



# Saturday Club

## Supporting Island Deaf Children

### *Information Booklet & Governing Document*



The Queen's Award for Voluntary Service  
2004

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## **Saturday Club for Deaf Children**

### **General information and history of the Club**

*(Extracted from the Child Protection Policy)*

#### **The origins**

Saturday Club was formed in 1976 by Helen Foster, a Teacher of the Deaf, who had experience of deafness from within her own family and was aware of the impact of deafness upon the family unit.

By taking the deaf child on day trips or taking part in various activities the Club enabled hard pressed parents to concentrate more of their energy on the other members of the family for one day of each month.

Over the years the emphasis of the Club moved away from providing respite care and on to language development and experience of life. The Club has grown from the initial ten children to thirty plus members aged from pre-school to 18 years. It is now an established part of the 'Deaf scene' on the Island, giving the children a much wider outlook on life, the opportunity to socialise with other local deaf children, an increase in self confidence and an ability to practise their linguistic skills.

Any local child/young person with a diagnosed hearing loss is eligible to join the club and will quickly be made to feel one of the family.

#### **Communication**

The main aim of the Club is to support the communication skills of the members. Whatever the activity undertaken, the child is encouraged to discuss their ideas and experiences with others and this helps them to integrate with both the deaf and hearing communities.

Signed communication is a recognised language for many deaf people and can be offered at club meetings as two of the volunteers hold BSL qualifications.

#### **Organisation of The Saturday Club**

The members meet together at least once a month and enjoy a day of activities and outings. We usually meet on the last Saturday of each month, with additional meetings slotted in whenever the opportunity arises.

Many of the Club meetings are FREE of charge, but occasionally we do ask for contributions, particularly when visiting the mainland.

The Club has its own minibus and any volunteer entrusted with driving the bus must have taken the Advanced Mini Bus Test, recognised by LEAs throughout the country.

Fundraising is a continual necessity and the volunteers and parents work hard to attract sponsorship and funds. The club has an annual expenditure of about £20,000, with

additional money needed to meet the costs of running the minibus. To help cover some of the expenses we hope that parents and families will support us by joining the '100 Club', attending fund raising events and helping us to attract sponsorship.

### **Holidays**

Throughout each year there are several opportunities to go on a residential trip. Camping, caravanning, a holiday camp, residential trips to London and holidays abroad are all offered. There is an annual trip to Greece in May, where Island members can socialise and study with Greek deaf children for a week. Recently a skiing trip has been added to the calendar during the spring term. These holidays open up the children's life experiences and help them to understand different cultures and lifestyles.

### **Outings and activities**

Members take part in various activities such as cooking, woodwork, art and craft sessions, ice-skating, bowling, swimming etc.

The Club has successfully entered teams of older members in the Greys Youth Challenge and The Night Hike, and all the members are encouraged to learn new skills or take on physical/mental challenges appropriate to their age and ability.

### **Want to join?**

- Please contact Helen Foster on 760180.
- Complete a Registration/Health form and return it.
- Ask about the '100 Club'; make money for yourself and for the Club.

## **Constitution – Adopted 1 July 2010**

### **1. NAME**

The name of the Club is the Saturday Club for Deaf Children (herein called the Club)

### **2. OBJECTS and POWERS**

The objects and Powers of the Club are:

- A. The objects of the Club are to further in every way allowed by law the education and relief of deaf children without regard to race, religion, creed, disability, sex or family circumstances.
- B. In the furtherance of the objects but not otherwise the Club shall have the powers:
  - (i) to affiliate or become affiliated to any charitable body having objects similar to those of the Club;
  - (ii) to arrange public meetings, lectures, conferences and seminars for the consideration and discussion of problems arising out of deafness of children.
  - (iii) subject to such consents as may be required by law to borrow and raise money for the furtherance of the objects of the Club in such a manner and on such security as the Club may think fit.
  - (iv) to raise funds and to invite and receive contribution from any person or persons or body corporate by way of subscription, covenant, donation, affiliation fees, legacies, grants or otherwise provided that this shall be without prejudice to the power of the Club to disclaim any gift, legacy or bequest *in whole or in part* in such circumstances as the Club may think fit and provide also that the Club shall not undertake any permanent trading activities in raising funds for the above-mentioned charitable objects.
  - (v) to invest the monies of the Club not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law.
  - (vi) subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of its property or assets of the Club with a view to the furtherance of its objects.

### **3. INCOME and PROPERTY**

The income and property of the Club shall be applied solely towards the promotion of its objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Society.

Provided that nothing herein shall prevent any payment in good faith by the Club:

- (a) of reasonable and proper remuneration to any member, officer or servant of the Club (not being a member of its committee) for any services rendered to the Club.
- (b) of interest on money lent by any member of the Club or its Committee at a reasonable and proper rate per annum not exceeding two percent less than the published base lending rate of a clearing bank to be selected by the Committee or three percent whichever is greater.
- (c) of reasonable and proper rent for premises demised or let by any member of the Club or of its Committee.
- (d) of fees, remuneration or other benefit in money or money's worth to any company of which a member of the Committee may also be a member holding not more than one hundredth part of the capital of that company.
- (e) to any member of its Committee of reasonable out-of-pocket expenses.
- (f) of reasonable and proper remuneration to any paid employees appointed as provided in this Constitution.

#### **4. MEMBERSHIP**

- A. Membership of the Club shall be open for any person who supports the objects of the Club.
- B. (i) the membership of any member shall cease on his or her death or on his or her membership being terminated in accordance with these rules.  
  
(ii) the Committee may reject or terminate the membership of any member or would be member whose conduct the Committee considers to be detrimental to the Club provided:
  - (a) that an attempt has been made by the Committee to draw the matter of complaint to the attention of the member or would be member concerned and to resolve any dispute by conciliation
  - (b) that the member or would be member concerned shall have been given at least one week's notice of the meeting at which the question of his or her expulsion or rejection is to be discussed together with details of the

allegations or reasons for the rejection and an opportunity to be heard by the Committee.

## 5. MEMBERS' MEETINGS

### *A. Annual General Meeting.*

The Club shall hold an Annual General Meeting at least once in every year in the month of April.

The business of the Annual General Meeting shall be:

- the consideration of the accounts of the Club and the Committee's report
- the election of members of the Committee
- the fixing of subscriptions
- the appointment of auditors and any other business of which proper notice shall have been given.

### *B. Extraordinary General Meeting.*

An Extraordinary General Meeting shall be convened either by the Committee or on the written requisition of not less than one quarter of the members for the time being of the Club, such requisition specialising the business to be transacted at the meeting.

### *C. Notice of General Meetings.*

Notice of General Meetings shall be given by posting the same to the address of each member shown in the register of members at least twenty one days before the date of the meeting. Such notice shall specify the time and place of the meeting and the business proposed to be transacted at the meeting, including any resolution proposed to be put to the meeting.

### *D. Quorum.*

The quorum of any General Meeting shall be one third of the members for the time being of the Club. If a quorum is not present within one hour of the time set for the meeting, the meeting shall be adjourned to such time and place as shall be determined by the Committee, the Committee giving such notice of such adjournment as it thinks fit.

### *E. Chair*

The Chair for the time being of the Club shall preside at General Meetings and, in his or her absence, the members present shall choose one of their number to preside.

### *F. Procedure at General Meetings.*

Subject to this constitution the procedure at General Meetings shall be determined by the members in General Meetings.

## 6. COMMITTEE

- A. The affairs of the Club shall be managed by a Committee (herein referred to as 'the Committee') which may exercise all the powers of the Club and do on behalf of the Club all such things as are not by this Constitution required to be done by the Club in General Meeting, subject nevertheless to any resolution of the Club in General Meeting. The Committee may delegate any of its powers to a sub-committee or sub-committees constituted in accordance with sub-clause C, of this clause and on such terms as it thinks fit.
  
- B. The Committee shall consist of the following persons who shall be elected at the Annual General Meeting; a Chair, a Secretary, a Treasurer and not less than 4 nor more than 8 other members of the Club Committee members shall hold office from the end of the Annual General Meeting at which they are elected until the end of the next Annual General Meeting and shall be eligible for re-election.

## **7. REGISTER**

The Secretary shall keep a register showing the names and addresses of the members of the Club and, on being notified in writing of any change, shall alter the register accordingly.

## **8. ACCOUNTS**

The Treasurer shall cause proper accounts to be kept showing sums of money received and spent by the Club, sales and purchases of goods by the Club and the assets and liabilities of the Club. The accounts shall be audited at least once every year and presented to the Annual General Meeting of the Club.

The Club shall maintain a bank account or accounts in the name of the Club to which there must be two signatories, appointed by the Committee, one of whom will be the Treasurer.

## **9. CHILD PROTECTION POLICY**

The Club shall have a full and current policy which should be made available for inspection to all involved with the Club and members of the public.

## **10. ALTERATION of CONSTITUTION**

The provisions of this Constitution may be altered by a resolution passed at a General Meeting by a majority of not less than two thirds of those present and voting thereon. But no such alteration shall be made to clause 2, this clause 10 or clause 11. Or which would have the effect of causing the Association to cease to be a charity in law.

## **11. WINDING UP**

The Club may be wound up by a resolution passed at a General Meeting by a majority of not less than two thirds of those present and voting thereon.



Any assets remaining after satisfaction of all debts and liabilities shall not be distributed amongst the members of the Club but shall be given or transferred to some other charitable organisation or organisations having objects similar to those of the Club.

## **The Club Code of Conduct**

### **Advice on safeguarding our children whilst in the Club care.**

- The children must be treated with respect at all times.
- Their confidence and self-esteem must be built up, not destroyed.
- Any displays of bad behaviour or language by a child must be handled sensitively and through discussion, not physical correction.
- Any report of bullying will be taken seriously and the Club's policy on bullying enforced.
- The Club has a nominated club Child Protection Officer to whom all concerns on child protection/safety must be reported.
- The Club has a procedures policy to guide further action in the event of a concern, complaint or disclosure about inappropriate behaviour during a club meeting.
- Whenever possible staff/volunteers will update individual skills and knowledge on child protection issues.
- All staff and volunteers must be prepared to be screened for any evidence of child abuse or inappropriate behaviour.
- All staff involved in driving the minibus must pass the advanced minibus qualification before taking the children out.
- Designated staff may offer a child a lift to and from club meetings provided parental permission has been given. Other parents or casual helpers will not be approached to undertake this role.
- On a residential trip adequate staff and helpers will ensure a 6:1 child/staff ratio at all times.
- Staff sleeping arrangements must be in the close proximity to the children but a member of staff will not be placed in the same room or tent as the child/children.
- Children must sleep in groups of 2+.
- Staff must be available in their own tent/room once the children go to bed.

- No alcohol, smoking or drugs will be permitted during a club activity.
- Children need to let staff know if they are leaving the group for any reason (toilet, visiting a shop etc).
- If a child wants to go to the toilet whilst away from base a staff member must decide whether the child should be deemed vulnerable (by age, gender, life experiences) and in need of adult supervision/protection whilst in the toilets. This is particularly important in public toilets, airports, supermarkets etc.

### **Action to be taken if there are concerns about abuse or inappropriate behaviour**

- Encourage the child to speak to the person in charge or someone in authority as a disclosure should, ideally, be made only once and it is important that the child be handled as sensitively as possible at this stage.
- If it is not possible to pass the concerns immediately to the Club Child Protection Officer please follow the agreed procedure:
  - reassure the child that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of the following:
  - the name, age and date of birth of the child.
  - home address and telephone number.
  - is the person making the report expressing their own concerns or those of someone else?
  - what is the nature of the allegation? Indicate dates, times, any special factors and other relevant information.
  - make a clear distinction between what is fact, opinion or hearsay.
  - a description of any visible bruising or other injuries. Behavioural signs, indirect signs?
  - witnesses to the incidents?
  - the child's account, if it can be given, of what happened and how any bruising or other injuries occurred.
  - have the parents been contacted?
  - if so, what has been said?
  - has anyone else been contacted? If so, record details.
  - if it is not the child making the report, has the child concerned been spoken to? If so, what was said?
  - has anyone been alleged to be the abuser? Record details.

If a disclosure of abuse (physical, emotional or sexual) is made, the club Child Protection Officer will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The allegation will be referred to Social Services Child Protection Team.

## **Social media policy**

### **Safeguarding our members when using club social media sites**

As we are a children's charity there will be children and young people visiting our website, twitter and Instagram pages.

To ensure they can use our social media sites safely;

- the content of the website will be constantly monitored by our administrators for inappropriate postings or use
- any twitter posting using #saturdayclub will be vetted and administered before it is posted on our twitter or instagram social feeds
- photographs of our members can not be downloaded and in some instances will be password protected; at the discretion of the administrator
- members, families and friends will be expected to observe the following guide lines when using the Club's social media sites. The following behaviour on a site will not be tolerated
- offensive, abusive, defamatory, intolerant or obscene
- fraudulent, deceptive or misleading
- unrelated or off-topic
- trollish or intended to deliberately provoke others
- spam: business solicitations or other advertising of personal interests, blogs or websites
- in violation of any intellectual property right of another

We will remove any posts that fall into the categories above. If a user continues to post any of the above, we will ban the user.

Saturday Club cannot take responsibility for any content posted by, or the interactions of any third parties.