



## **CLUB VISITING PROTOCOL**

### **Why do we do club visits?**

Youth clubs Hampshire and Isle of Wight is an organisation that exists to provide the best possible service to its membership in order to support them in the work they are doing with young people.

As a youth work organisation our work is directed by the imperative that young people deserve the best possible level of service. The best possible service we can deliver to our members and therefore, ultimately, to young people is to recognise the superb level of work currently being provided and seek to enhance it where possible.

Our primary way of delivering this service is to visit our members as much as possible.

A club visit must be an asset to the club, group or project. There is no long term benefit to a visit where YCHLOW staff only deliver a workshop for the club/group/project workshop, i.e. become extra members of staff for a night.

A club visit has to be a long-term investment on behalf of the young people. We have found that the best way to ensure this is to work with the club/group/project to deliver our workshops and to pass on our skills and expertise to the workers during the visit. In short a club visit is “on the job training” for youth workers.

If the visit has not contributed to some sort of positive change in the long term then it cannot be deemed to be a success. Any additional benefits achieved can only be seen as positive if the main objective of a lasting difference has been achieved.

YCHLOW staff and the staff of member clubs, groups and projects have a right to be clear about the objectives of a visit and the conditions under which it will be conducted; the purpose of this document is therefore to establish these.

Adopted December 2007

**YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT**  
Working to Enable Young People to Fulfil Their True Potential

**YCHLOW WILL:**

Visit all affiliated clubs/groups/projects at least once per affiliation year

YCHLOW visits will be pre- arranged wherever possible

YCHLOW visitors will always model best practice

YCHLOW visitors will report to the worker in charge before commencing the visit

All YCHLOW visitors will wear ID

YCHLOW visitors will be free from alcohol before and during a visit.

YCHLOW visitors will refrain from smoking during a visit.

YCHLOW will observe health and safety protocols when working within the club/group/project

YCHLOW staff will not handle youth club/group/project funds or confidential records.

YCHLOW visitors will follow YCHLOW Safeguarding guidelines.

YCHLOW staff will give feedback in a constructive manner

All club/group/project visit reports will be endorsed at the highest possible level

YCHLOW will take seriously any concerns a club/project expresses about a visit.

**THE CLUB/GROUP/PROJECT WILL:**

Contact YCHLOW to arrange at least one visit per affiliation year

The purpose of the visit will be agreed beforehand with the club/group/project

The YCHLOW visitor(s) and the club/group/project will evaluate the club visit before the visit ends.

The club/group/project will provide a minimum of 2 staff to work exclusively alongside YCHLOW's staff during workshop/activity visits

The club/group/project will complete and return any feedback/evaluation forms requested with 10 days of the visit taking place

The club/project will communicate any concerns about the visit to the Chief Executive