

THE FIRST SCHEDULE

“The Services”

Joint Parishes Youth Committee for Upper Beeding, Bramber and Steyning

Specification

17 Requirement

Sussex Clubs for Young People (SCYP) will provide staff equivalent to one qualified youth worker for 21 hours per week, one youth support worker 13.5 hours per week with Team Manager support for 3.5 hours per week.

SCYP will provide an all-year round programme including a term-time club schedule and suitable activities during school holidays designed with the needs of the young people in mind that will engage with the community.

18 Services to be delivered

Services will initially include the delivery of the following club sessions during term-time:

- Cuthman Centre, Steyning – Mondays 4:30 to 6:30pm and 7:00 to 9:00pm
- Upper Beeding Youth and Sports Centre – Tuesdays 3:30 to 5:00pm and 6:30 to 8:30pm
- Cuthman Centre, Steyning – Thursdays 5:00 to 7:00pm

Session delivery may change at short notice by mutual agreement to meet the needs of the young people to ensure the best engagement to meet any agreed performance indicators or impact measurement or for any other mutually agreed reason, subject to the total hours to be provided under Clause 17 not being reduced

Each club session will consist of face-to-face contact with young people.

SCYP staff will provide session logs and termly reports for each period. SCYP will have regular discussions with the Joint Parishes Youth Committee on progress to create a document of evidence to support funding applications working with young people and partners to raise funds for future delivery.

SCYP will create positive informal, educational and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.

SCYP staff will consult young people to identify local needs, new service requirements and interest in opportunities such as positive activities, volunteering/social action and training/employment programmes. SCYP will support young people to have a voice in the community by helping them to influence and shape the service and decisions, which affect them locally. Staff will record their views on the termly reports and session logs.

SCYP will provide occasional detached and outreach youth services within the resources available to connect with young people who are isolated or difficult to reach within the local area.

SCYP will review this schedule with the Joint Parishes Youth Committee throughout the life of this contract to consider any proposed changes or revisions necessary or as a result of consultations and the identification of local needs.

19 Roles and Responsibilities

The Joint Parishes Youth Committee shall be responsible for:

- a) Funding the purchase of resources and equipment to complement the delivery of any youth sessions
- b) Promoting opportunities for volunteering with Sussex Clubs for Young People at club sessions.
- c) Ensuring that photographs of young people are NOT published online or through social media without parental consent for those aged under 16 years old.

- d) Ensuring where publicising the project in the media it will be referred as run by Sussex Clubs for Young People and funded by the parishes of the Joint Parishes Youth Committee.
- e) Nominating a representative to meet termly with the Lead Youth Worker and another representative from SCYP to plan for and review the sessions delivered under this agreement

USE OF BUILDINGS

Sussex Clubs for Young People shall be responsible for:

- a) Making all and any payments for the hire / use of the buildings; to provide indemnity for the use of the building by the youth club, staff and volunteers and insurance as applicable
- b) Ensuring that any buildings are maintained in good order and that compliance with any requirements for the hire of the building and risk assessments are met.
- c) Reviewing and maintaining the use of appropriate venues for delivery of club sessions: with a flexible approach adopted in order to be responsive to need and demand of the service
- d) Ensuring the safe storage and provision of equipment required for the delivery of any youth sessions maintaining an appropriate inventory; this will include identifying any health and safety issues with damaged items

Sussex Clubs for Young People shall also be responsible for:

- a) Creating positive informal, educational and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.
- b) Ensuring that all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.
- c) Managing any support workers, adult and young volunteers, liaising with the local community and others to develop a responsive, effective and high-quality service.

- d) Consulting with the young people, volunteers and SCYP staff to develop a code of conduct that embraces confidentiality, well-being, safety, reasonable behaviour, due diligence and determine an acceptable protocol for non-compliance and consequences.
- e) Encouraging young people to keep noise and unruly behaviour under control to ensure that residents in the locality are not unduly disturbed.
- f) Providing a risk assessment for youth sessions and discuss contents with all staff and volunteers.
- g) Providing information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.
- h) Encouraging young people to participate in training and positive activities provided by Sussex Clubs for Young People.
- i) Maintain registers, registration, and media consent forms and any accompanying evidence producing required session activity logs, half-termly reports, case studies and monitoring reports at regular intervals.
- j) Managing and recording all income and expenditure from subs and / or tuck during club sessions working with young people to use this and other funding to further promote and develop activities for young people.
- k) Gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
- l) Carrying out termly fire drills for club sessions.
- m) Reporting any safeguarding concerns to their Safeguarding Officer with appropriate referrals to the local authorities and agencies and notify any concerns to the Joint Parishes Youth Committee representative.
- n) Providing regular supervision visits to site locations, administrative support, and staff cover if possible.

- o) Ensuring volunteers are supported in accordance with their volunteer framework and are inducted into the Safeguarding and Health and Safety requirements, under supervision of the Lead Youth Worker.
- p) Ensuring no lone work will be undertaken and it must be recognised that if the Lead Youth Worker is ill or not available, sessions may not be run. Any change in Lead Youth Worker or sessions missed to be notified to the Joint Parishes Youth Committee at the earliest opportunity. Where possible sessions should not be cancelled due to sickness, as 'other' staff should be available to cover any sickness absence.
- q) Attending review and planning meetings during the projects duration where deemed necessary, particularly in relation to any health and safety or safeguarding concerns.
- r) Advising the Joint Parishes Youth Committee of any issues or concerns with regards to delivery of the programme or health and safety as soon as possible to ensure the success of the project.
- s) Ensuring that when publicising the project in the media it will be referred as run by Sussex Clubs for Young People and funded by the parishes of The Joint Parishes Youth Committee.

Any variation of Services to be delivered must be agreed in writing by the Joint Parishes Youth Committee.

20 Management

The daily contact and principal for Steyning Parish Council is: John Fullbrook, Clerk to the Council, Steyning Parish Council, The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ

The daily contact and principal for Upper Beeding Parish Council is: Celia Price, Clerk to the Council, Upper Beeding Parish Council, 3 Hyde Square Upper Beeding BN44 3JE

The daily contact and principal for Bramber Parish Council is: Rebecca Lukin, Beeding and Bramber Village Hall, High St, Upper Beeding, Steyning BN44 3WN.

The day to day Contract Manager for Sussex Clubs for Young People is Keely Hardy, Team Manager, Sussex Clubs for Young People Ltd, Fishersgate Maybridge Keystone Centre, Raleigh Way, Worthing BN12 6JD. Preferred number: Mobile 07952 635435 e-mail keely.hardy@sussexcyp.co.uk

21 Performance Monitoring

Review / planning meetings will be held with the Joint Parishes Youth Committee during the projects duration where deemed necessary, particularly in relation to any health and safety or safeguarding concerns.

Sussex Clubs for Young People will complete and return the termly reports after every half-term and details of income/expenditure of subs and tuck for clubs. Template documents attached.

A final review meeting between SCYP and the Joint Parishes Youth Committee will occur no later than four weeks after the end of the project.

22 Health and Safety

A copy of Sussex Clubs for Young People Health and Safety Statement shall be provided to Joint Parishes Youth Committee prior to the commencement of the project along with a copy of any appropriate Risk Assessments and a Safeguarding Policy.