

Youth Work Providers Checklist

Criteria



Health & Safety

- The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974, has a health and safety policy and recorded risk assessments and COSHH assessments which are available for inspection.
- Accident and emergency procedures are maintained and records are available for inspection.
- The staff have the experience, competence and professionalism to work with the age range and abilities of the group.
- All equipment used in activities is suited to the task and adequately maintained in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.
- The provider has a clear behaviour policy that can be provided in advance of negotiations if requested.

Insurance

- The provider has employer's liability insurance for at least £5 million
- The provider has public liability insurance for at least £5 million

Inclusion & Environment

- The provider will take all reasonable steps to enable and encourage the inclusion and participation of young people with special needs or disabilities, following a risk assessment process in line with the Special Educational Needs and Disability Act 2001 (where necessary).
- The provider encourages and will demonstrate responsible attitudes to the environment as an integral part of the programme.

Transport (if provided)

- All vehicles used are roadworthy and meet the requirements of relevant regulations
- All vehicles carry appropriate excise duty and insurance.
- All drivers have appropriate licences and insurance and appropriate risk assessments are completed.

Venues

- All venues have been appropriately risk assessed, including risks associated with fire and arson.
- All fixtures and fittings in venues are appropriately checked and deemed fit for purpose, including (but not limited to) PAT testing, electrical and gas inspections, fire alarms and extinguishers and first aid equipment.
- There are appropriate security arrangements to prevent unauthorised persons entering the venue whilst in use.

Management of delivery

- Staff to young people ratios conform to recognised good practice.
- The provider operates a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- Staff are appropriately managed and trained to provide the services.
- Staff are confirmed as competent by an appropriately qualified and experienced manager, to provide the services offered.
- The provider maintains written codes of practice, operating procedures and method statements (as appropriate), which staff are required to work to.
- Participants will at all times have access to a person with a current first aid qualification. Staff are competent in accident and emergency procedures.
- The provider will ensure that appropriate parental consent is gained for all activities and services.
- There are adequate and regular opportunities for the purchasing organisation to liaise with the provider and designated staff.
- There is an adequate quality assurance and inspection process in place that allows for the purchasing organisation to visit delivery.

Safeguarding

- All reasonable steps are taken to ensure that staff who have significant unsupervised access to young people undertake Enhanced DBS checks and are judged suitable to work with young people.
- The provider has a safeguarding policy and Code of Conduct for working with young people and vulnerable groups.

Policies and governance

- The Provider has a health and safety (including risk assessment and fire prevention) policy.
- The Provider has a safeguarding and staff vetting policy.
- The Provider has a code of conduct for adults working with young people.
- The Provider has a first aid policy.
- The Provider has an equalities statement.
- The Provider has a staff recruitment and training policy.
- The Provider has a young people and ICT policy.
- The Provider meets its obligations under data protection & privacy legislation.