



## Your Area

[www.enquire.org.uk/yp/your-area](http://www.enquire.org.uk/yp/your-area)

I'd like my details added to **Your Area**,  
Enquire's online map of local youth clubs  
and services in Scotland at  
[www.enquire.org.uk/yp/your-area](http://www.enquire.org.uk/yp/your-area)

Working in partnership with local organisations is a vital part of Enquire's work. We are keen to hear from projects working with children and young people from diverse backgrounds.

### **If your club/service:**

- is ongoing
- does disclosure checks on staff and has a policy on supervising staff
- does not discriminate on the basis of disability, race, gender or religion

**then it can go on the directory. It's as simple as that!**

## **A few words about filling in this form:**

- Don't worry if you can't tick many of the boxes. Just tick those that are relevant.
- In the sections where you have a chance to add further details, please keep it brief! We'd love to hear more about your project, but we can only put a limited amount of info onto your online profile.
- Where you do decide to add further details, please aim for a simple, friendly tone that will speak directly to children and young people. Try to avoid jargon and technical terms.
- If you would like this form in alternative languages/formats, please contact us on **0131 313 8800** or e-mail **info@enquire.org.uk**

## **Child Protection**

Does your recruitment procedure include the use of Disclosure Scotland checks including PVG checks, as appropriate, for staff and volunteers who are working unsupervised with children or young people?

Yes  No

Are you satisfied that your club/service's procedures for staff and volunteer recruitment and supervision minimise the risk of a child abuser gaining access to children and young people via your club/service?

Yes  No

## Contact details

Name of club/service: \_\_\_\_\_

Name of organisation or team who manage the club/service:

\_\_\_\_\_

Town/city/area: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We will put the above info online. If you'd rather we didn't put your phone and email online, that's fine, but please suggest another way that people can contact you:

\_\_\_\_\_

## Contact details (for admin use only)

Contact Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Local Authority Area: \_\_\_\_\_

## About your club/service

### Facilities Available

- Transport provided .....
- Cafe/food available .....
- Information and advice service .....
- Counselling service .....
- Support/ advocacy service .....
- Self-advocacy project .....
- Sports activities .....
- Arts and crafts activities .....
- Music/singing/dance activities .....
- Games (e.g. computer games) .....
- Support with school work/ study .....
- Out of school care .....
- Computers .....
- Services for post school transitions .....
- 16+ only spaces .....

Please specify any other facilities:

### Who Goes?

Age range of children/young people \_\_\_\_\_ to \_\_\_\_\_ years

Is your club/service for any specific group of children/young people? (e.g. only those from a specific geographical area, or a specific service for disabled young people or those experiencing particular personal circumstances). If children/young people must be referred to the club/service, please outline the referral process.

Yes (Please give details):                       No

## Further Details

In addition to the information you have already given, we can also include a brief description of your club/service (no more than 50–70 words).

Please use simple, friendly, easy to understand language that will speak directly to the children and young people - remember they are our target audience.

Please note you will be asked about accessibility in the next section, so there's no need to give details here.

## Accessibility

**How accessible is your club/service to disabled children and young people?**

Please tick the description that best applies to your club/service:

- Fully wheelchair accessible**  
Level access into the building and any level changes inside accessed by ramps or lifts. No staff member needed to operate the lift. Doors can be operated by sensor/push pad.
- Wheelchair accessible with assistance**  
Key services in the venue are accessible, with level access or access with ramps and lifts. Assistance may be required e.g. for heavy doors, lifts or small isolated steps.
- Partially wheelchair accessible**  
Some but not all of the building accessible e.g. level access but no adaptations to toilets.
- Not wheelchair accessible**

**Other features of your club/service (please tick any boxes that apply):**

- Adapted toilets with step free access
- Step free access to standard toilets on ground floor, or other floors accessible by lift
- Accessible to people using mobility aids (no more than 3 steps at entrance, handrail provided. Ramps and/or lifts for level changes indoors)
- Hearing system available e.g. Hearing Loop
- Information in large print available on request
- Information in Braille available on request
- Staff who can interpret into sign language
- Staff trained in lifting and handling people
- Staff have done disability equality training
- Assistance dogs welcome in the building

Please give details on any other accessibility features:

**How accessible is your service to black and minority ethnic (BME) children and young people?**

Features of your club/service (Please tick any boxes that apply):

- Staff have done equality training into BME people's needs/issues
- Interpreter available on request
- Vegetarian or halal food

If you have staff who can speak other languages, please specify which languages:

If you offer translated information about your service, please specify which languages:

Please give details on any other features of your service:

# Nearly finished!

## Keeping in touch

Would you be willing to display or give out our free guides to the children and young people you work with?

Yes       No

Would you be interested in being involved in Enquire training, awareness-raising and participation projects in the future?

Yes       No

Would you like to be on the Enquire mailing list?

Yes       No

From time to time we may approach you with information about other projects, events, publications and magazines that Children in Scotland produces or organises.

If you do not wish to be contacted, please tick this box:

We may occasionally wish to make your details available to other not-for-profit organisations.

Please tick this box if you do not wish us to do this:

## That's it!

**Thank you for taking the time to complete this form.**

Please send your completed form to:

Enquire  
Children in Scotland  
Level 1  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

**info@enquire.org.uk**

Please note there may be a slight delay in putting your details online while we process your form. We will do so as soon as possible.

**If you would like advice about additional support for learning, please contact Enquire:**

Helpline: **0345 123 2303**

Email: **info@enquire.org.uk**

**Helpline hours:**

Monday to Friday **9am - 4.30pm** (closed on public holidays)

There is also information online at: **www.enquire.org.uk**

Enquire is managed by Children in Scotland and funded by the Scottish Government.

**Children**<sup>in</sup>**Scotland**  
every child - every childhood  
[www.childreninscotland.org.uk](http://www.childreninscotland.org.uk)

