

Activale Youth Directory Update Form

Please complete the Service/Project/Activity Name and only those sections where details have changed

Service/Project/Activity Name			
Where is the Service/Project/Activity delivered? Please give full address		Main Contact Name	
		Job Title	
		Contact Address (This will not be available to the public)	
Postcode		Postcode	
Parish		Tel No	
Tel No		Fax No	
Mobile		E-mail Address	
Fax No			
E-mail Address			
Website address:			
Areas of the Vale served?			

Please indicate which heading/s below best describe your service (please tick)

Money	Employment & Training	Sport, Leisure, Art	Law and Rights	Environment	Other
Health	Housing (Accommodation)	Family and Relationships	Education	World, UK, Europe, Wales, Travel	

Accessing your Service/Project/Activity information

What age range do you cover?			
How are you accessed initially e.g. drop in, telephone etc			
When are you open? Please give times		Do you charge? (Please complete only appropriate boxes)	
	AM	PM	
Monday			Per Hour £
Tuesday			Per Day £
Wednesday			Per Week £
Thursday			Per Session £
Friday			Per Term £
Saturday			By Arrangement
Sunday			Free

Please give a brief description of what service you provide.

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Questions

Do you offer a service out of office hours?				
Are your staff Criminal Records Bureau checked?				
What are you doing to protect children?				
Do you have a Health & Safety Policy?	Yes		No	
Do you offer a service in Welsh?	Yes Welsh exclusively			
	Yes regularly use English and Welsh			
	No or very occasionally			
Do any of your staff speak, read or write Welsh? Please indicate number if known	Basic			
	Learner			
	Fluent			
Does your service have wheelchair access?				
Do you cater for children with special needs?				
Is there a waiting list?				
Is there any training that you and your staff would benefit from e.g. Welsh, child protection, disability awareness..				
How long has your service been in operation?				
How is the service funded?				
Have young people been involved in planning, delivering, monitoring and evaluating the service?	Yes		No	
Do you intend to involve them in the future and how?	Yes		No	
Does your service seek feedback from young people?	Yes		No	
Does the service collect information on the outcomes/achievements that young people gain from receiving it?	Yes		No	

Please indicate how your service meets one or more of the 10 entitlements for young people (to be used for monitoring purposes)

Personal support and advice	
Advice on health, housing benefits and other issues in accessible and welcoming settings	
Recreational and social opportunities in a safe and accessible environment	
Sporting, artistic, musical and outdoor experiences	
Right to be consulted, to participate in decision-making and to be heard on all matters which concern them or have impact on their lives	
Education, training and work experience, tailored to their needs	
Basic skills that open doors to a full life and promote social inclusion	
Wide variety of opportunities to participate in volunteering and active citizenship	
High quality, responsive and accessible services and facilities	
Independent, specialist careers advice and guidance and student support and counselling services	

Name of person updating information		Your position	
Your contact number		Date	