

# YOUTH ACTIVITY POLICY

Jan 2025

## 1. Introduction

The Tunbridge Wells Islamic and Cultural Association (TWICA) is committed to providing a safe, inclusive, and engaging environment for young people to learn, grow, and contribute to their community. This Youth Activity Policy outlines the standards and expectations for all youth-related activities organised by the association. The policy ensures that activities are conducted in a manner that promotes the well-being, safety, and development of young people while upholding the values of the Islamic faith and cultural diversity.

## 2. Purpose of the Policy

The purpose of this policy is to:

- Safeguard the well-being of all young people involved in activities organised by TWICA.
- Promote the positive development of youth, including their social, emotional, physical, and spiritual well-being.
- Ensure that all youth activities align with the values and principles of Islam.
- Provide clear guidelines for staff, volunteers, and participants involved in youth activities.

## 3. Scope

This policy applies to all youth activities organised or sponsored by TWICA, including but not limited to:

- Educational programmes
- Sports and recreational activities
- Social and cultural events
- Volunteer opportunities
- Youth meetings and discussions





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It applies to all staff, volunteers, members, and participants of youth activities.

### 4. Code of Conduct

All participants, volunteers, and staff must adhere to the following standards of conduct:

- **Respect for Others:** All individuals should show respect for one another, embracing diversity, and fostering a spirit of inclusivity. Discrimination, bullying, or harassment will not be tolerated.
- **Integrity and Honesty:** Honesty in communication and actions is essential. Everyone is expected to uphold the integrity of the association and contribute to a positive atmosphere.
- **Safety and Welfare:** Everyone's safety is paramount. Participants should adhere to any safety guidelines set forth, including during physical activities, excursions, or events.
- **Islamic Ethics:** All youth activities should reflect the core values of Islam, including kindness, respect for elders, modesty, and helping those in need.

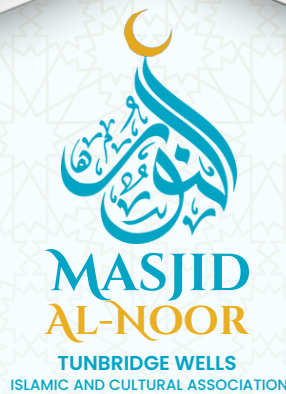
### 5. Safeguarding and Child Protection

TWICA is committed to providing a safe environment for all young people. We recognise that children and young people can be vulnerable to abuse and exploitation, and therefore, safeguarding is a priority. All staff and volunteers will undergo relevant training in safeguarding and child protection.

- **Recruitment of Volunteers and Staff:** All individuals working with young people will undergo appropriate vetting, including background checks, to ensure they are suitable to work with children.







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- **Reporting and Responding to Concerns:** Any safeguarding concerns, suspicions, or disclosures made by a young person should be reported immediately to the designated safeguarding lead (DSL) or any senior member of the association. All concerns will be taken seriously, and appropriate actions will be taken to protect the young person.

### 6. Supervision and Ratios

All youth activities will be properly supervised by qualified staff or volunteers. The following ratios will apply:

- For children aged 5–8 years: 1 adult for every 6 children.
- For children aged 9–12 years: 1 adult for every 8 children.
- For children aged 13–18 years: 1 adult for every 10 young people.

These ratios will be adjusted according to the specific needs of the activity.

### 7. Health and Safety

TWICA will ensure that all activities are conducted safely, in line with health and safety regulations. The following principles apply:

- **Risk Assessment:** A thorough risk assessment will be conducted for each activity to identify and mitigate potential risks.
- **First Aid:** At least one trained first aider will be present at all activities.
- **Emergency Procedures:** Clear emergency procedures, including evacuation plans and contacts, will be communicated to all participants and staff.
- **Medical Information:** Parents/guardians must provide accurate and up-to-date medical information for their children prior to participation in activities.





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### 8. Participation and Inclusion

The TWICA values the participation of all young people, regardless of background or ability. We are committed to providing equal opportunities for all, ensuring that activities are inclusive and accessible.

- **Cultural Sensitivity:** Activities will be planned with consideration for the cultural and religious diversity of the participants, ensuring respect for Islamic principles and values.
- **Accommodation of Special Needs:** We will make reasonable accommodations to support the inclusion of young people with disabilities or other specific needs.

### 9. Parent/Guardian Involvement

Parents and guardians are encouraged to be involved in their children's activities and to maintain open communication with the youth program organisers. Regular updates and information will be provided about upcoming events, programs, and policies.

- **Parental Consent:** Prior to participation in any activity, parental or guardian consent must be obtained.
- **Emergency Contacts:** Parents/guardians must provide emergency contact information for their children, which will be kept confidential.







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### 10. Discipline and Conflict Resolution

All participants are expected to behave respectfully and follow the guidelines set for each activity. Disciplinary actions for misconduct will be taken as necessary. The following steps will be taken in the case of behavioural issues:

1. Initial Warning: A verbal warning will be issued by the staff or volunteer leader.
2. Follow-up Discussion: If the behaviour persists, a meeting with the participant, their parent/guardian, and the program leader will be arranged.
3. Suspension/Exclusion: If the behaviour continues, temporary suspension or permanent exclusion from activities may occur, depending on the severity of the behaviour.

### 11. Review and Evaluation

This Youth Activity Policy will be reviewed regularly to ensure its relevance and effectiveness. Feedback from young people, parents, volunteers, and staff will be considered in the review process.

### 12. Conclusion

The Tunbridge Wells Islamic and Cultural Association is dedicated to providing a positive, safe, and supportive environment for youth to learn, grow, and contribute to the community. By adhering to this policy, all individuals involved in youth activities can help ensure that TWICA remains a place where young people thrive and feel valued.

Approved by:

Tunbridge Wells Islamic and Cultural Association

Date: 01/02/2025

