



**Hingham Youth Cafe:  
Constitution (draft)**  
**September 2018**

Hingham Youth Cafe is an unincorporated association, which operates a monthly provision for young people aged 11-16 [previously “school years 7-9”], offering a safe, inspiring and welcoming space for young people to meet up and socialise. Young people can also get involved in special projects, sports, creative and leisure activities. Hingham Youth Cafe offers young people access to information and guidance on a number of issues relevant to their lives and experiences, such as physical/mental health and wellbeing.

Hingham has a long and rich history of Youth Work, having provided a youth club for the young people of Hingham and the surrounding areas since at least the early 1960s. The aim was always to provide young people with interesting and diverting things to do and somewhere to socialise with friends, and Hingham Youth Cafe, as the contemporary embodiment of this ethos, continues with this objective in mind.

Hingham Youth Cafe is operational run by volunteers from the local community, led by a volunteer co-ordinator. It is a member of Momentum (Norfolk) as its umbrella organisation, and is working towards ‘Ambition Quality’ a national kitemark to recognise and accredit good quality, safe youth provision. [NB: To achieve this, we need to comply with new regulations (September 2018) all volunteers are required to be DBS checked and complete Safeguarding Training. Review December 2018]

The Youth Cafe is overseen by a small Advisory Board, previously known as the Management Committee, consisting of interested and knowledgeable people aged 18+ who can support, advise and steer the direction of the project for the purposes of it meeting its Aims and Objectives. This groups aims to meet 3 times per year, and consists of a Chairperson, Treasurer and Safeguarding Advisor.

**Aims:**

- Provide a safe, inspiring and welcoming space for young people in Hingham and surrounding areas aged 11-16.
- Give young people attending opportunities to access special projects, sports, creative and leisure activities, as well as information and guidance on a number of issues relevant to their lives and experiences, such as physical/mental health and wellbeing.

**Objectives:**

- Operate monthly during term time, at a time and place suitable to service users.
- Coordinate a team of staff/volunteers/helpers who are trained, supported and hold a valid DBS check.
- Provided 4 x staff/volunteers/helpers aged 18 years or older [previously 6 people] and always comply with insurance stipulations of 1:10 ratio of staff to young people.
- Provided a varied and wide range of activities and opportunities for young people which meet their needs as they express them.
- Access funding which enables interesting and well resources activities and spaces are available.
- Keep accurate financial records and act responsibly in spending and accruing funds.
- Provided equality of opportunity and access.
- Combat discrimination and intolerance in any form which hinders young people's access to Hingham Youth Cafe.
- Contract with young people regarding their expectations of Hingham Youth Cafe and of themselves and each other [previously known as 'Rules'] to include confidentiality (with emphasis on use of social media) and behaviour.
- Develop and comply with code of conduct guidelines for staff/volunteers/helpers, to include confidentiality and behaviour expectations.
- Operate in accordance with our 'Safeguarding' and 'Health and safety' policies.
- Operate with the best interests and wellbeing of young people in mind at all times.

**Dissolution clause:**

In the event that the organisation ceases to operate, the committee/advisory board should formally 'wind up' the organisation and return any unused funds to the awarding body which granted the money. Any money and assets which do not come under this category should be donated to organisations and charities nearby which provide for children and young people.

Articles of Association:

A person is a 'committee member' if they agree to be so, are over 18 years old, have been agree to join by 2 other members, and their joining not objected to by any member.