



Dreamscheme Membership Checklist

Below is a list of policies and procedures to help you prepare for your Membership visit, and items to be completed, so that we can complete your Dreamscheme Membership. This is just a formality to say that we've checked that you're running a happy, healthy Dreamscheme. It isn't designed to provide more work for you, so if you're having any problems getting any of the following together please call us and we'll provide all necessary help in preparation for your visit. If you have any questions, please feel free to call Rachael on 0161 953 4095 and she will go through any queries.

Please tick the boxes below:

- Doing WORK, POINTS & TRIPS with young people
- At least 1 person in the group has completed Level 2 Training

Policies & Procedures, and a member responsible:

- Child Protection Name _____
- Health & Safety Name _____
- Risk Assessment
- Equal Opportunities Name _____
- Grievance & Discipline Name _____
- Confidentiality Name _____
- Data Protection Name _____
- Volunteers Name _____

Have the following for the group and responsible member:

- First Aid Record Book Name _____
- First Aid Reference Book
- Accident Record Book Name _____
- Parental Consent Forms
- Insurance
- CRB Checks Name _____
- Complaints Book Name _____

Have the following documents/structures in place:

- Constitution
- Management Committee & Officers
- Legal Status (i.e. Community Group/Part of Umbrella Group)
- Guidelines for Behaviour/Rules of Group

Finances:

- Accounts Book
- Bank Account
- Expenses Records
- Petty Cash Box & Book
- Annual Record of Finances

Many thanks for helping us to make this process as simple as possible. If any training has taken place, records or certificates would be useful also.

Please feel free to call at any time if anything is unclear or if you don't feel confident in preparing these documents. We will gladly offer as much help and advice as is needed, as well as model documents to use as templates (i.e. constitution)

Callus on **0161 953 4095** or e-mail at **r.entwistle@dreamscheme.org.uk**