

REGISTRATION GUIDANCE NOTES - ASB Online

SECTION A

We want to ensure that anyone using the ASB Online directory will be able to locate your project profile easily and quickly. Therefore we ask that you **carefully** follow these guidance notes before completing the registration form.

Once complete please send your profile to us via email **and** post us **copies** of the required documentation (outlined below). If this causes you any difficulty let us know by calling the office on 020 7793 3730.

SECTION B

Project aims and a brief description of activities - in no more than 150 words please give an outline of your main activities and the aims of your project / organisation. This section on the ASB Online website will be searchable - so please include keywords within your activities description, eg "We run a Football Club", so site visitors can find your project profile when they search by keyword i.e. Football.

Project aims and a brief description of activities to present to a youth audience. At some point CSAS anticipates developing a youth friendly gateway to the database for ASB Online. Therefore please supply an alternative text suitable for a youth audience. If the information you would like to give via a youth portal would be no different from the text you would like an adult audience to view, please tick where indicated on the form.

SECTION C

Referral criteria

- **Target groups** - if your project reaches more than one target group please tick all groups that you deliver services to. If your project is open to everyone please specify by ticking the 'Open to all' box. If your project reaches a specific target group not listed please enter the group in the 'Other' field.
- **Referral process**
Please list any useful information for those wishing to refer a young person to you, for example if you can only take referrals from Youth Offending Teams etc.
- **Cost to young person**
- **Cost to referring agency**
Please complete both these fields if cost implications are different - for example for self - referral or agency referral. If your service is free please state so.

SECTION D

Quality Mark / Awards:

Please give us details of any Quality Marks or awards your project has achieved, for example:

- Investors in People
- Matrix (awarded to organisations who have demonstrated their commitment to delivering high quality information, advice and guidance)
- PQASSO/ European Excellence Model
- NYA (National Youth Agency) Quality Mark
- NYA National Award
- London Week of Peace Award

Make sure to include any borough specific Quality Marks awarded to you.

SECTION E

Your favoured key search terms

Please give a max. of 6 key words linked with your project's main activities (e.g. music, sport, motor, art, etc.) including, if appropriate, your main client group/s. It's important to include all your main activities. These keywords will be used to help search engines pick up your project profile.

SECTION F

Key documents

Before we can create a profile for you on ASB Online it is **essential** that you provide us with the following:

- Your organisation's Constitution
- Your Health and Safety policy
- Your Equal Opportunities policy
- Your Child Protection / Safeguarding Policy

Please send the above via email, or send hard copies to us via the post.

Please do not send us your original documents.

SECTION G

Criminal Record Bureau check (CRB)

It is essential that all staff and volunteers working on your project have completed a CRB check to the required level (determined by the nature of their work with children and young people.) **Do not tick this box and sign unless the required level of CRB check has been completed for all staff.** For more information visit the Criminal Records Bureau website: www.crb.gov.uk

SECTION H

Please send us your form via email so that we may upload your profile. If you have the facility to electronically add your signature where required on the form that will suffice. You may send the **required documents** (listed above) either electronically or as photocopies via the post, whichever is easiest for you.

Important note: We do not have the capacity to upload profiles from hard copy forms. Unless we receive your form via email, we will be unable to create a profile for you.

Updating your profile: Once the site is up and running it will be possible for you to login and make minor changes to your project / organisation details (e.g. change of address or contact person). We will check for any amendments you flag to us and update your profile regularly. However any major developments need to be emailed to us directly (e.g. if there is a significant change in the services you deliver, if you close project work in a particular borough or move into a new one.) **We will update your information promptly, however it remains your responsibility to let us know of any changes or developments that require amendments to your profile.**

If you have any queries please contact us:

Community Safety Advisory Service
London Action Trust
88 Clapham Road
London SW9 OJR

T: 020 7793 3730

E: csas@lat.org.uk

ASB Online and ASB VCS Network Lead Officer:

- Libby Peppiatt, CSAS Policy and Information Officer