



Leading Workforce Development for VCS organisations in Suffolk

Final Report

Suffolk LSC - Local Project No. 138

**Development of a Voluntary Sector consortium
for Learning and Skills in Suffolk**

Youth Working Group

Led by



Project funded by the **Learning and Skills Council**
and **European Social Fund**



Index

Final Report.....	1
Youth Working Group.....	1
Index	2
Executive Summary	2
Final Report.....	4
Purpose of the Working Group	4
Y1 Raise Quality Standards within VCS youth orgs.....	6
Y2 Develop Communication with Youth Networks	7
Y3 Develop VCS opportunities for NEET young people	7
Y4 Develop learning ladders for VCS youth groups.....	8
Annex A - Projects funded through Youth Work Working Group.....	10
Annex B - Quality Standards Lite	11
What has been done.....	11
Where we are now.....	12
The Next Stage.....	12
Draft Lite Quality Standards Framework.....	13

Executive Summary

This report reflects the dynamic and valuable work that was undertaken and achieved by the Youth work working group on behalf of the Suffolk Learning Consortium.

The nature of the working group from its creation was designed to facilitate partnerships, identify commonality of purpose and opportunities for making a difference to the children and young people's workforce - directly leading to improved services for them.

The broad range of groups included guaranteed a dynamic and creative working environment. Many of the relationships forged through this working group are being sustained and maintained, even though the project has ended with commitments from all parties to future joint working wherever possible.

Young Suffolk chaired the meetings and SAVO provided the secretariat support to the group. This worked very well as SAVO were able to bring an overview of the work of the other three working groups to the youth work group and ensure that no duplication took place. It eased the flow of communication throughout the working groups.

In one year from June 2007 - June 2008 the dedicated members of this working party achieved the following highlights;

Raise quality standards within VCS youth organisations

Young Suffolk Quality Standards

The Quality Standard has been officially endorsed by both Suffolk County Council and the Suffolk Safeguarding Children's Board, for its work supporting the VCS and facilitating the development of its workforce through improving quality standards, leading to safer, more robust services for children and young people.

YS Quality Standards "Lite"

As a result of the Learning Consortium funding Young Suffolk has been able to activate its plans to develop and pilot a Quality Standards "Lite" touch Award for smaller VCS youth organisations who have no paid staff. This is being piloted in partnership with another VCS provider, CYDS.

Develop VCS opportunities for NEET young people

Research into NEET young peoples needs

An article published in the Sunday Times by Winnell, on 27 March 2005 , noted:

"A study by the Department of Education and Skills (DfES) conservatively estimates that each new NEET dropping out of education at 16 will cost the taxpayers an average of £97,000 during their lifetime, with the worst costing more than £300,000 apiece."

Following from this SCA (Supporting Contemporary Adolescence) lead a piece of work on behalf of the working group researching what the young people, who are NEET, would like to have available to them, with regard to gaining help and advice for continuing with their education and training etc.

Part of their remit was also to see if there were any lessons that could be learned about prevention rather than intervention - could we find ways to stop young people becoming NEET in the first place?

A couple of the main recommendations from their findings are as follows:

- Early intervention within schools targeting a younger age (Yr 8/9) YP identified to become NEET, who will receive additional support through mentors or PA's, in tandem with parental/carer pastoral support, on how to avoid early drop-out patches into NEET.
- To run more and invest more into the rural community evening Youth Clubs.

Lifeskills course for young people: prevention over intervention

One of the solutions the group piloted was to run an accredited lifeskills course, in partnership with SCA and Thurston Community College. The course itself was supported by other group members Suffolk Young People's Health Project and Heart Foyers. It was delivered to a number of ESOL students who the College has identified as "potentially becoming NEET".

Develop learning for VCS youth groups

Flowing from needs and gaps identified by the children and young people's workforce Young Suffolk ran an accredited "Introduction to youth work" course. The pilot course ran for nine weeks (January 08 - April 08) at Level 1,2 and 3 accredited by the Open College Network. The result is:

12 VCS staff (paid and voluntary staff) achieved a recognised qualification in youth work

Through the partnerships created through the working group Young Suffolk came to an agreement with the Early Years training provider in Suffolk to enable a wider spectrum of children's and youth workers to access their training. This is a great bonus for the wider sector as the opportunities for shared learning and integrated working are increased.

Full details of these and the many other areas of work the Working Group undertook are contained in the full report. The achievements of this working group are summed up by Dr Bud Simpkin, Chief Executive, Young Suffolk and Rosie Carter, Project Director, SAFEchild

"I continue to be amazed at what the voluntary sector can achieve with relatively short-term, low levels of funding. The outcomes of this strand of work will continue to have far-reaching impacts for some time to come." **Dr Bud Simpkin**

"The Voluntary and Community Sector (VCS) workforce makes an enormous contribution to the Every Child Matters agenda for children and young people. The child protection charity SAFEchild was delighted to be part of the Youth Work Working Group which worked strategically towards raising the quality standards, including the safeguarding of children and young people, for the VCS workforce across the county."

Rosie Carter

Final Report

The working group met for the first time on Tuesday 5 June 2007 at Young Suffolk and has met quarterly since. Each meeting has been very well attended and has taken both a pragmatic and creative approach to the ways in which it has sought to achieve the aims of the group.

The members committed to producing works that would leave a lasting impression on the VCS workforce and have been keen to identify projects that have practical benefits. They continue to be committed to finding solutions and not just identifying difficulties. Following is the review of the work undertaken through and by this working group.

Purpose of the Working Group

To ensure that the VCS (Voluntary and Community Sector) workforce working with children and young people in Suffolk is fully skilled and equipped to deal with the demands on their services, by identifying and developing strategies and practical solutions to facilitate their delivery of high quality, relevant services.

Objectives

- Raising quality standards within VCS youth organisations
- Developing good communication with a variety of youth networks and co-ordinating learning and skills needs information
- Developing opportunities within VCS youth organisations to assist NEET young people
- Providing training resources for VCS youth groups and developing learning ladders of qualifications for those with an interest in youth work

- identify processes and opportunities for future funding of VCS LSC and other partnership projects, encouraging collaboration, credibility, performing and competitive bidding
- to support, and be supported by, the work of the other three Working Groups within the consortium (Accreditation, Quality Standards and Common Inspection Framework, Skills for Life and entry into employment work, and Managed Networks), to ensure the effective communication of developments and to avoid duplication.

Young Suffolk prepared in advance of the first meeting the draft Terms of Reference and list of organisations who we believed could help fulfil the aims of the working group. The organisations were identified because of their knowledge and practical experience, as well as engaging with young people who are NEET, or at risk of becoming NEET, in different ways e.g. through sport, media, volunteering, training or drop in. We adopted this method to try to ensure that any work/research undertaken throughout the project would capture a range of different responses and data.

All of the organisations approached accepted the invite to join the working party. Members of the working party are;

- CSV Media
- Heart Foyers
- Positive Futures
- Princes Trust Volunteers
- Rochford Trust
- SAFE
- SAVO
- SCA
- Suffolk Young Peoples Health Project
- Young Suffolk
- Youth and Connexions Service

In addition to the above members the aims of this working party will be supported through the existing Young Suffolk Quality Standards Panel. The panel will address the first stated aim of “Raising standards within VCS youth organisations”. The communication flow between these two complementary working groups will be the responsibility of Jacqui Wilkinson of Young Suffolk.

The following groups are represented on the Young Suffolk Quality Standards Panel;

- | | |
|--------------------------------------|---|
| • Anglia Care Trust | • Suffolk Safeguarding Children’s Board |
| • CYDS | • Suffolk Scouts |
| • Diocese of Bury and St Edmundsbury | • Suffolk Young People’s Health Project |
| • Out and About | • Youth and Connexions Service |
| • Rochford Trust | • Young Suffolk |

The Terms of Reference were agreed at the meeting and an action plan was created. Key tasks undertaken by the group are shown in relation to the project plan headings.

Y1 Raise Quality Standards within VCS youth orgs

Young Suffolk Quality Standards

This key work was delivered through the Young Suffolk Quality Standards Panel, responsible for the Young Suffolk Quality Standard.



Young Suffolk is the only countywide infrastructure organisation with charitable status for the voluntary children and young people's sector in Suffolk.

This Standard has during the life of this project been officially endorsed by both Suffolk County Council and The Suffolk Safeguarding Children's Board, for its work supporting the VCS and facilitating the development of its workforce through improving quality standards.

As of 1 April 08 in excess of 40% of Young Suffolk members were working towards this Standard or had achieved it.

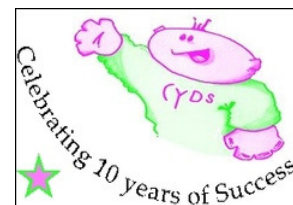
Groups included a diverse range of youth organisations from one night a week faith groups to large nationally affiliated providers including Suffolk Scouts. Since April 1st an increasing number of groups have signed up to the achieving the standards or renewing their Awards when they expire in the next year.

As a testament to the value of this Quality Standard Suffolk County Council Youth and Connexions Service has made working towards, or holding the Young Suffolk Quality Mark a condition of its funding to VCS youth groups.

YS Quality Standards "Lite"

As a result of the Learning Consortium funding Young Suffolk has been able to activate its plans to develop and pilot a Quality Standards "Lite" touch Award for smaller VCS youth organisations who have no paid staff.

This is being developed in partnership with the CYDs project based in Leiston, Suffolk. CYD's purpose is to provide support, information and services in particular to help young people to reach their full potential and to improve the conditions of life for young persons who have the need for such as service due to social or economical circumstances.



They also work with a number of smaller local youth groups and are ideally placed to support this project.

The Quality Standards Lite Pathfinder programme has the following aims:

- To develop and pilot a "Lite" touch framework to complement the existing Young Suffolk Quality standards framework of support, information, guidance and practical assistance working with at least 6 voluntary children and young people's organisations in Suffolk.
- To develop appropriate, comprehensive guidance notes and training and support packages to facilitate voluntary youth organisations to undertake the Quality Standards Lite process and therefore obtain the Young Suffolk Quality "Lite Mark".

As an incentive each group who signs up to the process will receive £250 at "sign up". Upon successful completion of the Lite standard they will receive another £250.

The interim progress report for Lite and the draft framework can be found at Annex B.

Y2 Develop Communication with Youth Networks

Young Suffolk provides a comprehensive communication network for the VCS children and youth sector in Suffolk to ensure that members are well informed and kept up-to-date with accurate information relating to guidance, support, funding, training and practical help. Much of this information is also on the website and available for non-members to access.

This information is collated from many other networks to ensure information is distributed widely. Other networks include other infrastructure organisations locally, regionally and nationally (Local Infrastructure Partnerships, COVER – the community and voluntary sector forum for the Eastern region, Suffolk County Council, NCVYS).

Regular Young Suffolk Network Newsletters, Bulletins and FLASHeMAILs are circulated. The funding has enabled the creation of a representational matrix to be developed.

This is a matrix of information showing who, how and where groups are represented and giving brief feedback of the outcomes and discussions points of the meetings. This is designed to allow more groups to access information from more meetings. It also means that the VCS is appropriately represented and not inundated with meetings to attend – it is shared between representatives and then cascaded.

Y3 Develop VCS opportunities for NEET young people

Data Capture - Focus Groups with NEET people

Collate/analyse data

Plan action to resolve issues

Another example of partnership working was when group member SCA took the lead on collecting and collating the evidence required for this objective.

To help with the investigation for developing opportunities for young people in the area, SCA worked with 25 young people from organisations such as Connexions, SCA, and the Young Mum's housing association at Acorn House.

They provided questionnaires as well as discussions of what the young people would like to have available to them, with regard to gaining help and advice for continuing with their education and training, or so they can gain advice and see how they can address their career and employment goals.

A first questionnaire was carried out by young people, although SCA found that it did not gather enough information from the young people, so another questionnaire was created with additional and more direct questions as some of the young people were reluctant to enlighten upon their answers.

A couple of the main recommendations from their findings are as follows:

- Early invention within schools targeting a younger age (Yr 8/9) YP identified to become NEET, who will receive additional support through mentors or PA's, in tandem with parental/carer pastoral support, on how to avoid early drop-out patches into NEET.
- General awareness education in schools to warn YP to the realities of NEET life and future hardship to break out of it.



- To run more and invest more into the rural community evening Youth Clubs to be supported with the capacity, through additional training, to work with NEET YP from which to run training, volunteering for under 16 year olds.
- Bite size varied chunks of (flexible learning and short-term time commitment) training accreditation to achieve in small steps and then bolt on to with other similar bite-size, achievable qualifications.

Resulting from the findings of this research the Working Party looked at the training they were providing for NEET young people and it was agreed that they would work together to run a “lifescills” type project for NEET young people.

Key members already delivering similar courses included Heart Foyers, a housing project, SCA and Suffolk Young People’s Health Project (SYPHP). It was agreed that the project would be delivered using the lifescills course SCA use and that SYPHP would look to add some of their expertise to the course and deliver it in Ipswich.

Due to the limited time and heavy commitments of the partners it was agreed that SCA would look to run the course in and around the West of the county with Heart and SYPHP contributing to future courses.

The course itself was created in partnership with SCA and Thurston Community College to reflect the needs that this particular education establishment was finding. It has been agreed to deliver the course to a number of ESOL students who the College has identified as “potentially becoming NEET”.

The course will be run and hopefully prevent these young people becoming NEET and supporting them to stay within education/further training.

Prevention not just intervention

The Working Group has been committed to programmes of prevention and not just intervention at crisis points for young people. Building on the research done as part of this working group with young people that shows prevention to be a key strategy, this pilot project will focus on that approach.

This approach is supported by the following article published in the Sunday Times by Winnell, on 27 March 2005, it noted;

“A study by the Department of Education and Skills (DfES) conservatively estimates that each new NEET dropping out of education at 16 will cost the taxpayers an average of £97,000 during their lifetime, with the worst costing more than £300,000 apiece. Their impact on crime, public health and antisocial behaviour was so marked...that a single 157,000 strong cohort of 16 to 18 year old NEETs would cost the country a total of £15 billion by the time they died prematurely in about 2060. They are ...22 times more likely to be teenage mothers, 50 percent more likely to suffer from poor health, 60 percent more likely to be involved with drugs and more than 20 times more likely to become criminals..”

Y4 Develop learning ladders for VCS youth groups

Data Capture - 'Needs Survey'

Investigate options for a Suffolk youth work course

Youth work course

Following Young Suffolk's enquiries with its members and group members about the need for an Introduction to Youth work course it was agreed that Young Suffolk would commission a course.

As a continued commitment to partnership working the course was delivered by a private sector trainer, moderated through Anglia Care Trust, a large national VCS provider, and recruited to and managed by Young Suffolk.

From January 08 - April 08 Young Suffolk ran a pilot for a nine week, Level 1,2 and 3 Open College Network accredited course.

“14 VCS staff (paid and voluntary) attended and 12 achieved an OCN qualification in “Introduction to Youth Work”.

Participants chose the level they wished to achieve and participants achieved a range of levels from level 1-3. Only one participant left the course, due to personal reasons, so the completion and retention figures were incredibly high.

The modules covered;

- | | |
|-----------------------------------|--|
| 1. Understanding Youth work | 5. Motivating Service Users (1) |
| 2. Communication Skills | 6. Motivating Service Users (2) |
| 3. Boundaries & Behaviour | 7. Building Self Esteem in Service Users |
| 4. Equality & Diversity Awareness | 8. The Assertive Worker |

As a result of the success of this course Young Suffolk are looking to regularly run an Introduction to Youth work course.

The **Data Capture** for the “Needs survey” was undertaken by SAVO through the Learning Consortium. Details in the report by that working party.

Learning Ladders and Climbing frames for Qualifications

The group realised that the career path for many, if not the majority, entering into youth work is often far from direct. Many enter youth work as a second profession/career having started through volunteering in a youth worker capacity.

Our aim was to create a clear, simple progression route through from volunteering to Honours degree qualification for people wishing to work with young people.

It was hoped that a “climbing frame” rather than a ladder of progression could be identified. The key difference being that a ladder would imply a vertical route starting from the bottom and working up, whereas a climbing frame would allow a person to move horizontally between professions/qualifications as well as vertically.

Enabling them to build on the key skill they may already have achieved through a childcare or social work qualification/experience etc and apply it to a youth work role. Research showed that the sector skills councils themselves are trying to define this type of progression and especially inter-disciplinary progression routes.

As a result it has been agreed that rather than try to reinvent or pre-empt the work of the Sector Skills Councils (particularly CWDC and Lifelong Learning) and risk proving the Suffolk workforce with information that may change or become obsolete, Young Suffolk will create a Training and development section on their website. This will signpost people to relevant qualifications and courses, particularly promoting, local courses.

The range of courses will include Level 1-2 Introductions to Youthwork up to Honours degree courses. Guidance on volunteering in youthwork will also be included. The Suffolk CWDC Common Induction standards will also be highlighted.

Annex A - Projects funded through Youth Work Working Group

Project No.	WG criteria	Project description	Cost
1	3,2: Developing opportunities to assist NEET, or likely to become NEET, young people	SCA led NEET project – delivering to ESOL students identified by the college as “likely to become NEET”.	£2,300
2	1,2: Raising quality standards within VCS youth organisations	Young Suffolk led Quality Standards project- developing complementary “Lite” standards for smaller groups to raise the quality of their service and highlight safeguarding procedures. Delivered with another VCS youth organization.	£3,500
3	2,6:Encourage collaboration, partnership projects, credibility	Backfill for attendance at SVC YW meetings - regular (at least two meetings), active, VCS contributors to the steering group enabling partnership and collaborative opportunities leading to improved standards and projects for young people. £300 per group.	£1,200
			£7,000

Annex B - Quality Standards Lite

Interim Report May 2008

What has been done

When we began the pilot Quality Standards Lite programme back in January, I had hoped to be able to get the pilot groups together right at the beginning. However it was soon obvious that this would not be possible as the groups would be coming from very different starting points and to get them all around a table and ask them to have a say in what would make a good standard would take too long. We did not want to make the process too onerous on the groups as it would probably be unpaid workers or committee members giving up their time to do it.

After talking this through with Jacqui it was decided to work up a rough outline for the groups to work from. This could also be used to help us to see what sorts of policies and procedures the different groups already work to, as the first stage would be a fill in what you already have section, whether it be written policies or agreed verbal ways of working. These documents and ways of working could then be used to create the groups new policies if needed and would show the groups that hopefully a lot of the work was already done.

At this time we also started to think about the sorts of training that might be needed to help the groups to get finished policies together and to help strengthen the groups management structure where necessary. We wanted the process to be very much a getting together of the organisations to look at how they work, as well as how they interacted with the young people/members of the group. If this is going to worth their while it would need to be more than a paper exercise prepared by one worker.

Some ideas of possible training needs

1. Health and Safety/Risk Assessment
2. Youth Involvement
3. Management Committee Training
4. Policy Writing
5. Funding/Bid Writing
6. How to Encourage Young Volunteers

The Pilot Groups

1. Crowded House, Beccles
2. Martlesham Heath Youth Club
3. Youths R us All Saints Youth, Ipswich
4. Kessingland Village Hangout
5. FAYAP, Framlingham
6. Rendlesham Youth Group

I would like to thank John Garwood for his invaluable help in finding groups who would be prepared to take part in the pilot. I would also like to thank Baz Wilkinson for his help in finding the last group.

Where we are now

The outline for the Quality Standard Lite is almost ready for sending out to the groups. (see appendix 1) It will now be included in a portfolio broken down into 4 main headings, Child Protection, Health and Safety, Organisational Management and Volunteer Support. This layout is a change from the first ideas for the standard that only had two sections. This change was made to make it look and work more like the main standard to help groups that move from one to the next. The questions from each section will then be in the portfolio with guidance on how to meet the standard.

The Next Stage

1. The last few touches will be put on to the Standards.
2. Arrange a meeting of the Young Suffolk Area Support Workers to get their feedback and to make sure that they know the standard and how it will work. They will then be able to help in the ongoing support of the groups as well as help sell Quality Standard Lite to more groups after the pilot programme has finished.
3. Send out the portfolios to the groups and arrange individual meetings with each of the pilot groups.
4. Arrange a day where all the pilot groups can come together to feedback and to make changes to the standard where necessary and to identify any training needs that could be covered by some joint training sessions.
5. Individual meetings with the pilot groups where needed to support them in completing the portfolio.

Draft Lite Quality Standards Framework

1. Child Protection	
<p>This standard helps your organisation/group provide a safe service and stability for all involved. <i>This applies to all kinds of abuse, many of which are not physical in their nature, and is based on an assessment of the full range of risks faced.</i></p>	
Standards	Evidence
<p>1.1 To ensure the quality and safety of our service and the young people who use it. We use the following policies and or procedures They are reviewed at least annually to make sure they are appropriate.</p> <p>To keep young people safe the child protection document has guidance on what is abuse and volunteers know how to recognise signs of abuse and know who to report concerns to.</p>	<ul style="list-style-type: none"> • Child Protection or safeguarding • Data protection • Code of Conduct • Lone Working • Staff ratios
<p>1.2 When recruiting all new volunteers we use the following information to make sure we get suitable volunteers</p> <p>All volunteers complete an application form and we take up to 2 References. References specifically ask for them to comment on their suitability to work with children/young people</p>	<ul style="list-style-type: none"> • Criminal Records Bureau (CRB) enhanced checks • Application Form and we take up two references • Check photo identification
<p>1.3 We ensure all staff and volunteers are well trained by offering appropriate training at regular times.</p> <p>Volunteers receive an introduction to the work of the group.</p> <p>1.4 Someone within our organisation has the responsibility for Safeguarding</p>	<ul style="list-style-type: none"> • SAFEChild training certificate, or equivalent • Introduction to youth work training • Induction to group, certificate
<p>1.5 Children/young people are encouraged to give us feedback on their group, and we have methods of asking them what they want from their group. We are committed to working with and involving young people in the group.</p>	<ul style="list-style-type: none"> • Person named on policy as lead • Committee member chosen as lead • Documents, minutes, creative artwork

1. Child protection/safeguarding

As per the Children's Act all groups have a duty to safeguard and promote the welfare of the children/young people they work with, including a responsibility to report any allegations or concerns that come to their attention. The welfare of the child/young person is paramount and all children, without exception, have the right to protection from all forms of abuse.

Please use this page to let us know anything else that you do to show how you strive to keep children/young people safe while in your care.

2. Health and Safety	
The health and safety of all individual service users, staff and volunteers are protected	
Standards	Evidence
<p>2.1 To ensure the health and safety of our volunteers and the young people who use our project we use the following polices and or guidance.</p> <p>The policy is reviewed at least annually and contains your position regarding use of alcohol, tobacco and substance misuse.</p> <p>2.2 We make sure the building we use is safe for our activities, by using the following</p> <p>First Aid cover is available at all activities and is at least to Appointed Persons level (1 day training)</p> <p>2.3 We make sure that we do a risk assessment for any trips off site and that we have parental consent forms in advance.</p> <p>2.4 Our activities and volunteers are covered by adequate insurance</p> <p>2.5 We have clear guidelines about transporting young people, e.g. how, who, when, a clear system for informing people what children are being taken by who, where to etc</p>	<p>Health and Safety, Risk Assessment, Other</p> <p>Cleaning rota First aid point Trained first aider Fire equipment annual inspection Risk assessment forms Lone working/ratios Regular fire drills Other</p> <p>Risk assessments</p> <ul style="list-style-type: none"> • Public liability insurance with cover of at least £5,000,000 • We are covered by another organisation • Cars used for club activities have business use insurance • Appropriate document

2. Health and safety

Under s.3(5) Children's Act 1989 groups/individuals have a responsibility for the children/ young people who attend their projects, clubs, activities. The Act states that an individual shall do what is reasonable for the purposes of safeguarding or promoting a child's welfare while the child is in their care. The duties owed to the children/young people by staff and volunteers at a club/projects derive from the general law relating to negligence, assault, contract or specific statutory requirements which might arise if certain events occur.

The 'duty of care' is a common law duty which applies to all individuals and organisations and has been developed by the courts. The duty of care is a general common law duty on all individuals and organisations to avoid carelessly causing injury to persons. It has been developed by the courts over many years. The duty is regardless of the size of the organisation, its income or whether the organisation has paid staff

Please use this page to let us know anything else that you do to show how you strive to keep children/young people safe while in your care.

3. Staff/ volunteer support and development	
This standard ensures that all staff and volunteers have a supportive, developmental environment where they can achieve and make a positive contribution	
Standards	Evidence
<p>3.1 All volunteers are given the adjacent information to help the to get to know the project and how it works Reference to safeguarding and promoting the welfare of children/young people is in all role descriptions</p> <p>3.2 We have clear equal opportunities standards for recruiting volunteers and young people to the group.</p> <p>3.3 Exciting volunteer development is supported regular, appropriate, training and support. Training would include:</p> <ul style="list-style-type: none"> • Introduction to safeguarding • First Aid • Induction to the group/organisation <p>Training could include:</p> <ul style="list-style-type: none"> • Risk assessment • Youth involvement • Complaints policy • Health and safety responsibilities <p>3.4 Group affiliated or supported by another umbrella organisation that may provide training and advice on managing volunteers.</p>	<ul style="list-style-type: none"> • Staff induction pack • A role description • A list of possible training available to them • A good practice guide • How to claim expenses • Complaints guide <ul style="list-style-type: none"> • Copy of the document <ul style="list-style-type: none"> • Ongoing informal supervision • Ongoing training • Induction to the group <ul style="list-style-type: none"> • Membership details

3. Staff support and development

Please use this page to let us know anything else that you do to show how you strive to keep children/young people/your volunteers and your organisation safe by providing appropriate training and support.

4. Organisational management

This standard shows that the organisation has a clear purpose and the necessary internal resources to sustain and deliver its vision

Standards	Evidence
<p>4.1 Our organisation works towards a plan set out in one or more of the adjacent documents Where we need to raise funds we have a written fundraising plan</p> <p>4.2 Our committee has specific roles To make sure our organisation has a defined legal structure. If you are a registered charity you have Trustees and they are appropriately trained.</p> <p>4.3 Our organisation uses the following policies to ensure the quality of our work and the service we offer its members We keep minutes of our meetings and our agenda's have a standing item on Safeguarding and Health and Safety.</p> <p>4.4 We keep the adjacent information on individuals involved in our organisation this information is kept safe in a locked box, or equivalent, or on a password protected computer</p> <p>4.5 We manage our finances by using the adjacent methods</p>	<ul style="list-style-type: none"> • A Constitution • A Mission Statement • A Business Plan • Minutes of your First Meeting • A goal set out in a town or parish plan • Minutes from your first meeting or from an annual general meeting which show the election of officers • Equality and Diversity • Youth Involvement • Complaints • Whistle Blowing • Parental consent • Information sharing and confidentiality • Registration forms • Staff/Volunteer contact details • Management committee contact details • CRB renewal dates • Medical/consent forms • Bank account in the name of the organisation • Record of income and expenditure • Annual accounts • Details of your auditors/reviewer • Finance policy • Exit strategy

4. Organisational management

Please use this page to let us know anything else that you do to show how you strive to keep children/young people/your volunteers and your organisation safe.

Annex C - Supporting Documentation

In order to keep this report as concise as possible we have not included reference documents which have been previously provided to the Learning and Skills Council, all of which are published on the Suffolk Learning Consortium Website:

www.suffolklearningconsortium.org

Projects / Working Groups / Youth

These documents include:

- **Youth Working Group - Terms of Reference**
http://suffolklearningconsortium.org/DOWNLOADS/WG_Youth/Terms%20of%20Reference%20-%20WG%20Youth%20Work.pdf
- **Youth Working Group - Project Plan**
http://suffolklearningconsortium.org/DOWNLOADS/WG_Youth/Project%20Plan%20-%20Youth.mht
- **Youth Working Group - Meeting Agendas and Minutes**
<http://www.suffolklearningconsortium.org/WG-Youth.htm>
- **Report - Why do Young People become 'Not in Education, Employment or Training'?**
http://suffolklearningconsortium.org/DOWNLOADS/WG_Youth/0709%20SCA%20Report%20on%20NEET.pdf