



SUPPORTING THE YOUNG PEOPLE OF THAME

THAME YOUTH PROJECTS – YOUTH CAFE ATTENDANCE CONSENT FORM

The Youth Café is there to provide a safe place for young people to come, spend time with their friends, relax and access support. It offers a range of activities including consoles, board games and crafts. There are always volunteers and staff available to oversee and deliver activities and for young people to talk to.

At Thame Youth Projects, we believe in empowering young people. One way we do this is to request the young person fills in as much of this form as requested. We ask for the consent of both the adult and young person for permission to take photos, administer first aid, to keep hold of records amongst other things.

We believe young people should have the final say in what they do and what information is shared about them. We only asked for information that is essential to the session.

1. Young person details – to be completed by the young person

Name:	
Home address:	
Postcode:	Date of birth:

2. Any extra help we need to provide (for example because of a disability): – to be completed by both

3. Parent/carer/guardian details – to be completed by parent/guardian/carer

Name:	
Home address:	
	Postcode:
Telephone number:	Email:



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4. Emergency – to be completed by parent/guardian/carer

In the event of an emergency and we are unable to contact the above individual, please provide details of a second adult whom we can contact

Name:	
Home address:	
	Postcode:
Telephone number:	Email:

5. Medical information – to be completed by parent/guardian/carer

Do we need to know about any medical conditions or allergies? (If yes, please provide details for the condition(s) and any medication needed).

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6. Is there anything else you think we should know? - to be completed by both

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7. Information for Parent/carer/guardian

Thame Youth Projects aims to provide a safe and enjoyable experience for every child or young person. To help us do this, please note the following important information.

- This form **must** be filled in by a parent/carer/guardian with their young person before taking part.
- You **must** notify us of any changes to the information given on the form.
- Parent/carer/guardian **must** make arrangements for children to be brought to and from the activity safely and on time. If a parent or carer is not able to collect their child, please contact us to inform of alternative arrangements.
- We **cannot** take responsibility for any damaged clothing and/or personal items during the activity.



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8. YP & PGC information

We ask that both parent/guardian/carer and young person read the following and only tick if **both** agree to them.

We agree (please tick):

- to the named young person taking part in the Youth Café.
- that the named young person will talk to the youth worker or a volunteer if feeling comfortable at any time during the session.
- to letting Thame Youth Projects keeping a record of this form for health and safety reasons.
- to any medical treatment that may need being given to the named young person in an emergency
- being filmed or photographed during Youth Cafe, with the possibility that these photographs/media recordings may be used for, but not limited to, social media, publications, marketing publicity, or fundraising.
- Adhere to the behaviour code and safety rules (see below).

9. Parent/Guardian/Carer – Final Consent

I have read all the information included with this form and by signing below, acknowledge that all information provided by myself and the named young person is accurate to the best of my knowledge. I understand that should there be any changes I need to inform TYP as soon as possible.

Print name		Signature		Date	
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10. Named Young Person – Final Consent

I have read all the information included with this form, including the behaviour code and safety rules, and by signing below, acknowledge that all information provided by myself and my parents/guardian/carer is accurate to the best of my knowledge. I understand that should I wish to change my mind on permissions I have given, I should talk to the youth worker as soon as possible.

Print name		Signature		Date	
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Once completed please return to admin@thameyouthprojects.org.uk



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Members' Code of Conduct

Please read through these rules carefully. By following these, we are able to ensure that all young people attending the Café not only enjoy it, but feel safe and welcomed. It is the responsibility of all young people, volunteers and TYP staff to make the Café a place where everyone feels included. These rules are put in place so that everyone can be a part of the Café.

- You must sign in and out when entering and exiting the cafe premises
- There will be no smoking anywhere inside or outside the cafe premises
- There will be no consumption or evidence of alcohol anywhere inside or outside the cafe premises
- Shirts and T-shirts must be worn at all times
- There will be no abusive or offensive behaviour – this means no swearing, no hitting, no kicking, no spitting, no fighting and no bullying
- Any behaviour which causes a nuisance to cafe helpers or members will result in the offender(s) being referred to the behaviour system:
 1. First warning – verbal information to the individual
 2. Second warning and verbal information to parent(s)/guardian
 3. Immediate ban from attending the cafe (see below for details) and verbal information to parents and banned as per below

The length of time of a ban will be at the discretion of the youth workers and may be anything from a fortnight to a complete ban. Parents will be informed.

Members should:

- Take advantage of and become involved in activities and events that Thame Youth Cafe provides
- Show a good standard of behaviour and respect towards youth workers, volunteer staff, other members and local residents
- Show respect and care towards the building, equipment and surrounding external areas
- Include other members in activities and avoid making them feel uncomfortable
- Help as much as they can in getting equipment out and putting it away, and not take anything away from the premises that does not belong to them
- Report any breakages to an adult as soon as they occur
- Share equipment by taking turns, showing consideration to other members
- Always feel able to ask a youth worker for help
- Follow all instructions given by any youth workers, volunteers and parents/guardians on the premises
- Never go off-site without telling an adult
- Leave the premises quietly at the end of the evening or event, showing respect to others