



Starting a Group

5P Towards Success

People – You need people to make UK Navigators work. A few parents, and a handful of children is a good place to start. It helps if someone in the group has some experience working with young people in the age group being considered – dealing with teenagers is a whole different ball game to dealing with six year olds.

You will want to have, at least, a Treasurer or book keeper, a secretary to record minutes and as much business as they care to take on, and it is a good idea to have a chairperson. It is recommended that those getting involved in setting up UK Navigators read document CC3 from the Charity Commission. This sets out the basic roles of the managers of any charity (your UK Navigators will be a charity in form) in plain English. We will detail the specifics in another guide.

Place – You ideally need a place to meet. It can be a community building, a school hall, or a church hall, anywhere that is safe for young people to run around in. Ideally it will have heating, a kitchen area and toilets (properly designed unisex facilities are acceptable), as well as a hall with a clear floor area to a

Programme – It is not a good idea to run without a programme. Initially, the adults might dictate the programme but it is best to get young people involved in planning and execution of the programme as soon as is possible. Simply sit them down and ask them what they want to do. Then rationalise what they suggest and of you go. (It is a little more complex than this, but part of the fun is finding out where this takes you).

Partnership – You bring your idea to UK Navigators and we have a chat with you about what you are proposing and we make sure that you can tick all the boxes. If we agree on all points, then we have a partnership agreement and you are on the road to setting up your UK Navigators Group. You can contact UK Navigators at any point to discuss your proposals.

Protection – You need to protect yourselves and your young people. It makes sense, and the law says that you have to. All your adults working with young people need to have an enhanced DBS check done. This can be done through your local authority. It is also useful to safeguard your adult team by having your Chair, Treasurer and Secretary DBS checked as well. Again, more on this in a Safeguarding Guide.

You will also need insurance. The minimum is insurance for your young people and insurance for your adults. Each Group currently needs to negotiate its own arrangements as each group will have a different programme and different needs. This will be your Public Liability Insurance Policy that you will take out. You will also need an Employers Liability Insurance policy, which protects your adults in the event of then being involved in an accident during UK Navigators activities. We can recommend an insurer when you apply to open a UK Navigator Group.



Some activities may require additional insurance – your broker will explain these to you.

It is also advisable that at least one of your adults working on any session has a minimum of Emergency First Aid training.

Also, it is highly advisable to register as a charity with HMRC from as early as you possibly can. This enables you to claim Gift Aid on donations and subscriptions (but not on camp fees or trip expenses).