



Pre-Approval Branch Checklist	
Name of YAC:	Date completed:
Completed by:	
Contact details to appear on public information (e.g. YAC website)	
Person to be shown:	
Venue postcode (for website map pin):	
Telephone number(s):	
Branch email address:	
Branch website (optional):	
Venue details	
Are your venue details the same as on your original application?	
If no, revised details are; Postal address of main venue (if applicable):	
Telephone number(s):	
Is the venue self-contained?	
If no, then how will sessions managed?	
How many rooms are there?	
Is there disabled access?	
Are there toilets?	
If no, what arrangements will be made?	
Is there a charge for venue use?	
Is there a written agreement in place (if applicable)?	
Agreement sent to YAC HQ on:	
Running Sessions and Management – tick indicates yes	
Six-month programme same as original application?	
If no, revised details are:	
Joining fee: £	Session fee: £
Management system same as original application?	
If no, revised details are:	
Booking system for each meeting	Waiting list
Other:	
How will the YAC be inclusive:	



Leaders are aware of adult:child ratio of 1:8	
How often will there be Leader meetings?	
Do Leaders have specific roles?	
Leaders are aware of the need to work as a team	
Leaders are aware that YACs are a long-term commitment	
Leaders are aware of the YAC Facebook group, social media account training and YAC HQ central support	
Leaders are aware that they will be asked to support YAC fundraising	
Bank Account and Finances – tick indicates yes	
Bank account with:	
Account number:	Sort code:
Leaders are aware that:	
A bank account specifically for the YAC branch is required	
Two signatories are required	
YAC HQ needs to know of any changes to the mandate	
Leaders are aware that they fall under the CBA registered charity number	
Leaders are aware that for any fundraising/grant applications over £1000, they must submit the application to YAC HQ before sending forms etc to the grant-giving body	
Record Keeping – tick indicates yes	
Leaders have received a copy of what details they need to provide new volunteers	
Leaders have received a copy of what details they need to provide at their Launch <i>(NB this will be provided in an acknowledgement email once the branch application has been approved)</i>	
Leaders understand that each member must have a membership form	
Leaders understand that membership forms must be updated yearly	
Leaders understand they must send YAC HQ their programme details	
Leaders understand that they must inform YAC HQ of any changes of contact for the YAC or for Leaders/Assistants	
The Leader(s) understand that they must record details of who attends each meeting, including which adults were present	
The Leader(s) understand that they must give any guest adults (e.g. speakers, parents) attending meetings a copy of the YAC Code of Behaviour	
The Leader(s) understand that they must ensure any new volunteers complete the necessary application form as soon as possible	



The Leader(s) are aware that they will need to complete ID checks for new volunteer DBS applications and DBS renewals and that they should do this as soon as possible to avoid approval delay
The Leader(s) need to send copies of volunteers' First Aid certificates and any other relevant training certificates to YAC HQ
Risk Assessments, First Aid, Child Protection and YAC Insurance – tick indicates yes
Leaders are aware that a risk assessment is required for:
The venue
All activities run
Leaders are aware that:
There must be a qualified first aider with a first aid kit at every meeting
All branch leaders and branch assistants have read the YAC Safeguarding Policy
Leaders need to complete a Safeguarding Induction with all new volunteers
Leaders need to complete an annual Safeguarding Induction Refresher with all volunteers
Leaders are aware of the following basic requirements to ensure that YAC sessions are covered by the YAC insurance: see Basic Session Checklist
Only take responsibility for children for whom you have up-to-date medical and emergency contact information
There must be a minimum of two approved YAC Leaders/Assistants present
Adult:Child ratios must be observed (1:8)
A First Aider must be present
Risk assessments must have been carried out prior to the session, and all adults present should have seen the risk assessment
All adults present should have seen YAC's Code of Behaviour
Always work in the sight and hearing of another adult, never be on your own with a child
Signed on behalf of the new YAC team:
Date:
Signed on behalf of YAC HQ:
Date: