



## PURBECK YOUTH & COMMUNITY FOUNDATION NOTES

16.1.2021

Purbeck Youth and Community Foundation was set up as a Charity CIO and started running 1 September 2016 with funding raised for one Youth Worker and volunteers to run a youth club in Wareham and keep the centre open and enable others to use it. Previously it had been run by Dorset County Council who withdrew from running youth clubs across Dorset. It has grown so that PYCF now offers running open access youth clubs in Wareham Wool and Corfe and is starting some work in Swanage. As it has expanded its fundraising strategy and opportunities for young people has grown. For a current list of Trustees who form the n : group and a current list of staff and volunteers please see appendix a



A S ALLOCATED BY A MANAGER AND STAFF CLAIM PAYMENTS USING A  
C M. THIS FORM HAS HEADINGS FOR VARIOUS AREAS OF WORK AND IS  
COMPLETED BY THOSE ON SALARIED CONTRACTS AND THOSE ON CONTRACTS  
AS AND WHEN NEEDED. **PLEASE GIVE FULL DETAILS** TO ENABLE ANY INVOICES  
TO BE SENT BY ADMIN. CLAIMS ARE SUBMITTED TO YOUR MANAGER BY **3RD OF  
THE FOLLOWING MONTH** THE MANAGER SIGNS AND SUBMITS FOR PAYMENT. IT IS  
IMPORTANT WITH ALL WORK THAT PEOPLE LET OFFICE/SOMEONE KNOW WHERE  
THEY ARE WHEN WORKING AND IF ANYTHING GETS CANCELLED. THIS IS TO  
SUPPORT YOUR SAFETY.

TRANSPORT GUIDANCE APPLIES ACROSS ALL WORK AND OUR ADMINISTRATOR  
WILL COLLATE DRIVING DOCUMENTS. STAFF HAVE A RESPONSIBILTY TO SEE  
THEIR DBS, SAFEGUARDING AND FIRST AID TRAINING ARE KEPT UP TO DATE AND  
RENEWED IN GOOD TIME

At start Please e mail us a photograph for your identity badge to wear when working with us.



Please ensure you have completed details to be paid and our contact details form. Certain standards apply across all work as shown on agreement for standards working with young people and people's contracts. It is important to keep information confidential, make sure people you work with know about the need for you to share information if someone is at risk. We are signed up to Dorset DISC information sharing and these forms can be used to show you have agreement to share information or to be given information. Please discuss with your manager as needed. Supervision and team meetings can support good use of resources to meet need, your biggest resource is usually your relationship with the young person. In all your work be mindful to record difference PYCF makes.

It is also important people know we have a complaints and compliments process. A copy is on Groop.

You will be asked to sign you have read and agree to our Safeguarding policy, Whistleblowing, Social media policy, Lone working, GDPR policy. Diversity Statement, Complaints Information, Behaviour for Adults working with young people and Agreement for working either as staff or as a volunteer with PYCF. You will then be asked to look at wider policies.

## **Open access youth clubs**

At least Two PYCF adult are required, all should know the fire procedures and where the first aid box is located. You will usually be asked to attend 15 mins before the start of a session to set up. In this work you will take your role and direction from the identified person in charge. They plan who will do what, although this can need to adapt as the session progresses. At the end of the session there will be a quick review, and someone identified to put a record of the session on Groop. Guidance on how to record comes from the leader in charge. It is useful for the Chief Officer to get a copy e mailed to them. Young people are encouraged to pack up at the end, but it is expected you will support the leader in any further clearing up that is needed. The leader is responsible for seeing we have current membership forms for attendees put on Groop but can delegate as needed. On the first evening a young person attends a contact telephone number is desirable and always needed for younger members. The leader is responsible for seeing a risk assessment is in place for sessions and a copy is with the Chief Officer Trips will need their own risk assessment and this should be discussed with your line manager.

If you are regularly rostered to do a club session PYCF will anticipate you are there at the scheduled time unless you inform them otherwise. We seek funding for this work and are supported by Parish and Town Councils and other funds. The leader ensures a termly report comes to the Trustees and is then sent to funders.

## **Outreach**

It is useful to read the NYA guidance on Outreach. Please use the outreach recording form that has been put in Groop resources under Outreach. A copy of the recording is put on Groop and a copy e mailed to the Manager. Please wear your ID badge and any PYCF clothing to identify you are working for PYCF and work with at least one other person. Ensure one of you has an Outreach backpack including first aid kits etc. and be mindful of your safety withdrawing from situations if needed. If you have been asked to let a manager know when a session has finished, please remember to do this so they know you are safe. When using the PYCF vehicle please keep to the policies and procedures for use. Ro King is responsible for oversight of the vehicle.

## **One to one work**

Your Manager will decide what work we take on in this agenda and the terms and conditions using the Alternative Provision system and Family DFM work list and requests from social workers. They will ensure we have all the necessary information, and they will allocate to a member of staff ensuring they have all the information needed and are clear on the aims. The manager and member of staff will agree who completes the risk assessment (depending on level of known risk) and who keeps it updated. The Manager will share any high-risk situations with a Trustee. Sometimes the referrer can share a joint risk assessment. A copy to go on Groop. The Manager will decide who attends any follow up meetings CP conferences TAFs etc and these need to be shown on the time sheet usually under 1;1 work or relevant section. It is important to keep to the Lone Working Policy arrangements and the guidelines for using vehicles. Please try and see young people in public places and if in the centre ensure another member of staff will be in the building. Please record one to one work on the 1 to 1 form and put on Groop for 1 to 1 with a copy e mailed to the Manager and the person commissioning the work and/or others as directed by the Manager using initials for the young person on e mails. Costs for direct work with young people, that is mileage and refreshments etc, should be kept to a minimum and any substantive costs discussed with the line manager prior to expenditure. Income raised goes towards our core running costs.

**Walk & Talk Work** Our initial project was in Swanage with the Swanage school and St Marks. During COVID-19 we expanded this work to six more schools for a limited period. Where possible the school has one identified worker. Schools request support for pupils to prevent a range of problems escalating and there is a short request form. With additional schools the PYCF manager allocates work and at times we have had a waiting list. Some work can be in groups and during an activity the young person has access to a youth worker and mentoring in a relaxed session. To date we have needed to raise funding from bids to be able to offer this work with no charge to schools. A termly update goes to Trustees to be used to respond to funders about difference made.

**Other work** from time to time we run additional groups and trips as agreed by the Manager with Trustees and the Youth club leaders. It is important we have a completed membership form for the young person and a consent form giving full details of the activity signed by the parent/carer. Details are entered on Groop. We have a garden allotment in Northmoor Wareham.

**Other regular activities take place in the centre** and include a Dorset Mind Counsellor once a week details from Joyce Spiller, Not So Youth Group for over 50s details Alan Horton a D of E group, a weekly group for adults with a learning disability. A woman's group Lisa Hardisty

**We have a Fundraising group** and a range of fundraising activities you will become familiar with. If you win the lottery, please let us know.

**Requests to hire rooms** go to our administrator. Procedure is in the front of the hire folder in the office.

**Volunteering** we promote training volunteers across all ages and value the contribution they bring. We also have some friends of PYCF, who do not have contact with young people, and help with maintenance and gardening etc.

**Partnership working.** We are committed to working in partnership with various organisations, including local firms Councils, Health and Police, Charities. We promote bringing different ages together and working for the benefit of our local community. Please see our Charity Commission annual report and accounts **Charity no 01168537**

**Induction** Is given to staff seeing people in different roles as set up by your line manager.

**Supervision** Staff and volunteers are always encouraged to seek advice when in doubt or seeking ideas. Significant disclosures or issues of safety will need to be reported immediately. All staff will receive supervision individually and as a group at intervals that reflect their work and experience. We acknowledge staff at all levels benefit from good supervision. You will have an annual Performance and Development Review with your line manager. Details on progression are in progress for appendix b. Staff files are kept in a locked drawer.

**Sickness** as shown on your contract, in the first instance please let your line manager know as early as possible and this will be entered on our sickness data base and any cover needed can be actioned Self-certification forms and return to work interviews are undertaken. See sickness procedure for more information. Line manager advises our administrator to put the dates on data base.

**Request for leave** we have a form that goes to your line manager seeking agreement, and the Manager ensures we have sufficient cover for our service. Most regular activities need continuity during the school term, please try and take your leave in school holidays. We do run some holiday activities. Line manager advises administrator to put leave on data base when they agree leave.

**Training** you will be required to undertake some training e.g., Safeguarding, First Aid, health and Safety, Early Help and some people food hygiene and other training as identified by your line manager. All training needs to be discussed with your line manager if you are doing this in your work time or hoping for PYCF to fund. We are committed to training balancing it with meeting budgets and we would need to understand the benefit to your role. Please let your line manager and our admin know about relevant training when you have completed and provide a copy of any certificates, so they are put on our training data base and a copy on your file.

**HR** Groop provides guidance on standards on working with people it also refers to other sources of advice and for our HR process we currently follow ACAS guidelines. We are mindful of the NYA pink book and recommendations, but we do not follow it all for example the sickness arrangements as shown in your contract.

We are always pleased to hear your ideas and we hope you will enjoy working or volunteering with us.

Our administrator keeps a record of staff movements on a board in the office and maintains various data bases and your support to them to keep these updated is appreciated. Our administrator works part time with our treasurer ordering items, paying bills, and sending invoices for payment. It is important she is advised of which budgets payments should be taken from and match any funding requirements. Please keep you office 365 diary up to date with access to line manager and administrator.

**Further information about PYCF** is on our website [www.pycf.org.uk](http://www.pycf.org.uk) includes our public annual plan, and we have a face book page and Instagram pycfwareham.

We have a leaflet about our 1:1 work and are about to revamp our leaflet for young people.

our delegation list IS BEING UPDATED .

Our services have been disrupted by COVID-19 and this agenda can be discussed with you.

JS 16.1.21

Updated 13/6/21

30/8/21