

# The Young People's Partnership (YPP)

## Youth Impact Assessment (Quality, Standards and Protection)

## Introduction

This document has been devised for the purpose of ensuring that any youth provider working within the geographical area of the Vale of Glamorgan, is working to a basic quality standard, ensuring that the protection and safety of children and young people are at the forefront of their consideration and that they have taken steps to meet their legal and ethical responsibilities about how they can safeguard their responsibility to those children and young people in their care and to themselves.

The vast majority of youth providers would already be working to high standards and will find this document as little more than an aide memoire, or reminder of safe practice, for others it will highlight all the areas that need to be considered when seeking either to work with young people or set up youth provision.

This document will aim to highlight relevant policy leads that have been developed in Wales (which all professionals working with young people should be mindful of), and it will also aim to highlight the advantages of signing up to this quality checker.

The Young Peoples Partnership (YPP) set up under the statutory Guidance of Extending Entitlement: support for 11-25 year olds in Wales (2002) with a primary focus *'to promote better outcomes for young people by improving the support provided by existing services and improving coordination at a local level'*.

It goes on to highlight that: *'high expectations and progressively improving outcomes must feature for all learners whatever their situation, and in all sectors, to achieve world-beating excellence'*.

Furthermore, Extending Entitlement promotes that every young person in Wales has 10 basic Entitlements. These basic Entitlements (all 10 see annex 1) highlight that this is more than just educational standards. It states that young people should have: *High Quality, responsive and accessible services and facilities; clear ground rules on confidentiality; services provided in accessible and welcoming settings; social opportunities in a safe and accessible environment; promote rounded perspectives.*

In delivering Extended Entitlement and young people's universal 10 basic Entitlements, the YPP in the Vale of Glamorgan is committed to raising quality standards amongst youth support services and committed to support the safe development of youth services. This quality document offers a simple checklist to enable existing and potential providers of youth services a simplistic method to ensure they are reaching the basic standards of safe practice. The guide also seeks to put in context current legislation to ensure that all potential or existing providers are aware of why standards are important.

## Who is this for?

Many organisations may not feel that they are part of the YPP or that these standards are not relevant to them. However the Welsh Assembly Government and Estyn are very clear that any organisation working with young people who receive any form of local or national Government funding, directly or indirectly which includes funding streams like the Big Lottery, are subject to the same Government rulings as statutory bodies. This makes them members of the wider YPP even though they may not sit on the YPP board, they would, however, be represented through a sitting member. For example local voluntary bodies are represented through the Vale Centre for Voluntary Service (VCVS) or the Council for Wales of Voluntary Youth Services (CWVYS)

## Estyn

Estyn is the government inspection agency for Youth Support Services and is tasked with raising the bar of quality standards – not just education standards but also the environment within which young people learn. The YPP in the Vale of Glamorgan has aimed to help all youth support services develop quality standards that meet those expected by Estyn, through workshops, peer mentoring programmes and awareness raising session. These sessions are open to all providers.

The Youth Work Curriculum statement for Wales 2007 states that:

‘Each youth work provider is expected to establish methods of planning, monitoring and evaluating their provision and the development and progress of the young people with whom they work. Youth Service providers should identify and share good practice whilst at the same time challenging areas of concern and offering appropriate support and training where needed.’

As Youth Service providers, organisations should therefore take account of the Welsh Assembly Government’s Youth Service Strategy and the Estyn Inspection Framework of Services.

Youth Work within this framework is underpinned by the following characteristics: The voluntary involvement by young people who have chosen to engage in the process

- The voluntary involvement by young people who have chosen to engage in the process
- Being age specific, focused on 11-25 year olds
- A non formal education approach
- Being driven by a young people first approach
- Youth work takes place in a range of settings.

The National Youth Service Strategy for Wales is built on maximising the relationship between the maintained and voluntary sectors locally and nationally, utilising the strengths of each to create a wide range of programmes,

experiences and support which meet the needs of young people all over Wales and contribute to young people's development and achievement.

This checklist approach has been devised in consultation with the Vale of Glamorgan Council's Youth Service, the Vale Centre for Voluntary Services (VCVS), the Council for Wales of Voluntary Youth Services (CWVYS), Youth Cymru, National Council of YMCA's and Clubs for Young People.

## **Benefits to a provider of working towards or meeting these standards.**

Where a local youth group is able to evidence that it meets or is working towards these standards they would be eligible for the following support:

- Support from the YPP and local Statutory Youth Service in applying for local or national funding.
- They would be eligible to access local youth service training
- They would have an increase in partnership opportunities (events, conference)
- They would receive support from a youth service development officer.
- This progress would be highlighted within 'activale' the local youth directory ([www.activale.co.uk](http://www.activale.co.uk))

This list is by no means exhaustive but reflects guidance, policy and legislation that exists to ensure the continued development of provision for young people.

- Article 12 of the United Nations Convention on the Rights of the Child (UNCRC)
- Youth Service Strategy 2007
- The Youth Work Curriculum Statement for Wales 2007
- Children Act 2004
- Children and Young people: Rights to action 2004
- Health and Safety
- Extended Entitlement 2002
- Participation standards 2007

For further information or help in developing your standards contact the Young Peoples Partnership (YPP) coordinator or the your local area youth development officer.

## The checklist

Name of organisation:.....

How long have you been in operation/ existence: .....

Address: .....

.....

.....

Post code: .....

e-mail: ..... Telephone: .....

Website address: .....

Contact name: .....

Aim of your organisation/ Mission Statement: .....

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To what groups are you affiliated (for example: CWYVS, VCVS, Methodist Church, Scouting, local community group). If you have political or religious affiliation how do you highlight this at the point of delivery or within your literature.

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Are you a voluntary body

 Y/N

Are you registered as a charity

 Y/N

Charity Number .....

Are all staff trained and qualified for the service they are providing?

Y/N

By qualified it is expected that those undertaking youth work would have or be working towards (as a minimum) the Introduction to youth work or an Open College Network level 3 in Youth Work, or professional or specific related qualification. In addition numbers of staff/volunteers would be expected to have additional qualifications/ training that covered emergency first aid, risk assessment training, basic child protection training, social and cultural awareness - this list is not exhaustive.

As supporting evidence CV's of all staff should be kept on file and be freely available.

<b>Essential Organisation Checklist</b>	<b>Y/N</b>	<b>If no Target date:</b>	<b>Supporting evidence</b>
Does your organisation have a mission statement/document relating to the operation of the organisation?			Mission statement/ articles of memorandum
Does your financial systems operate under an organisational bank account with a minimum of 2 signatories?			Bank details/ statements
Does the organisation have a remit to provide a service to Vale of Glamorgan residents?			Constitution/ articles of memorandum/ service plan
What is the level of your public liability insurance?			Copy of insurance cover & scope
Does your organisation have policies for staff and volunteers?  How does your organisation monitor the conduct of staff/volunteers?			Staff code of conduct
Does your organisation have a child protection procedure in place?			Child protection policy
Does your organisation undertake enhanced criminal record bureau checks on all staff and volunteers?			Child protection policy

<b>Essential Organisation Checklist</b>	<b>Y/N</b>	<b>If no Target date:</b>	<b>Supporting evidence</b>
Does your organisation have a procedure in place to deal with staff/ volunteers awaiting checks?			Policy, procedure, protocol,
Does your organisation have a Health and Safety procedure in place?			Health and safety policy
Does your organisation have a service user group?			Organisation plan/ policies and processes
Site based: Are the premises being used adequately risk assessed?			Policies, risk assessment form, evidence of checks been carried out, electrical checks, fire checks, first aid, health and hygiene certificates
Are the premises deemed appropriate for use by young people?			
Has the Project and its activities been adequately risk assessed?			Copies of risk assessments
What procedures do you follow for external visits?			Risk assessment procedure/policies Lone working/

As with any quality standard information required is not always essential, but shows how far advanced an organisation has developed. It is envisaged that the following list are areas that each organisation will seek to develop.

<b>Desirable checklist:</b>	<b>Y/N</b>	<b>If no Target date:</b>	<b>Supporting Evidence</b>
Does your organisation belong to an appropriate national association or professional body?			Membership/affiliation details
Does your organisation have a quality assurance mark from a governing or professional body?			Kite Mark

<b>Desirable checklist:</b>	<b>Y/N</b>	<b>If no Target date:</b>	<b>Supporting Evidence</b>
Has your organisation been inspected by a recognised external body e.g. Estyn? If No - Would you be willing to be part of a local network of inspection			Inspection reports
Does your organisation have a complaints procedure?			Complaints procedure
Is your organisation currently affiliated to the Vale of Glamorgan Council Youth Service?			Contact details

### **Youth Participation:**

The right to be consulted is one of the three main strands on the UN convention on the rights of the child. The views of young people have become a high priority in recent years both because of importance of youth policy and the growing recognition of the need to engage those that have the greatest stake to play within youth services.

<b>Desirable checklist:</b>	<b>Y/N</b>	<b>If no Target date:</b>	<b>Supporting Evidence</b>
How are you engaging young peoples in the running of your service?			Focus group, service group minutes
How are you highlighting young peoples rights and their ability to be engaged?			Posters

### **Handy website addresses:**

Charities commission	<a href="http://www.charity-commission.gov.uk/">www.charity-commission.gov.uk/</a>
Estyn	<a href="http://www.estyn.gov.uk/home.asp">www.estyn.gov.uk/home.asp</a>
Youth Service	<a href="http://www.valeofglamorgan.gov.uk/">http://www.valeofglamorgan.gov.uk/</a>
Young Peoples Partnership	<a href="http://www.valeypp.org/">www.valeypp.org/</a>
Welsh Assembly Government	<a href="http://www.wales.gov.uk/index.htm">www.wales.gov.uk/index.htm</a>
Children's Commissioner	<a href="http://www.childcom.org.uk/english/index.html">http://www.childcom.org.uk/english/index.html</a>
Funky Dragon	<a href="http://www.funkydragon.org/">www.funkydragon.org/</a>

Name: .....

Signature: .....

Date: .....

Please retain a copy.