



Information about the Youth Connections Clubhouse

The Social Futures Youth Connections Clubhouse is funded by the NSW Department of Communities and Justice and is a member of the Global Clubhouse Network. The Clubhouse Network is a global non-profit organization, and encourages young people to explore technology through education. Located at the Northern Rivers Conservatorium, the Clubhouse operates as a drop-in centre for young people aged 12-18, providing a creative and safe after-school learning environment run by Social Futures, Lismore.

The Clubhouse goes beyond access to technology to help young people develop technological fluency, skills, and experiences to help them succeed in their lives. The Clubhouse is not a computer “lab” but rather an invention studio or artist’s workshop, where young people work on creative projects based on their own interests and ideas.

The Clubhouse enables young people to work with adult mentors to explore their own interests, develop skills, and build confidence in themselves through the use of technology. In the Clubhouse, young people can design their own music, art, videos, animations, code robots, electronics and science simulations. They can do craft activities and create objects and projects that interest them. All staff and volunteers have current Working with Children Clearances.

Members under 18 years old must have the Membership Registration Form signed by a Parent/Caregiver prior to attending Program Activities .

The Clubhouse Program is offered during NSW School Terms.

In Lismore the Program is delivered Mon-Thurs – 3:30-6pm at the Conservatorium of Music, corner of Keen and Molesworth Streets, Lismore.

The Program is delivered in Ballina Thursday afternoon – 3:30 – 6pm at B-Space, 32 Swift Street, Ballina.

For more information contact Sean Spencer – Team Leader Youth – 0428 599 157





Membership Registration to the Youth Connections Clubhouse

Personal Details:

Name:

First Name

Last Name

Preferred Name

Home Address:

Date of Birth:

Gender:

Circle most appropriate

Identifying Pronoun:

Do you identify as Aboriginal or Torres Strait Islander?

Circle most appropriate

Do you speak a Language other than English at Home? If yes, please specify

Do you have a disability? If yes, what is the nature of the disability?

What school do you go to?

What year are you in?





Parent/Caregiver Information and Consents:

Primary Carer:

First Name

Last Name

Telephone Number:

Email:

Details of Secondary Contact and People Authorised to Pick-Up Young Person

Name:

First Name

Last Name

Telephone Number:

Relationship to Young Person:

Name:

First Name

Last Name

Telephone Number:

Relationship to Young Person:

Consent – Collection of Personal Information:

Please tick

- I give consent for relevant information regarding myself or my child/ young person to be collected for the purposes of national data collection in line with our funding requirements and to the Clubhouse Network. Personal information we collect about the young person will be kept confidential and stored in our locked database. I am aware that this information will be handled in accordance with guidelines specified in the Privacy Act 1988.
- I understand that if it is determined that a child is at risk of significant harm, Social Futures Clubhouse staff and volunteers have a mandatory obligation to contact the Department of Community and Justice and/or emergency services.
- I understand that confidential information will only be shared when we are legally required to do so or under Chapter 16A if there are significant concerns regarding the safety to self or others/ if requested by the police, a court of law or information to Department of Community and Justice.





Consent – Clubhouse Program:

Please tick

- I have read The Clubhouse terms of service and internet policy and give consent for my child / dependent to participate in The Clubhouse activities under the supervision of Social Futures Staff

Please indicate whether you agree to the following:

	Yes	No
I give consent for photographs of my child / dependent to be used for promotion of our Clubhouse across The Clubhouse Network and public domains.	<input type="checkbox"/>	<input type="checkbox"/>
I give consent for my child / dependent to have an account on The Clubhouse Network, a closed online network for members and staff www.clubhousevillage.org (policy attached).	<input type="checkbox"/>	<input type="checkbox"/>
I give consent for my child / dependent to take part in surveys for the purpose of evaluating Clubhouse activities in line with service funding requirements.	<input type="checkbox"/>	<input type="checkbox"/>
I give consent for my child / dependent to be provided transportation when necessary to attend Clubhouse activities.	<input type="checkbox"/>	<input type="checkbox"/>
I give consent for my child / dependent 13 years of age or over, to be assisted in creating a gmail email address for related Clubhouse programming.	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the supervisor(s) of The Clubhouse to implement Clubhouse rules and code of conduct and/ or to take other reasonable measures to ensure the successful conduct of The Clubhouse as well as the safety and wellbeing of all members.	<input type="checkbox"/>	<input type="checkbox"/>
I understand and accept that as The Clubhouse operates as a drop-in centre, no responsibility can be extended to members once they leave the premises located at the Northern Rivers Conservatorium, Corner of Keen St and Magellan St, Lismore.	<input type="checkbox"/>	<input type="checkbox"/>
I understand The Clubhouse provides internet access over Wi-Fi that is filtered by NetGenie, in attempt to provide a safe and secure Internet surfing experience over multiple devices. I understand that The Clubhouse cannot guarantee my child/ren will not access otherwise inappropriate content on the internet and that there are Internet Safety Guidelines posted and promoted in the Computer Clubhouse to minimise the risk. I assume responsibility for my child/ren as Member(s), to take responsibility to protect themselves and the reputation of the Clubhouse by using the Internet safely.	<input type="checkbox"/>	<input type="checkbox"/>





Medical Information:

To ensure the safety of your child / dependent, it is necessary for us to have current information on any health issues, in particular allergies, or any other condition that may affect your child while participating in a Youth Connections activity.

In the event of a medical emergency an ambulance will be called and all efforts will be made to inform parent/caregiver. Please ensure at least two contact numbers are provided on the membership registration form.

I give permission for Social Futures staff to administer First Aid to my child

Allergies:

Please indicate any known allergies:

Yes No

My child has been hospitalised for a severe allergic reaction

My child has been prescribed an EpiPen

Other Medical Conditions:

Please indicate any known medical conditions and associated medications.

Safety Information:

Are there any Family Law Court Orders or Apprehended Violence Orders that we need to be aware of. If yes, please provide details below.

Is there any further information we need to be aware of when working with your child?



Sign off – Parent/Carer:

I confirm that the information provided is true and correct to the best of my knowledge. I agree to the named child/young person participating in Clubhouse Activities. I have read through the Clubhouse Guidelines (attached) and discussed these with my child.

Signed:

Date:

Sign off – Young Person:

I have read through the Clubhouse Community Guidelines (attached) and understand that I must follow these when engaged in Clubhouse activities. I understand that if I do not follow these, my parent or guardian will be contacted. I understand that these guidelines are in place for my safety and other members of the Clubhouse.

Signed:

Date:



Clubhouse Community Guidelines

As Members of The Clubhouse we:

- **Respect and protect the people, resources and reputation of the Clubhouse and Clubhouse Village**
- **Take responsibility for safety in the Clubhouse and Clubhouse Village**
- **Contribute to the Clubhouse Community**

At the Clubhouse and in the Village we all agree to follow the Clubhouse Code of Conduct and the Internet Safety Guidelines, abide by the Clubhouse Software Policy and respect the Clubhouse Copyright Policy.

Clubhouse Code of Conduct:

The Clubhouse strives to provide a safe, comfortable atmosphere, in which members of the Clubhouse Community may explore their own creativity. To that end, we all agree to the following:

1. All members of the Clubhouse Community are encouraged to explore their own creativity. I will help this happen by not doing anything to disrupt or discourage another's creative expression.
2. I know that the Clubhouse is everyone's space. If I choose to play music or sound files, I will play it so that it does not disturb others. In addition, I will not play any music containing profanity. I will also adhere to the Clubhouse Internet Safety Guidelines so that no one in the Clubhouse will be exposed to inappropriate material and/or people who wish to misuse the Internet.
3. In an attempt to make everyone feel comfortable in the Clubhouse, I will not use profanity and/or discriminatory language. In addition, I will not use language that purposefully offends another member of the Clubhouse.
4. In an effort to ensure the safety of everyone in the Clubhouse Community, I will not steal, pirate software, or engage in any other illegal activity. The Clubhouse Village Team encourages everyone to foster creativity by freely sharing code, art, music, and other works. However, we also understand the need for individuals and companies to protect their intellectual property rights. You are responsible for making sure you have the necessary rights, licenses, or permission for any user-generated content you submit to the Clubhouse Village.
5. I realize that the Clubhouse is limited in resources and we are lucky to have all the equipment that we have. I will do my best to respect the Clubhouse space. I will not purposefully destroy or vandalize any property of the Clubhouse or of another Clubhouse Community member. I will also help to keep the Clubhouse clean by picking up after myself.
6. The Clubhouse is filled with different kinds of people from various backgrounds. I will help create a feeling of community by respecting everyone I come in contact with and treating them how I would want to be treated. Both physical and verbal fighting will not be tolerated. If I have a problem I cannot solve peacefully myself, I will talk to a staff member and allow them to handle it.



Clubhouse Internet Safety Guidelines:

The Internet offers a new world of experiences that can be educational, culturally enriching and rewarding. It can help increase school performance and future job potential. However, the Internet can also expose you to unsafe situations.

As a Clubhouse Member, it is your responsibility to protect yourself and the reputation of the Clubhouse by using the Internet safely. The following guidelines are to help Clubhouse Members, Mentors, Staff and Parents explore the Internet safely.

- Do not give out personal information such as your home address, telephone number, relatives names, parents'/guardians' work address, name or location of your school, your picture or other private information.
- It is okay to create an online nickname to protect yourself. It is okay to use your first name or a nickname and an email address to receive information, but do this with caution. Beware of contests and surveys that may use your information for unauthorized purposes.
- Never agree to meet anyone in person whom you meet over the Internet. It is impossible to know who you are really talking to. If someone encourages you to meet with them, tell a Clubhouse staff member, mentor and your parents/guardian
- If you receive messages that are mean or make you feel uncomfortable, tell a Clubhouse staff member or mentor. It is not your fault if you get a message of this kind and you have no responsibility to answer. If in doubt, check it out with an adult.
- Remember that information on the Internet can be incorrect, misleading or inappropriate. Check more than one source and use your judgment.
- On your own web page, follow the above guidelines. Use only your first name or nickname. Any picture of yourself should be disguised in some way to protect your identity.
- If using the Internet at home, make sure your parents or guardians are aware of your activities.
- Discuss the Computer Clubhouse Internet Safety Guidelines with your parents or guardians. Share your experience with your parents and family to help them explore the Internet safely.

Visit these sites for more information on using the Internet safely:

- <https://esafety.gov.au/>
- <https://www.google.com/safetycenter/>

