

Young Leaders Agreement Form

Please read through and complete this form to confirm:

- *Your understanding and participation in the Peabody Young Leaders Programme*
- *Your agreement to design, develop and deliver an activity*
- *Your agreement to the Code of Conduct, conditions and terms of reference*

A registration form must be completed and signed by each participating Young Leader.

Section 1: Your Details

Name of Young Leader/Leadership Team

Main point of contact details *(telephone/email/address)*

Name of project

Names of young people participating in this Leadership Team:

| Name | Completed & signed registration form attached |
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There are four remaining sections to this form that explain the code of conduct, your responsibilities, how Peabody will support you and the work you agree to do as a Young Leader.

Please read each section and then sign and return the form.

Thank you!

Section 2: Code of Conduct

Unacceptable behaviour will not be tolerated. Young people MUST NOT engage in:

- Threatening behaviour
- Sexual, physical or psychological harassment (this can be through physical contact, or any form of communication, i.e. phone calls, texts, emails, etc)
- Any form of discrimination (including racism, sexism, homophobia, or on grounds of religion, culture and ability)
- Deliberate vandalism
- Violence
- Criminal behaviour (such as dealing with stolen property, illegal drug taking, fighting)
- Using inappropriate or abusive language when writing, phoning, emailing or using the internet (including social media)
- Smoking in non-smoking areas
- Abusive language towards another person
- Forming a romantic relationship with a younger participant
- Bullying
- Any behaviour which puts any young person or staff member at risk

Any member of staff or young person not complying with the code of conduct will be appropriately challenged and asked to stop any unacceptable behaviour. If the behaviour persists this could result in the individual being withdrawn from the entire project and the police may be informed if a criminal offence has taken place. This may result in legal proceedings being taken.

Smoking, drug and alcohol use is not allowed during any of the activities. Anyone attending the activities that staff feel is under the influence of drugs or alcohol will be asked to leave and could be withdrawn from the entire programme.

Taking action in an emergency

If there is any accident or emergency while your project is running, you must inform the responsible adult on your project. If it's a serious emergency, contact the Police/Ambulance/Fire service by dialling **999**. Report any incidents to the Peabody youth team on **020 7021 4000** or **07702 970886**.

Section 3: Rights and Responsibilities

All people have the right to:

- Take part in an activity, attend venues and feel safe and secure when doing so
- Talk about any concerns they may have
- Be treated with respect
- Work in a safe environment, whether paid or voluntary staff

It is everyone's responsibility to:

- Keep to the code of conduct

It is the Peabody Young Leader's responsibility to keep the environment safe and report and record any issues or incidents of concern to Peabody/partner organisation

It is Peabody/partner organisation staff's responsibility (including volunteers) to deal with inappropriate behaviour professionally and appropriately and make sure Young Leader(s) understand the Code of Conduct

(continued overleaf)

Peabody's Responsibilities

Even though the Young Leaders programme is a Peabody initiative, the actual activity is going to be run by you. Peabody's responsibilities for the Young Leaders project are to:

- ✓ Support you with the organisation of your Young Leaders project.
- ✓ Provide funding for your Young Leaders project
- ✓ Help you complete your Level 1 qualification process

Young Leaders registered with Peabody will be included in Peabody's Volunteer Insurance Cover for the purposes of running their leadership project but will only be valid for work directly relating to the work outlined and agreed to in the Peabody Young Leaders Funding Application Form.

Peabody will not be held responsible for the actions of any external providers brought in on the project.

Although we hope that the services you receive from us are of the quality that you expect, there may be times when you are unhappy with the service you receive, or when you wish to make a suggestion of how we can improve it. We also hope that there may be times when you wish to tell us that you are happy with a service. Your complaints, suggestions and compliments are important to us. They help us to improve our service, so please let us know your views.

To make a complaint, comment or suggestion please write in or telephone using the details below:

**Peabody Young Leaders Programme, Community Investment,
Peabody, 45 Westminster Bridge Road, London SE1 7JB**

or call 020 7021 4000

Section 4: How the funding works

These are the terms of reference for Peabody Young Leaders projects and explain how the funding is offered and what it covers.

- Peabody Young Leaders must be aged 11-25 years old and must complete and sign a Peabody registration form
- Participation in the Peabody Young Leaders Programme is on a voluntary basis. However, travel expenses and refreshments can be subsidised if agreed beforehand and with receipts.
- Activities are expected to be developed within an agreed budget to be confirmed at the application stage. This figure can be adjusted dependent upon evidenced requirements and at the discretion of Peabody. Funding is allocated in line with the budget outlined in the funding proposal and completed expense forms
- Peabody will only cover costs if there is a receipt or invoice.
- Any items that are purchased through the funding provided by Peabody will be the property of Peabody or an agreed third party, and at Peabody's discretion can be retained by the Leadership group for future use providing it benefits young people/the community
- Funding will not be issued directly to Young Leaders but will be allocated to providers of services and items as requested by Young Leaders, agreed by project management and upon presentation of an invoice from the Young Leaders/provider
- Activities should be developed and completed in a timely manner as outlined in the proposal schedule and as appropriate in line with the agreed scale and content
- All individuals working on the Peabody Young Leaders Programme are required to maintain and promote the project agenda of engaging, informing and educating young people across London and equipping them with the tools and resources to work towards personal and social change
- No activity can commence until the Young Leaders agreement has been completed and authorised by Peabody management staff
- All activities must acknowledge the involvement of Peabody and any logos used in the promotion of the project will need to be approved by Peabody
- This agreement is dependent upon all terms and conditions being kept by all parties. Any deviation from the agreed terms, unless agreed by both parties, will result in cancellation of the agreement

Section 5: Plan of Action

I/we agree to (please tick each box to confirm):

- Provide accurate and up to date information
- Work constructively with Peabody Young People Services staff and other professionals to develop a Peabody Young Leaders Programme activity
- Design, develop and deliver services/activities as outlined in the approved application form
- If the project is changed from the approved application without agreement from Peabody, the project may be cancelled
- Complete the Young Leaders Accreditation and encourage all people who take part to complete an evaluation of the activity
- Have received the Peabody Young People Services delivery handbook and will stick to all the policies and processes included there
- Stay in touch with Peabody Young People Services staff and other professionals to inform and update of progress
- Remember that we are representing Peabody and other young people and ensure our behaviour reflects this
- Understand and agree to the Rights and Responsibilities outlined in this document

Lead Young Leader Name

Signature Date

Countersigned by supporting professional if Young Leaders are under 16:

Name Position

Contact Details

Signature Date

Please return a signed copy of this form (either a hard copy or email) to:

**Peabody Young Leaders Programme, Community Investment,
Peabody, 45 Westminster Bridge Road, London SE1 7JB**

Email: youngpeople@peabody.org.uk