

Integrated Youth Support Service.

TEAM PLAN.

September 2013- March 2014.

Team:

Manager:

Team Leader:

Integrated Youth Support Service.

Team Plan.

1. Introduction.

This document has been created to help you to plan the provision that your Team will offer to young people in your area of work.

It provides a context for the work of the IYSS, it defines our areas of concern and it specifies a baseline for work that must be undertaken consistently across the whole of the Borough.

The planning process also gives scope for your Team to develop specific pieces of work based upon local need.

You are encouraged to be creative and innovative in the work you do. Try out new initiatives and approaches; work out for yourselves the best ways to meet the needs of your young people.

This plan is the responsibility of the whole team to deliver. Clearly Youth Support Workers will have their own specific areas of responsibility, however it is expected that staff will routinely work together to develop and deliver provision.

There are two key pieces of work that you will need to use to underpin the planning process; these are the IYSS Service Specification and the IYSS Needs Assessment.

The Service Specification lays down, in detail, exactly what we are about as a Service and what we are expected to do.

The Needs Assessment was undertaken by the IYSS Project Group and there is a range of relevant information within it. However the onus is on your Team to become knowledgeable about the specific needs in your area of work and to add to and develop the Needs assessment in order to inform your planning.

As part of the development of this plan you are expected to work with young people and other community stakeholders including local CYPS and multi agency provision and also Voluntary and Community Sector colleagues.

You also expected to place significant emphasis on partnership and joint working.

Each team will have an activities budget and also an opportunity to bid in for additional funding to support work re: the delivery of the Police and Crime Commissioners planning objectives. In our case the most relevant ones will be ASB and CSE.

This first Plan will cover September 2013 to March 2014. Future plans will be on an annual basis.

2. Context.

The following must underpin our planning.

Our Vision.

“We will offer a range of good quality provision ranging from open access to specialised support, enabling young people to access what they need, when they need it.”

Our Pledge to young people.

We will:

- Believe in you and treat you with respect
- Be open and honest and treat you fairly
- Listen to you
- Talk to you in a way you understand
- Challenge discrimination in any form
- Try to understand the issues you face and help you get the right support at the right time to make the changes you want to make
- Work with other organisations to get the best service for you.

We offer:

- Positive activities and opportunities that are fun, safe, interesting, challenging and open to all.
- Opportunities to have real voice and influence by being involved in making decisions and creating change in communities.
- A chance to take part in volunteering
- Information, guidance, help and support.
- Residential, adventure and outdoor opportunities
- Help and support if you are worried or scared.

With additional support if you:

- Need someone to speak up on your behalf.
- Are involved in crime.
- Wish to get back into learning or employment
- If you have a learning disability and are moving on from school
- Would like information on choices and opportunities.

3. What we are aiming to achieve.

There are a number of key objectives that we will work to achieve.

These are:

- Young people are engaged in the management, design, delivery and evaluation of the Service
- There is effective management and workforce development across the Service.
- Young people are financially able
- Young people keep themselves healthy
- Young people attend school and achieve a good standard of education
- Young people are not involved in crime or at risk of exploitation
- Young people live in a safe and decent home
- Young people engage with their local community and local services
- Young people are able to stay safe

These Objectives will be looked at in more detail later in this document

4. Baseline delivery.

There is a range of activity that is expected from all area teams. These form a common baseline for Youth Support provision Borough wide.

These activities are non negotiable and must be delivered in full across all local Teams.

These are:

- Each IYSS centre to provide four nights per week Senior Open Access sessions which will consist of three hours face to face time and will commence after 6.30 in the evening and will include Fridays and weekend work.
- Four nights per week Detached work which will consist of 3 hours face to face time and will commence after 6.30 in the evening and will include Fridays and weekend work.
- Four nights per week Mobile based provision which will consist of three hours face to face provision including Fridays and Weekend work.
- Each Area team will provide a detailed Offer of informal Curriculum based learning for young people. The learning will be planned, sustained and progressive and relating to the needs of local young people. The Offer will be appropriate and will enable young people to engage in enjoyable and stimulating learning experiences. Programmes will be uploaded onto the IYSS website a minimum of six weeks ahead of delivery. This does not preclude necessary urgent reactive work.

Specific areas of work to be included:

- Equalities, Diversity and Community Cohesion, including at least one Rewind programme a year.
- All aspects of Health and Well being including working with Youth Start in delivering localised Health and Wellbeing provision e.g. Girls and young Women's work, Drop ins and Clinics. All staff to be Hardware trained.
- Voice and Influence. Area Teams will be responsible for the ongoing operational delivery of Voice and Influence activity in their Area including the development and support of local V&I infrastructure and its interface with Borough wide activity.
- Work on personal safety, healthy and safe relationships, Domestic Abuse, and awareness and support re CSE. Including Online Bullying and risk of grooming.
- Each team will deliver on Operation Stay Safe according to local need.
- Each Team will deliver specific and ongoing Programmes of learning for Young Offenders throughout the year.

- Each Area team to provide individual casework management for young people referred for early intervention/prevention.
- Each team to provide Case management: Assessment, Planning and Intervention related to individual need.
- Offending and reoffending. Each Team will deliver programmes of preventative work in this area.
- Work on the acquisition of skills enabling young people to move towards independence, including work on money, rights and Services.
- Clearly engagement in learning and transitions into training and employment is a key, substantial and vital part of our work. Objective 5 has been pre populated with the key expectations in this area.
- Young people will have access to educational visits and residential experiences.

5. Additional required staff related activity.

- Workers will be offered and engage in PDR and Supervision processes.
- Workers will be offered and will engage in opportunities for Workforce Development. These will include specific workforce wide IYSS training and training identified via PDR.
- There is a clear expectation that workers will apply all relevant assessment, planning and performance measurement processes and that corresponding Management Information will be completed in a timely and appropriately detailed manner.

6. Completing the Plan.

The next part of this document is the pro-forma which will enable you to break down the Service Objectives into actions.

The normal practice with the planning process will be to undertake a detailed Voice and Influence process and a stakeholder consultation. There is recognition that due to timescales this may not be as rigorous as we would wish. However please make an effort to take any opportunities you can to do so.

Your team will need to work together and think carefully about how you will deliver the areas described in Section 4 (Baseline) delivery **and any additional work that you feel is needed in your Area.**

You will then need to break this work down under the headings indicated of the framework.

Be realistic and be practical. Make sure your aims are achievable but meaningful.

Above all make sure that your plan becomes a day to day working document that enables you to be clear about your work.

Completed Team Plans will be submitted to Paul Grimwood, Kerry Byrne or Collette Bailey, as appropriate, copied in to Chris Brodhurst-Brown by 5pm Monday 16th September.

Integrated Youth Support Service

Objective 1: Young people are engaged in the management, design, delivery and evaluation of the Service

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to Achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

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Integrated Youth Support Service

Objective 2: There is effective management and workforce development across the Service

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

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Integrated Youth Support Service

Objective 3: Young people are financially able

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

Integrated Youth Support Service

Objective 4: Young people keep themselves healthy

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

Objective 5 Young people attend school & achieve a good standard of education			
Activity	Time frame	Outcome	Who
Work with 13-19 Learning providers to implement Raising Participation Age			
<ul style="list-style-type: none"> Negotiate Partnership Agreement with schools/colleges for IYSS activity and paid careers guidance 	September.	Partnership agreement completed Plan of delivery activity for each school	Area Manager
All young people of compulsory school age outside of learning or who are not attending school identified as vulnerable through the RONI , are provided with information advice and support to enter into learning (education or training)			
<ul style="list-style-type: none"> Assessment information and guidance and action plan completed for all young people on priority list with schools as Risk of NEET (RONI) 	September to January	Improved transition for young people at RONI	YSW learning
<ul style="list-style-type: none"> Intended destinations of all year 11 students entered on IO 	By March	September guarantee achieved	Schools and YSW
<ul style="list-style-type: none"> Ensure that all year 11 and NEET year 12 have an offer of learning 	April to June	September guarantee achieved for academic age 16 and 17	YSW learning
<ul style="list-style-type: none"> Activity Survey, on-going tracking and follow up of all leavers from Years 11, 12 and support them into 	July to September	RPA 100% in learning target met for year 11 leavers	Team

positive destinations			
Support young people with LDD, to prepare for transitions at 16,17 ,18 and 19, overcome barriers and engage in and stay in learning, and where necessary make a successful transition to adult services			
<ul style="list-style-type: none"> Section 139a learning disability assessments completed in all schools 	By December each year	Improved % of young people with LDD in learning	YSW learning In mainstream SEN special schools
<ul style="list-style-type: none"> Review of Learning disability Assessment in post 16 provision in borough and Independent specialist colleges 	October to March	Improved % of young people with LDD in learning	YSW SEN and SEN Manager
Activity	Time frame	Outcome	Who
Targeted support is provided to young people NEET to re-engage in learning			
<ul style="list-style-type: none"> Promote, and provide individualised targeted support to young people aged 16 and 17 NEET to participate in learning 	All year	<ul style="list-style-type: none"> Increase in learning rate at 16 Increase in leaning rate at 17 	Locality Team
<ul style="list-style-type: none"> Actively engage with young people who are NEET and not available to the Labour Market and work with them to overcome barriers and move into learning 	All year	<ul style="list-style-type: none"> Increase percentage of young people actively taking steps towards learning and employment 	Locality team and YSW Specialist
<ul style="list-style-type: none"> Refer eligible young people NEET aged 16-18 to access youth contract and ESF. 	All year	<ul style="list-style-type: none"> Meet contract targets for youth contract -20 starts per month 	Locality team and YSW Specialist
<ul style="list-style-type: none"> Provide Careers guidance and place and mentor young people eligible for the Youth contract 	All year	<ul style="list-style-type: none"> Meet contract targets for youth contract – progressions and retention 	Central NEET team
Young people aged 10-19 in the Borough who are known to IYSS are recorded and tracked on the IO and Careworks systems			
<ul style="list-style-type: none"> Timely recording of accurate case notes for all 	On-going every month	<ul style="list-style-type: none"> Meet quality standards for 	All YSW and Youth workers

young people		assessments and case notes	
<ul style="list-style-type: none"> Contact is maintained with Young people aged 16-18 to update destinations and offer on-going support if they are NEET 	Weekly contact caseload 3 monthly contact for all 16-19 year olds	<ul style="list-style-type: none"> Reduction in NEET in accordance with locality and borough targets 	Locality team
<ul style="list-style-type: none"> Follow up young people with lapsed destinations from Education employment and training aged 16-19 	On-going every month	< 5% Not Known	Locality team
<ul style="list-style-type: none"> Follow up of not knowns 	On-going every month	< 5% Not Known	Locality team

Integrated Youth Support Service

Objective 6: Young people are not involved in crime or the risks of exploitation either as perpetrators or victims.

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

Integrated Youth Support Service						
Objective 7: Young people live in a safe and decent home						
Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

Integrated Youth Support Service

Objective 8: Young people positively engage with their community and local services

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)

Integrated Youth Support Service

Objective 9: Young people are kept safe

Need identified	Brief description of the work to be undertaken	Lead worker	What do we want to achieve? (Outcome)	How will we do this?	How will we measure our success (Be specific)	Timescale (Inc review and evaluation)
