work Ireland Youth Clubs are, by definition, led and supported by a team of local community volunteers. These are trained and supported by staff from the local Member Youth Service. The young people themselves plan, decide and determine the programmes, activities and life of their club with the support of their voluntary leaders and Club Development Staff. Critically, club work is carried out in the context of our *Integrated Youth Services Model*. Our clubs therefore open a door to pathways leading to all other supports and services provided by the region if and when required by our youth club members.



Youth Work Ireland

## **Clubs Governance Document**

### **Youth Work Ireland Management Operating Procedures**

#### **Who are they for?**

Youth Work Ireland clubs cater to all young people. The DCYA mandates that 75% of the club/group members must be between the ages of 10 and 21. Members must have reached the age of 10 years to become a member of a Youth Work Ireland club. This does not preclude Member Youth Services from working with under 10-year olds in other and different contexts.



## 2. Affiliation

### 2.1. Principles of Affiliation

Affiliation of clubs in Youth Work Ireland Member Services is based on the following principles:

1. All Youth Work Ireland Youth Clubs affiliate to the Youth Work Ireland Local Member Youth Service in their area and **not** directly with Youth Work Ireland national office. While Member Youth Services are autonomous, they are affiliated to Youth Work Ireland. The relationship between Local Member Youth Services and Youth Work Ireland is clearly outlined in the Membership Charter and in the Youth Work Ireland Constitution.
2. If a Youth Work Ireland Local Member Service is unable to assure that any club(s) meet the requirements of the DCYA statement of assurance, it must not affiliate the youth club(s).
3. Affiliation with any club is at the discretion of YWI Local Member Youth Service.
4. Clubs may not affiliate with YWI Local Member Youth Services unless they hold Public Liability insurance for Youth Club Activities – the main provider of insurance to Youth Work Ireland Clubs is Irish Public Bodies via JLT Insurance Brokers
5. Clubs may not affiliate with Local Member Youth Services unless they positively engage with NQSFVLYG, meet and have evidence for meeting STANDARD 1: SAFETY AND WELL-BEING and adhere to charity regulations. (See 2.2.2 for detailed description)
6. Youth Work Ireland Local Member Services are required by their Service Level Agreement with Youth Work Ireland to complete a statement of assurance stating that all clubs are engaging with NQSFVLYG and meet STANDARD 1. As part of this process Member Youth Services must hold a copy of each club's documentation related to NQSFVLYG for the purposes of facilitating sampling visits by the ETB Youth Officer.
7. Further requirements for affiliation can be identified by Member Youth Services.

### 2.2. Insurance Procedures

Each club **must** affiliate with their local Youth Work Ireland Member Youth Service annually from 1<sup>st</sup> Jan to 31<sup>st</sup> December or from the date of commencement of the club until 31 December.

All clubs **must** affiliate individually with their local Youth Work Ireland Member Youth Service (senior and junior). Each club **must** have its own insurance policy.

The insurance scheme provided by Youth Work Ireland is a group scheme that has the object of ensuring better rates for clubs affiliated to Youth Work Ireland Member Youth Services.

The following steps are required for availing of insurance:

1. An online Survey Monkey form is completed for any given club that requires insurance. In some instances, this will be undertaken by the volunteers in the club, in others, the Member Youth Service Club Administrator will complete the form. In all instances, the form used will be the designated form for that Member Youth Service provided by the Survey Monkey. In instances where this is completed by the club volunteer, the link is emailed by the club worker at the Member Youth Service to the Club.
2. National Office will forward a print out of the completed form to the relevant Local Member Youth Service for verification and signature.



3. The Local Member Youth Service will forward the verification to National Office and to the local Youth Club.

### 2.2.1. Detailed Affiliation Requirements

It must be understood that below is a description of the minimum requirements that Youth Work Ireland Local Member Service Youth Club staff have agreed upon regarding clubs affiliated with Youth Work Ireland Local Member Youth Services.

Some of these requirements are due to legislative and policy requirements and therefore require regular reporting and submission of returns. Other requirements are addressed within the relationship between the club and the Local Member Youth Service

Local Member Services can have additional requirements for affiliation.

### 2.2.2. NQSFVLYG Requirements

All clubs must annually provide a copy of their NQSFVLYG form to club staff, signed and dated prior to submission.

All clubs must annually submit completed signed and dated NQSFVLYG form to their local ETB Youth Officer.

All clubs are volunteer-led and are based on the voluntary participation of young people.

75% of the youth club members are between the ages of 10 and 21.

The youth club must be able to clearly outline the benefits of membership for young people who participate in their programmes.

All clubs must meet STANDARD 1: SAFETY AND WELL-BEING of the NQSFVLYG inclusive of the below 8 requirements. The club must:

1. Be fully compliant with all requirements set out in the Children First Act (2015).
2. Ensure that all adult volunteers working with young people are Garda vetted.
3. Have appropriate insurance cover in place. This can either be Youth Work Ireland insurance or other. (Details of the Youth Work Ireland policy are provided in the appendices below.)
4. Ensure volunteers have access to a first aid kit and they must be able to use it correctly.
5. Confirm that a Health and Safety Statement, Policy and Procedures are in place if the club/group owns premises.

OR

If the club/group does not own premises, confirm it has seen and operates to the building's Health and Safety Policy.

6. Use a registration process for club/group members.
7. Use a parent/guardian consent form (for under 18s).
8. Use a medical consent form.

### 2.2.3. Financial Requirements

All clubs applying for or in receipt of a Youth Club Grant must annually submit details of Income and Expenditure Account to the DCYA. Clubs must also submit a report on income and expenditure to the Charity Regulator. The activities report of clubs with incomes and expenditures below €10,000 can also be filed with the Charities Regulator by National Office, to do this they must tick yes on their Survey Monkey affiliation form and give the correct income and expenditure details.

All clubs must maintain a bank account in the name of the club requiring two signatories.

Details of financial procedures within the club are provided in the club constitution template



#### 2.2.4. Charity Regulator Requirements

The activities report of clubs with incomes and expenditures below €10,000 can also be filed with the Charities Regulator by National Office to do this they must tick yes on their Survey Monkey affiliation form and give the correct income and expenditure details.

#### 2.2.5. GDPR Requirements

Clubs must be aware of GDPR requirements in relation to the use and storage of personal data.

Personal data is any information that can identify an individual person. This includes a name, an I.D. number, a postal address, online browsing history, images or anything relating to the physical, physiological, genetic, mental, economic, cultural or social identity of a person.

The General Data Protection Regulation (GDPR) is based on the core principles of data protection which exist under the current law. These principles require organisations to:

- Collect no more data than is necessary from an individual for the purpose for which it will be used.
- Obtain personal data fairly from the individual by giving them notice of the collection and its specific purpose.
- Retain the data for no longer than is necessary for that specified purpose.
- To keep data safe and secure.
- Provide an individual with a copy of his or her personal data if they request it.

Under GDPR, individuals have the rights to:

- Obtain details about how their data is processed by an organisation.
- Obtain copies of personal data that an organisation holds on them.
- Have incorrect or incomplete data amended/corrected.
- Have their data erased by an organisation, where, for example, the organisation has no legitimate reason for retaining the data.
- Object to the processing of their data by an organisation in certain circumstances.

Organisations and businesses collecting and processing personal data will be required to meet a very high standard in how they collect, use and protect data. Very importantly, organisations must always be fully transparent to individuals about how they are using personal data, and provide this information in easily accessible and easy to understand, clear language.

For organisations who breach the law, the Data Protection Commissioner is being given more robust powers to impose very substantial sanctions including the power to impose fines.

#### 2.2.6. Additional Requirements of Youth Work Ireland Member Youth Service Affiliated Club

Clubs must:

- Facilitate parental involvement
- Participate in mandatory training e.g. Child Protection
- Have an understanding of the Integrated Youth Services Model provided by the Local Member Youth Services
- Pay an affiliation fee as set by your Youth Work Ireland Local Member Youth Service
- Have a club constitution -All clubs will develop and adhere to their Youth Club Constitution. (See Appendix 1 for a Constitution template and the rules governing the operation of the Youth Work Ireland Youth Club).
- Have a youth committee and **have the philosophy of Youth Participation at the heart of the club**. All clubs will establish a Youth Committee with the following officers:
  - Club Officers
  - Chair Person



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- Assistant Chair
- Secretary
- Assistant Secretary
- Treasurers
- Assistant Treasurer
- Public Relations

Other committee members may be elected at an Annual General Meeting.



### 3. National Quality Standards for Voluntary Groups Roles and Requirements

The section below provides a detailed description of the roles that Youth Work Ireland and its Member Youth Services undertake in relation to NQSFVLYG.

These roles can be distinguished in terms of those that are required by the Department of Youth Affairs and those that Youth Work Ireland and its Members have voluntarily agreed to as a support to clubs.

#### 3.1 The roles and requirements of Youth Work Ireland in relation to NQSFVLYG

Youth Work Ireland has three roles in relation to the NQSFVLYG. These are:

1. Ensuring Compliance by Member Youth Services and their affiliated clubs
2. Providing supports to Club Staff and Clubs in engaging in the NQSFVLYG
3. Providing a communication channel and means of advocating for Youth Work Ireland Local Member Services and Club Staff in relation to NQSFVLYG

##### Requirement- Ensuring Compliance with NQSFVLYG

**Youth Work Ireland is required** by the Department of Children and Youth Affairs to ensure that its members provide statements of assurance to their local Education and Training Board Youth Officers for each of the clubs that are affiliated with it.

To that end, the Statement of Assurance is required compliance documentation listed in the Service Level Agreement between Youth Work Ireland and its Member Youth Services.

Every year Youth Work Ireland is notified by the Department of Children and Youth Affairs that NQSFVLYG documentation has been issued via local ETBs and a date of completion is provided. Youth Work Ireland, in turn, notifies all Member Youth Services and Club Staff.

This documentation includes the Combined LYCG/NQSFVLYG and Statements of Assurance.

Copies of Statements of Assurance are collected by Youth Work Ireland as part of the annual compliance and SLA procedure.

##### Role 1- Supporting and resourcing Clubs in relation to NQSFVLYG

Youth Work Ireland directly supports the provision of supports and resources to clubs in order to assist in meeting the requirements of NQSFVLYG. Through convening the Club Workers Network, Youth Work Ireland assists in the sharing of best practice, the development of resources and agreement on minimum standards and protocols. Included in these resources are several templates useful to club volunteers. The full list of templates in development is provided in the appendices section of this document.

##### Role 2- Communicating with Clubs in relation to NQSFVLYG

Youth Work Ireland has an ongoing role in supporting club volunteers, club staff and Member Youth Services to be heard by the DCYA and policy makers in relation to the development of standards and policy for club provision. Youth Work Ireland cooperated extensively with the DCYA in developing the first and second iterations of the NQSFVLYG process. In doing so, Youth Work Ireland supported club volunteers, club staff and Member Youth Services to have their concerns and opinions about club development and standards.

At the time of writing, Youth Work Ireland Member Youth Services have ongoing concerns about the financing of supports for compliance requirements in relation to clubs. These are a significant administrative burden and further support from the DCYA is required to address this burden. The communication of these needs to the DCYA is one of the objectives of the Club Network.

Refinements and improvements will be required over time to ensure that the NQSFVLYG will continue to be fit for purpose. As these are identified, communication with the DCYA will be required.

It is the ongoing work of Youth Work Ireland to facilitate feedback and facilitating the communication of the above concerns to the DCYA in a two-way process.



### 3.2. The roles and requirements of YWI Local Member Youth Services in relation to NQSFVLYG

These are:

1. Ensuring Compliance by their affiliated clubs
2. Supporting Clubs in meeting the requirements of NQSFVLYG and
3. Providing a communication channel and means of advocating with the DCYA and policy makers in relation to NQSFVLYG.

If a Youth Work Ireland Local Member Service is unable to ensure that clubs meet the requirements of the statement of assurance, it must not affiliate youth clubs.

#### Requirement - Ensuring compliance of Clubs in relation to NQSFVLYG

The DCYA requires that National Youth Organisation must provide a Statement of Assurance in relation to affiliated clubs/groups in each ETB area. Youth Work Ireland Local Member Youth Services are the affiliating body of Youth Work Ireland as a National Youth Organisation. The Statement of Assurance declares that the relevant National Youth Organisation or ETB is satisfied that in the clubs/groups named:

- The club/group is volunteer-led and is based on the voluntary participation of young people.
- 75% of the club/group members are between the ages of 10 and 21.
- The club/group can clearly outline the benefits of membership for young people who participate in their programmes.
- The club/group is fully compliant with all requirements set out in the Children First Act (2015).
- All adult volunteers have been Garda vetted.
- Appropriate insurance cover is in place.
- Volunteers have access to a first aid kit and are able to use it correctly.
- The club/group has a Health and Safety Statement, Policy or Procedures or operates to a buildings Health and Safety Policy.

In order to complete the statement of assurance, the club staff must hold copies of signed and dated LYCG/NQSFVLYG documentation.

#### Role 1- Supporting and resourcing Clubs in relation to NQSFVLYG

Youth Work Ireland Club staff have agreed that the following will be undertaken to support clubs in meeting NQSFVLYG:

1. Club staff should attend YWI Club Support Meetings - Youth Workers should attend two of three club support workers network meetings per annum to be informed of new requirements or processes in relation to NQSFVLYG and to work collaboratively with other club staff to support.
2. Ensure supports are in place so that no club organises any activities with members without the following in place:
  - a. The club has achieved NQSFVLYG Core Principle One SAFETY AND WELL-BEING
  - b. Volunteer Training has taken place– The Club Workers Network has developed an agreed minimum standard of volunteer training – see the YWI Volunteer training pack. In doing so, they set out to ensure that all club volunteers would be able to meet a standard of practice sufficient for the requirements of the NQSFVLYG.
  - c. Clubs have been provided with templates and forms to assist them in meeting the standards– See Appendix providing templates and forms related to NQSFVLYG



**Role 2 Communicating with Clubs in relation to NQSFVLYG**

Club staff should attend YWI Club Support Meetings - Youth Workers should attend two of three Club Support Workers Network Meetings per annum to provide feedback on issues arising for volunteers in clubs during their work to implement NQSFVLYG. These meetings will also provide information for clubs about changes or issues arising in relation to NQSFVLYG.

Clubs should annually be made aware of the dates and requirements for completing NQSFVLYG Forms

Clubs should be provided with addresses and contacts for required supports - Every club is provided with contact numbers and emails of club support staff with NQSFVLYG.

Clubs should be met with prior to submission of their LYCG/NQSFVLYG form to:

1. Ensure that they have met Standard 1.
2. Ensure that there is evidence available to demonstrate that standard 1 has been met.
3. Take a signed and dated copy of the LYCG/NQSFVLYG to be held on file.



## 4. Beyond NQSFVLYG - A Blueprint for Future Services and Supports

### About Section 4. Beyond NQSFVLYG - A Blueprint for Future Services and Supports

Sections One to Three of this document provide a description of agreed requirements of Local Member Youth Services and Youth Clubs in order to comply with policy and legislation.

This section does not describe current requirements, rather this is A Blueprint for Future Services and Supports, which Youth Work Ireland sees as the ideal minimum standard for youth club development.

This standard is not currently achievable due to resource constraints. It is our objective to address resource constraints and to uniformly achieve this standard across Youth Work Ireland.

NQSFVLYG, Charity Regulation, Safeguarding and GDPR have brought new challenges and tasks for Club Support Workers. Meeting these basic requirements, as itemised above, currently consumes the majority of resources Local Member Youth Services are able to expend in support of clubs.

Further support is required for clubs and the below describes the ideal minimal standard of provision and support for youth clubs as agreed by club staff. In some instances, club staff are currently able to meet this standard. Youth Work Ireland is committed to working with its members to ensure that the agreed minimum standard of supports is available for all clubs.

#### 4.1. Areas of Services and Support

It is agreed that Local Member Youth Service Club Support Workers should provide supports in the following areas:

1. Affiliate new clubs
2. Support the NQSFVLYG Process and the achievement of the Three Core Principles
3. Volunteer recruitment, support and recognition
4. Facilitate Communication & Social Media
5. Club visits
6. Support fundraising, finance and governance
7. Support PR and profile
8. Support Integrated Youth Services
9. Provide induction Training
10. Garda Vetting
11. Child Protection Training

#### 4.2. The Benchmark for Service Provision to Affiliated Clubs

The provision described below is an attempt to describe the basic requirements to support clubs effectively and to ensure that club members feel that they are receiving a service that is of value to them. It should be recognised that the staffing and resources required to achieve this level of provision is, in many instances, not in place and as such the below can be seen as a benchmark, or target to be reached.

Strategies for Delivering Service Provision:



In a context of depleting resources, it is worth considering strategies that have been successfully adopted by Local Member Youth Services to realise cost effectiveness and resource use efficiency in supporting clubs. These include:

- Giving each staff person in the service responsibility for a small component of the club support work to achieve effective integration and to spread the workload within the staff team.
- Combining events, trainings, or workshops for example using a regional network meeting an opportunity to hold clinics on NQSFVLYG. Likewise, a club visit can be used to review NQSFVLYG,
- Identifying volunteers who have the skills and interest in support work. In some services these volunteers are known as “key volunteers” and they can assist in organising and implementing many of the support activities that are necessary for club support, such as networking meetings, junior leader training, or information nights.

Affiliate new clubs and existing clubs

1. **Hold One Annual Affiliation Campaign for new clubs per annum.** Every year plan, implement, and review a campaign to affiliate new clubs.
2. Use promotional materials for parents.
3. Hold an information night.

Facilitate Communication and advocacy

Facilitate opportunities for volunteers to contribute their collective voice.

1. **Hold annual Regional forum/networks.** Ensure each Club is linked to a regional club network where delegates from the club meet with delegates from other Youth Clubs affiliated to the MEMBER YOUTH SERVICE. At these meetings club events are planned and run off in a wide range of events and activities. Provide updates on your local calendar of events including training, NQSFVLYG
2. **On a regular basis use social media, mailings and email** to facilitate access to opportunities at local and national level such as Youth Work Ireland’s Mini Grant Admission to the membership section of the Youth Work Ireland Website to access a range of information, activities etc. for use in clubs and updates on your local calendar of events and **attendance at the YWI annual Consensus Conference**
3. **Facilitate communication and advocacy through clubs to attend regional sharing and networking workshops** to identify issues that will be represented at the YWI political briefing
4. **Contact by phone and email to each youth club** - respond to queries, questions and incidents
5. **Ensure communication through Integrated Youth Service** provide club contacts to relevant services and initiatives in the local Member Youth Services
6. **Provide Administrative support**

Conduct Club visits

Club Support Worker’s role is supportive. The club visit has two purposes:

1. To identify areas of strength and areas requiring support for ongoing follow-up, information provision, training and reflective discussion with the club including the young people, junior leaders and volunteers.
2. To develop a detailed regional and national picture of areas of strength and areas that require additional support or development that can benefit from collective action. For instance, a particular need may be identified across a number of clubs in several regions for support in undertaking risk assessments,

To ensure that club support workers systematically provide comprehensive supports while identifying trends and regional needs they should:



**Conduct a Club Visit with every club at least once every year** – At the visit, the Club Support Worker will ask questions and make observations in relation to the NQSFVLYG core standards.

### Support Fundraising and Finance

Use induction training, information nights, on-going training and club visits to ensure that within the calendar year every club:

#### 1. Meets required Financial Procedures

- a. Bank/PO/CU account with two signatories
- b. Annual Income and Expenditure Accounts (Template
- c. Balance sheets
- d. Report for the financial year
- e. Name of Honorary Treasurer
- f. Name of Chairperson
- g. Fundraising statement

**3. Holds an annual general meeting** at which the finances are reviewed and the Income and Expenditure Accounts, Balance Sheets and Reports for the financial year are presented, an overview of the previous year is given and the election of officers takes place.

**4. Is provided with general administrative support to maintain systems and structures**

**5. Is supported to identify opportunities for fundraising.**

**6. Communicates with and applies for local grants and funds** – Maintain contact to ensure that the Education and Training Board's Local Youth Club Grant and any other funding opportunity requirements are completed and returned on time

### Support PR and profile

Promotion of clubs and their activities is a key support need identified by volunteers and junior leaders. Workers can assist this process by including the following activities in the youth clubs annual plan:

1. **Promote Club activities with local media:** Encourage youth clubs to establish contact with their local radio and newspaper and supply them with details of the annual programme and upcoming club events.
2. **Support each club to hold an annual Open Evening or AGM event** and display information on a club notice board about their annual plan of activities. (if permissible)
3. **Support Public Relations Officer (PRO):** Encourage each club to have a PRO.
4. **Provide Promotional Material** from Clubs Handbook.

### Support Integrated Youth Services

Embedded in Youth Work Ireland's Federation, its policies, training, advocacy and supports for its Members is the concept of the Integrated Youth Service. The role of clubs within this is to provide a universal sign-posting and referral services for young people and families experiencing challenges and who would like to avail of opportunities and require specific supports to do so.

Club Support Workers are the most direct link between youth clubs and the services and supports available through their Local Member Youth Service. To ensure that this link is strong, clearly communicated and availed of Club Support Workers should:

1. **Ensure that every club volunteer and young leader is aware of the Integrated Youth Service** and is aware of the referral and sign posting routes available through their local member youth services.
2. **Ensure communication through IYSM** – provide youth club contacts to relevant services and initiatives in the Local Member Youth Service.



## Support Volunteer Recruitment, Development and Recognition

Club Support Workers include within their annual plan, actions and events which recruit, support and recognise volunteers. This plan should typically include the following elements:

1. **Advertise and promote volunteering opportunities in youth clubs** - through social media, newspaper, notices, bulletin boards.
2. **Respond to volunteering queries** - provide potential volunteers with a volunteer application form and a Garda Vetting form. All potential volunteers will be Garda Vetted. The potential volunteer completes the Garda Vetting form and returns it directly to the Local Member Youth Service. The Garda Vetting process can take time, so it is imperative that the potential volunteer returns the Garda Vetting form as soon as possible. Check the references of this person, both verbal and the Volunteer Reference Form. Once the application form and references are in order, they are to be forwarded to the HR Department for filing.
3. **Provide peer support for volunteers through regional networking events** - if appropriate, organise at least one regional networking event per annum to facilitate peer support opportunities for volunteers.
4. **Provide peer support for volunteers through recruiting and supporting Key Volunteers**
  - a. Every year, recruit and train new Key Volunteers to provide peer support to other volunteers and to take a leadership role on a regional basis (see Role of Key Volunteer in YWI Club Support Pack).
  - b. Identify and support Key Volunteers
5. **Provide recognition through organising a volunteer recognition event such a local or National Volunteer Achievement Awards** - The Youth Work Ireland Volunteer Achievement Awards (VAA) were introduced in 1999 to recognise the contribution made to the organisation by volunteers. Nominations are sought from clubs each May and an independent panel of judges deliberate and agree on the awardees. An award ceremony is held at the celebratory lunch each November in Dublin.



## 5. Services and Supports provided to Member Youth Service Affiliated Clubs by National Office

The section below is part of an aspirational description of services provision for Youth Work Ireland Local Member Service Affiliated clubs. In a similar way to the section described above, resourcing is not fully in place to provide for all the supports that are desirable for youth clubs in Youth Work Ireland.

Many of the identified supports below are currently in place or are in development and they are as follows:

### 5.1. Current Supports and Opportunities from Youth Work Ireland

1. Club Governance Document describing the coordination of youth clubs within Youth Work Ireland as a federation.
2. Insurance and indemnity.
3. Templates relating to setting up a club and developing a constitution (see Appendix 1).
4. Registration with the Charities Regulator for clubs with income under €10,000
5. Access to a range of national groups which foster and promote youth participation including “Youth Work National Youth Action Group (NYAG)”. The National Youth Action Group is made up of young people from various Member Youth Services in Youth Work Ireland. The aims of NYAG are:
  - Become a sub group of the national board to 'youth proof' Youth Work Ireland activities.
  - Ensure youth membership of the national board
  - Ensure voting rights for young people at Youth Work Ireland's Annual General Meeting
  - Connect with young people all over Ireland so that they are listened to and their voices are heard!
6. Access to Youth Work Ireland’s Mini Grant Scheme for Member Youth Service Affiliated Voluntary Clubs
7. Access for Member Youth Service Affiliated clubs to Youth Work Ireland’s National Programmes consisting of:
  - IYMA (Irish Youth Music Awards) - The IYMA bring bands and musicians together from all over Ireland to perform their own music creations. The overall aim of this programme is to give young musicians access to industry experts to benefit from their advice and knowledge. The judging is based on the entire project which incorporates band, crew, promotion and approach and has at its heart youth work practice and methodologies.
  - Nollaig, Christmas Card Creations - The Youth Work Ireland official Christmas card is designed by one of our very talented budding artists from our network of clubs. We have a number of age categories and each year we choose one to send out to all our supporters and friends.
  - Click – A National photographic competition.
  - Youth Work Ireland Week – This is an annual week devoted to the celebration of youth work in which clubs are invited to participate in themed activities locally which are highlighted nationally through social media. During Youth Work Ireland Week, young people make and design hats, hold a simple local event to honour their voluntary leaders and forward “selfies” and photos to our social media pages.
8. Nomination rights to the Board and Sub-groups our Members and of Youth Work Ireland.



9. Access to our Five Nations and European Network – YWI currently has an agreed Strategic Plan of Work with our sister organisations in England, Scotland, Wales, and Northern Ireland which creates opportunities for Clubs to form partnerships, projects and exchanges with other Clubs in other jurisdictions.
10. Representation, voice and autonomy – As members of the Federation affiliated youth clubs have the autonomy to develop their activities in a way that best suits their own individual values and circumstances. Being part of a Federation means that collectively, they have not only pooled resources in terms of supports and infrastructure (as itemised below) but also a collective voice. Every year YWI delivers a set programme of opportunities for its members to communicate the value of their work, their local concerns and difficulties and their “asks” to politicians, decision makers in civil service, the government and the wider public. In this way membership in YWI provides its members with direct channels to have their voices heard. Campaigning and lobbying on issues that members identify takes place as needs arise, but also includes the following activities:
  - a. Annual Political Briefing – 140 members of the Houses of the Oireachtas
  - b. NSETS (focused on the training of paid and unpaid youth workers).
  - c. Annual National Consensus Conference.
11. Volunteer Achievement Awards: The Youth Work Ireland Volunteer Achievement Awards (VAA) were introduced in 1999 to recognise the contribution made to the organisation by volunteers. Nominations are sought from clubs each May and an independent panel of judges deliberate and agree on the awardees. An award ceremony is held as part of our National Consensus Conference in Dublin each year.
12. Volunteer Recognition Pins: Youth Work Ireland is committed to recognizing the contribution of volunteers in order to highlight and reward their service. Volunteer Recognition Pins are one way that we do this. There are three categories of pins:
  - Bronze pin to be presented after one year of service. One-year service to be calculated on the basis of one calendar year and or a nominal number of hours service in the year.
  - Silver pin to be presented after five years of service and on completion of registration form.
  - Gold pin to be presented after ten years of service and on completion of registration form.

The Volunteer Recognition Pins are available for purchase from Youth Work Ireland National Office.

## 5.2. Supports and Opportunities from Youth Work Ireland Currently in Development

The following documents are currently in development through the work of the club support workers network:



<b>DOCUMENT</b>	<b>AUDIENCE</b>	<b>PURPOSE AND CONTENT</b>
Section 1 Governance Document	Department of Children & Youth Affairs, any other state agency with responsibility funding youth work in LMYS. Education & Training Board (ETB) TUSLA Youth Work Ireland Local Member Youth Services	Contains and refers to all Legislative, Policy, and Practice Operations as required in order to maintain compliance.
Section 2 Youth Clubs Handbook	Youth Work Staff	The Youth Clubs & Projects Handbook is an integral part of four key strategic and operational documents that will support Volunteer Led Youth Work as outlined below. Contains practical and operational guidelines and information on working with Youth Clubs.
Section 2 Youth Leader/Volunteers Youth Club Document	Volunteers	The Youth Clubs & Projects Handbook is an integral part of four key strategic and operational documents that will support Volunteer Led Youth Work as outlined below. Contains practical and operational guidelines and information on working with Youth Clubs.
Section 3 Training Opportunities Document	Youth Work Ireland Local Member Youth Services Youth Work Staff Volunteers National Youth Council of Ireland	a. Mandatory Training b. Relevant Training c. Other Training Availability
Section 4 Appendices	Department of Children & Youth Affairs, any other state agency with responsibility funding youth work in LMYS. Education & Training Board (ETB) Youth Work Ireland	In chronological order, all appendices referred to throughout the above 4 sections.



Section 5 Club Strategy (forthcoming)	Internal (Regions and National Office)	To provide a plan of work to develop clubs within Youth Work Ireland and their member services. This plan will have the aim of achieving the level of service outlined in section four of this document.
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[www.youthworkireland.ie](http://www.youthworkireland.ie)



Youth Work Ireland



An Roinn Leanaí  
agus Gnóthaí Óige  
Department of Children  
and Youth Affairs

