

CONSTITUTION FOR TADLEY AND DISTRICT YOUTH ACTION COUNCIL

1.0 TITLE

1.1 The Council shall be known as the Tadley Youth Action Council, commonly known as TYAC.

2.0 AIMS AND OBJECTIVES

2.1 To promote the views of local youth organisations and young people aged between 11 and 18 to local authorities and other organisations.

2.2 To inform other young people and the media on matters of interest in the local area.

2.3 To seek views of other young people on matters which will affect them and take action on their behalf to include raising grants to complete projects for the benefit of people in the area.

2.4 To act impartially on behalf of all young people in the area.

2.5 To provide a Forum for youth opinion.

2.6 To represent the views of young people, and inform on actions being taken, by attending meetings of the local councils in all areas represented.

3.0 COMPOSITION

3.1 The Youth Council will be elected biennially in July. Candidates must be aged between 11 and 18 at the time of the election and fulfil one of the following criteria:

- live in Tadley, Baughurst, Pamber, Silchester or Ashford Hill
- attend The Hurst School
- have a regular connection to Tadley and have an interest in youth provision in the area

A serving councillor may seek re-election providing they are still eligible.

3.2 The Youth Council should be made up of a maximum of 20 councillors and a Clerk.

3.3 The Youth Council aims to encourage representation from all sectors of young people and supports an Equal Opportunities policy.

3.4 Councillors will automatically retire on reaching their 19th birthday or if they have not attended a meeting of the council for more than six months (unless the council has granted special dispensation previously). Any councillor may resign at any time by informing the Clerk in writing of their decision. If a resignation falls within three months of the end of the council's term then the vacancy will remain unfilled until the election falls due. If the vacancy occurs prior to this time a replacement councillor may either be elected or co-opted at the council's discretion.

3.5 The Youth Council has the power to invite other people to participate in their meetings as non-voting members or advisors or guests as and when deemed

appropriate.

4.0 MEETINGS

4.1 The Youth Council will meet not less than 8 times a year and more often if deems necessary. The year begins on 1st September and ends on 31 July.

4.2 A Quorum shall consist of 50% of elected members and if a meeting is not quorate at the start of the meeting or at any point during it then the business scheduled for that meeting will be postponed to the next meeting.

4.3 Meetings will be held at The Point, Tadley Community Centre at a time suitable for members to attend and will not last more than two hours.

4.4 A Chairman, Vice chairman and Secretary will be elected annually at the first meeting after 1st September and will serve for one year. If they are still council members, they may stand for one further year but are then required to retire. If neither the Chairman nor Vice chairman are present at any meeting the first business will be to appoint a Chairman for the meeting.

4.5 All meetings will be open to the public .An Open Forum of 10 minutes will be included on the agenda of each meeting.

4.6 The Youth Council may appoint Committees or Sub Committees and may delegate any duties to those Committees or sub Committees it sees fit.

4.7 The Youth Council may approach or involve other youth organisations in an advisory capacity.

4.8 The Secretary will work closely with the Clerk so that minutes of the meeting are taken, recording all decisions, and presented to the next meeting for acceptance as a correct record. Agreed minutes will then be forwarded to the Clerk of Tadley Town Council. If the Clerk is unable to attend a meeting, they will arrange for another member of Tadley Town Council to attend and ensure that minutes of the meeting are taken.

5.0 VOTING

5.1 Only elected members will have a vote.

5.2 All elected members will vote by show of hands, or written ballot if requested, and will have equal voting rights. A majority of one is sufficient to decide all matters. In the event of an equality of votes the Chairman may give a casting vote.

5.3 The Clerk is not entitled to vote.

6.0 OFFICERS

6.1 The Youth Council shall annually elect a Chairman, Vice chairman, Secretary and any other Officer that they from time to time shall decide.

6.2 Only members of the Youth Council shall be eligible to serve as officers.

6.3 Officers may resign during the year in writing to the Clerk. Any vacancy will be filled by election at the next meeting of the Council.

6.4 A Councillor from Tadley Town Council will be appointed by TTC as Clerk to support the Secretary in taking minutes, setting the agenda in consultation with the Chairman and dealing with correspondence. The appointment of the Clerk will be for a two year period to run con-current with the period of office for councillors and will be ratified by TYAC at its first meeting after the 1st of September following elections. Any resignations must be in writing to the Chairman of TYAC and TTC. Vacancies thus arising will be filled as soon as practicable by TTC and ratified by TYAC.

7.0 FINANCE

7.1 All monies raised by or granted to the Youth Council will be spent to further the objectives of the Youth Council providing that it will not prevent repayment of reasonable out of pocket expenses incurred carrying out duties of a youth councillor.

7.2 All transactions will be effected through the Tadley Town Council Bank Account using a coding for TYAC under the control of the Clerk to TTC so that separate accounts can be produced. A record of all transactions will be kept and presented at each meeting for approval by the Youth Council.

The financial year will run in line with the TTC year and the annual audit will form part of the TTC audit.

8.0 DISSOLUTION

8.1 If the Youth Council decides at a meeting by three quarters of those present majority that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Youth Council, it shall call a special meeting of all Council members giving 21 days' notice stating the terms of the resolution to be discussed.

8.2 If at the special meeting a majority of three quarters of those present and voting confirm a decision to dissolve the Youth Action Council, the Youth Action Council will have power to dispose of all resources held by the Youth Action Council towards charitable purposes, which will benefit young people within the parishes covered by the Council.

9.0 AMENDMENTS

9.1 Any proposed amendment to the constitution must be received at least 21 days before a meeting of the Youth Council. 14 days notice of such proposed alterations must be given, in writing, to all eligible members of the Council. A clear majority of three quarters present and voting must be given at the meeting following to allow the

10.00 DECLARATION

10.1 This Constitution was adopted by the Tadley and District Youth Action Council at a duly convened meeting held on Thursday 10th July at The Point, Tadley Community Centre.

Signed (Chairman)

Date

Junaid Hodges as Vice Chair

on behalf of the Chairman who was absent

TADLEY TOWN COUNCIL

Tadley and District Youth Action Council Safeguarding Policy

It is the policy of Tadley Town Council to safeguard the welfare of all members of the Youth Council.

The Council will be:

- Taking the interests and well-being of young people into account, in all our considerations and activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to understand the symptoms of neglect and abuse.
- Promoting the welfare of young people and their protection within a position of trust.

Members of Tadley Town Council will:

- Be responsible for putting this policy into practice at all times.
- Be responsible to ensure that young people are protected from harm.
- Appoint a TTC Councillor who will take the lead in the Safeguarding of Youth Councillors so that any concerns are reported to them and the policy is implemented appropriately.
- Ensure that Youth Councillors and their parents or carers are aware of the symptoms of neglect and abuse and that they should report any concerns to the Safeguarding lead.

Each adult should ensure that:

- Their behaviour is appropriate at all times.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.

Tadley Town Councillors with supervisory roles and regular adult Volunteers will

- Have DBS checks every three years.
- Complete Safeguarding training annually.

Other Relevant Policies:

- Code of Conduct
- Dignity at Work Policy
- Data Protection Policy
- Health and Safety Policy
- Social Media.

Requirements for adults when interacting with children:

- Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
- Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
- Adults should ensure that at least one DBS checked and one other adult are present sufficiently early before a meeting of the Youth Council to greet any early arrivals.
- Adults should ensure that at least one DBS checked and one other adult are present until all Youth Councillors have left after events.
- Electronic communications to a young person will be copied to another Tadley Town Councillor.
- It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line

manager should be informed before the lift is provided. The event must always be recorded and reported to the Proper Officer and parents/carers.

- Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.
- Always report any accidents/incidents or situations where a child becomes distressed or angry to the Proper Officer.

What to do if a child or third party makes an allegation.

If a child or third party makes an allegation or discloses information which raises concern about significant harm:

- The initial response should be to listen carefully to what the child or third party says without interruption.
- Offer reassurance about how the child will be kept safe.
- Be understanding but do not give your opinion.
- Explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary. If the child can understand the significance and consequences of making a referral to Children's Services, he or she should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.
- Do not undertake your own investigation.
- Make careful notes of what has been said to you or you have seen. Use the actual words said. Sign and date and time your notes.
- Pass the matter on to MASH within 24 hours. 0300 555 1384 (office hours) 0300 555 1373 (out of office). What is the MASH? The Hampshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses. The Hampshire MASH achieves this by co-locating agencies. It brings together Hampshire County Council social care workers for children and adults, early help services, health workers and police as well as other partners across Hampshire. Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention. The MASH partners The Hampshire MASH comprises representatives from Adult Social Care, Children's Social Care, Health and Hampshire Police. There is also a virtual team of partners who support the MASH via information sharing. This includes Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs. Because of closer partnership working, there is clearer accountability and less duplication. Raising Alerts with MASH To ensure timely response to Safeguarding concerns, alerts should be made by telephone to Hampshire Multi Agency Safeguarding Hub (MASH).

What is abuse?

Physical abuse

- This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The following are often regarded as indications of concern;
- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury

- Reluctance to give information or mention previous injuries. If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out in this policy.

Emotional Abuse

- Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Domestic abuse

- Staff must also be aware and report concerns relating to domestic abuse. The definition of domestic abuse was changed by Government in September 2012 and is now defined as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality. This can encompass, but is not limited to the following types of abuse:
 - Psychological
 - Physical
 - Sexual
 - Financial

Sexual Abuse

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Staff must also be aware of Child Sexual Exploitation as an emerging, high priority concern. CSE is defined as: ...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability. Sexual exploitation can have a serious long term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can

lead to families breaking up. It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse. County Lines County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or deal lines. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. New guidance has been developed by the Home Office to support frontline staff – particularly those who work with children, young people and potentially vulnerable adults – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies. Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services. If you believe a person is in immediate risk of harm, you should contact the police. The guidance is available here:

<https://www.gov.uk/government/publications/criminalexploitation-of-children-andvulnerable-adults-county-lines>

Neglect

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, it is important to report them immediately using the referral method outlined below. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.

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Review: September 2026



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TADLEY & DISTRICT YOUTH ACTION GROUP - PHOTOGRAPHY POLICY STATEMENT

The purpose and scope of this policy statement

Tadley & District Youth Action Group works with children and young people as part of its activities. These include: Promoting the views of local youth organisations and young people aged between 11 and 18 to local authorities and other organisations.

The purpose of this policy statement is to:

- protect children and young people who take part in Tadley & District Youth Action Group's services, events and activities, specifically those where photographs may be taken
- set out the overarching principles that guide our approach to photographs being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Tadley & District Youth Action Group.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- obtaining a general written consent from a child and their parents or carers for taking and using a child's image
- always sharing images with parents or carers and explaining what they will be used for before they are released
- explaining how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
- only using images of children in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Tadley & District Youth Action Group to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Storing images

We will store photographs of children securely, in accordance with our data protection policy.

We will keep electronic images in a password protected folder with restricted access. Images will be stored for a period of two years.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.