



# NORFOLK CVYS NEWS

News-line ... May 2008

**That's right folks it's membership renewal time,** many thanks to those of you who have already paid up! As always we do offer a 'reasonable' period of grace to allow for those member organisations with 'remote treasurers' to get cheques etc. sorted out. We know, from your feedback and continued support, that we provide what the voluntary sector wants and needs. In this respect we feel that we offer good value for money to our members. However, we don't stand still and welcome any suggestions that you or your organisations have, as to how we can improve our services and product range. If you do see a gap in what we do or how we can better support your work then please contact us at the office by phone or e-mail.

**The past year has seen a few changes** to the Norfolk CVYS office. We once again boast a full staff team. Jo Donnelly left us at Christmas and has found a new career path for herself. We are grateful to her for her time with us, we are still in touch and wish her well with her new role. Jo has been replaced by Jane Wilmot who has quickly established herself in this role. She is responsible for administration of our membership, grants process and CRB matters plus she is often the friendly voice that greets our telephone callers to the office. She has joined and complemented the office team with her calm thorough approach to the work and is quickly learning the ways of the voluntary youth sector in Norfolk – no mean task!

We have also been joined by Ros Czarnowska who is working on a three year project as Children's Workforce Development Officer. Ros will be

providing regular articles in our newsletter (as you will see in this issue) on all related matters as they develop. She has, I know, already contacted some of our members and will, time permitting, want to get to know the whole sector as well as she can during the course of her work.

Julie Eldred continues to streamline our financial management processes alongside the Treasurer and is providing an excellent service with the administration of our contribution to the training programme. Indeed she is able to ensure that the majority of our courses are run at full capacity. She is another friendly voice at the office greeting callers and answering queries.

The team is here to help you and your organisation in delivering the service that you provide for your members. If you need our help or guidance we can often support you by phone or e-mail and I will attend in person if this is required. Likewise if you can see areas for inclusion or improvement please let me know either by phone, letter or e-mail or at one of our networking events. I look forward to hearing from you.

**Mike Tingley**  
**Development Worker**

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Norfolk Council for Voluntary Youth Services  
Youth Work Development Unit  
School Lane  
Sprowston  
Norwich, Norfolk, NR7 8TR  
Tel: 01603 423995 Fax: 01603 416079  
e.mail: [info@norfolkcvys.org.uk](mailto:info@norfolkcvys.org.uk)  
website: [www.norfolkcvys.org.uk](http://www.norfolkcvys.org.uk)

Working in Partnership with the Norfolk County Council  
Children's Services

 **Norfolk** County Council



**Summer 2008**



**Saturday Morning  
Child Protection  
Training Sessions**

T (01603) 228966  
F (01603) 223955

**Norfolk Local Safeguarding Children Board  
Safeguarding Children Programme  
For Adults who work with Voluntary and Youth Groups**

<b>Date</b>	<b>Venue</b>
Wednesday 30 <sup>th</sup> April	YWD Unit, School Lane, Sprowston 6-9pm
Saturday 17 <sup>th</sup> May	The Howard Junior School, Parkway, Kings Lynn
Saturday 24 <sup>th</sup> May	YWD Unit, School Lane, Sprowston
Saturday 7 <sup>th</sup> June	Shrublands Youth & Community Centre, Gorleston
Saturday 14 <sup>th</sup> June	Queensway Community Junior School, Hillary Road, Thetford
Saturday 21 <sup>st</sup> June	The Howard Junior School, Parkway, Kings Lynn
Saturday 28 <sup>th</sup> June	YWD Unit, School Lane, Sprowston

**Courses run from 9.30 until 1pm, and all applicants must be over 18 years of age.**

When you join the LSCB Safeguarding Children Programme (£30.00 per group) you will receive:

- Training sessions free of charge for 2 adults who help in your club
- Safer Activities For Everyone (SAFE) comprehensive guidance pack
- Guidance for assessing risk
- A child protection policy
- Sound recruitment advice
- Advice & support to promote good practice

Together we can safeguard the welfare of the youngsters in your club and:

Once registered, you will have the option of annual membership and your club will receive an annual membership newsletter and the support of the programme co-ordinator to attain the LSCB standards. Your group will then be presented with an LSCB certificate to display.

**Extra training places @ £15.00 per head**

## **Safeguarding Young People**

As most of you know the laws impacting on voluntary sector organisations are virtually non-existent. You don't require a licence to operate, staff don't have to be qualified and so on. We at Norfolk CVYS believe that the range of issues contained within our YouthKit should be addressed to ensure that organisations provide a good service to their members and have sound systems in place from which to operate. We will continue to help our member organisations develop robust systems and operational procedures through use of the YouthKit, training and other support.

The only legal requirement placed on organisations is that "all adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their (the Children and Young People's) welfare".

The Children Act 2004, through the Staying Safe outcome of the Every Child Matters - Change for Children programme, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse children. It is therefore essential that all possible steps are taken to safeguard children and young people and ensure that the adults working with them are safe to do so.

We already provide CRB (Criminal Records Bureau) Checking and are in the process of developing protocols, ways in which we can work with the Norfolk County Council departments responsible for this area of work. These will be available in the near future.

All organisations should have an allegations management procedure in place with a named manager identified.

If you suspect that there is a situation that involves young people and staff that you work with it is important that you tell someone. The Local Authority Designated Officers are available on 0844 800 8014 and will listen to you. They will discuss any allegation with you and oversee it to its conclusion. Don't 'do nothing'

**"Things To Do" for young people ....**

... on Norfolk Blurb the Norfolk County Council website for young people.

"Things To Do" is a database full of activities in Norfolk for young people in the 13-19 ish age range. It's free to search for activities and free to put activities on. We do have loads of activities but are certain there are many more we haven't. So we need your help



**Norfolk Council for Voluntary Youth Services**

The "Things To Do" database on Norfolk Blurb holds activities for young people.

These might be activities that;

- NCVYS offers to young people, or
- volunteer opportunities that young people can get involved in.

Either way, if it's a positive activity which young people (13-19 ish) can get involved with then you can promote it free on "Things To Do".

Activities have to be open to young people they do not have to be exclusively for that age range.

Activities have to be open to some teenagers they do not have to be for the whole 13-19 age range – so for example some volunteer positions might be open only to 18+, this is fine, you just say so.

Some opportunities might be suitable for younger people only if they are accompanied (e.g. I used to help a blind lady play bingo at an old folks home but my mum was there too) again you put your own conditions on.

To get an idea of what you can put on go to [www.norfolkblurb.co.uk/t2d](http://www.norfolkblurb.co.uk/t2d) and do a search of activities (you could put the word "volunteer" as a key word, or you could select the activity type "volunteering" then hit Go).

We can put one picture with each activity; we can put feedback on from young people (look at the Litcham Youth Club activity profile for lots of young peoples comments).

For help or more info;

Contact Karen Keen or Sally Finn on 01362 654054

Or mail; [karen.keen@Norfolk.gov.uk](mailto:karen.keen@Norfolk.gov.uk) or [sally.finn@Norfolk.gov.uk](mailto:sally.finn@Norfolk.gov.uk)



*Many disabled children and young people want to participate in the same 'everyday' activities as their non-disabled peers. We believe that disabled children and young people should have the same opportunities as their non-disabled peers and often, for many reasons, this is not the case.*

*Out & About is a registered charity providing support to give disabled children and young people aged 5 – 25 the opportunity to do this.*

*As with all children and young people, the mainstream leisure activities disabled children and young people want to take part in vary according to their choice and interests. Some examples include sports groups at local leisure centres, clubs, scouts, brownies, fishing clubs, train clubs, music groups, arts and craft groups, using public transport, getting out with mates and much more.*

*We give support and encouragement to enable disabled children and young people to participate in their chosen mainstream activity. Our main focus is on leisure, providing 'ordinary' opportunities to enable the learning of new skills, build confidence, promote independence and self-esteem as well as have FUN!*

*The service we provide is shaped to meet the needs of each disabled child or young person and involves working closely with parents/carers and local leisure providers to put together a goal orientated plan.*

*Out & About is open to referrals from disabled children and young people who live in Kings Lynn and West Norfolk and are aged 5 -20. Anyone can make a referral including disabled children or young people, parents/carers, social workers, schools, youth groups/clubs, professional specialists, other organisations etc.*

*If you are unsure of what leisure activity you would like to take part in then Out & About offers support in local taster sessions so you can find out what suits you. There is no cost involved for support as we are a charity and the only cost is the 'ordinary' cost of accessing the activity.*

*For more information or to obtain a referral pack please telephone the offices or you can visit our website where referral packs can now be downloaded.*

*Out and About is keen to improve the lives of disabled children and their families, raise disability awareness and promote equal opportunities. We encourage partnership working and are willing to meet with other organisations who would like to know more about us and what we do. It is also important for us to maintain links established to ensure that referring organisations are updated on any progress and developments.*

*If you know of any organisations who would be interested in Out & About then please pass on our details to them.*

*Yours sincerely,  
Terri Emery  
Team Leader (West Norfolk)  
Phone: 0845 241 2576  
[www.oaa.co.uk](http://www.oaa.co.uk)*

**C&YPP WORKFORCE DEVELOPMENT NEWS  
MAY/JUNE 2008**



Hi,

As the new Workforce Development Officer for the Voluntary Sector, I am available to help all organisations in our sector working with children and young people. For Norfolk CVYS members specifically, I will be working closely with Julie Eldred (the training co-ordinator) to make sure everyone can get access to the training and development they need, and we are now looking at putting together a programme of courses for September onwards. As you know, we have had a short-term programme running since April, so the next one will run to March 2009, after which we hope to go back to doing it on an annual basis.

In order to make sure that we have the most up-to-date information about what training you need, I am attaching a few questions to this newsletter. They should only take a few minutes or so to complete, but if you do so, and return it to our office by Friday June 6<sup>th</sup>, your name will be entered in a draw to **win a huge tin of chocolates** for your club / group. Answering the questions also gives you the added bonus of being sure you know what training everyone in your group needs over the next 9 months, and that we can put the courses together for you. And everyone who sends the sheet back will automatically become members of the **Voluntary Sector Workforce Development Network** – with regular information about training offers and issues / new initiatives that might affect you.

For example, in the autumn we will be running some training sessions on **Safer Recruitment** – helping you and your organisation stay ahead of the latest information on how to make sure that you are recruiting people who are safe to work with your children and young people. More information will be available soon, and in the meantime you may want to have a discussion with your colleagues about what this means to you, and who would benefit from attending a session.

For anyone who is really interested in, or has experience specifically in training and development, you may be interested in joining the new **Workforce Development Forum**. This is a group of people across the voluntary sector who meet quarterly and work together on improving and increasing the training available for volunteers and paid staff. If you are interested to know more, please give me a ring and I will be happy to chat about some of the things we are about to work on.

One of my projects over the next few months is to develop a part of the Norfolk CVYS **website** dedicated to training and development. This is an exciting task, and I am keen to get some members involved in making sure it does what you need – if you are interested, or know someone who might be (of any age), please give me a call and let me know!

That's all for now folks, so don't forget those questions on the next page, for a chance to win some chocolate heaven (no need to tell the youngsters!).

Best wishes,

Ros Czarnowska

## NORFOLK CVYS TRAINING NEEDS ANALYSIS - MAY / JUNE 2008

GROUP / ORGANISATION	CONTACT PERSON	CONTACT PHONE NUMBER
GEOGRAPHICAL AREA COVERED BY OUR GROUP / ORGANISATION:		
AGE RANGE COVERED BY OUR GROUP / ORGANISATION:		
WE HAVE <input type="text"/> <b>VOLUNTEERS</b> <i>(please insert number)</i>	WE HAVE <input type="text"/> <b>MANAGEMENT COMMITTEE / TRUSTEES</b> <i>(please insert number)</i>	WE HAVE <input type="text"/> <b>PAID STAFF</b> <i>(please insert number)</i>

### General Information:

We have a plan for what we want to do in the next year as a group / organisation	YES / NO
We know what training and support our staff / volunteers / trustees need to make sure the plan can happen	YES / NO
We have a clear system in place to help staff / volunteers / trustees identify what training they need on a regular basis	YES / NO
We have a training budget	YES / NO
We know where and how to access the training we need for our staff / volunteers / trustees	YES / NO
We have a written commitment to developing people who work / volunteer for us	YES / NO
We provide internal training and development	YES / NO

### Induction / S.A.F.E. / C.A.F. / Commissioning:

All our staff / volunteers / trustees get a robust induction	YES / NO
All our staff / volunteers / trustees are up to date with their S.A.F.E. training	YES / NO
All our staff / volunteers / trustees know what the C.A.F. is and how it affects them	YES / NO
We know what commissioning is and how it may affect us	YES / NO
We need more information and skills support to deal with the introduction of commissioning	YES / NO



# **TRAINING OPPORTUNITIES**

## **FEES FOR TRAINING?**

**Norfolk CVYS is keen to continue to provide a range of training opportunities for its members. However, given the increasing demand and the stand still budget which in real terms means a reduction as there is no allowance for cost of living rises, we are exploring ways of generating some income. One idea is that we charge participants, say, £5.00 per person for attending our courses. We would value your feedback on this very important issue and likewise if you have other ideas as to how we might address this issue please contact us at the office.**

## **Norfolk CVYS Training Programme 2008 – 2009**

### **NCVYS Training information**

There is a wide range of Training courses available to our members and we would also like to remind you that should your organisation have specific training requirements that we can help with, please let our Training organiser, Julie Eldred, know as she is keeping a database of training needs. All courses are free except for Basic Food Hygiene where the examination / certificate fee which has to be paid by the participant usually passed on to the organisation). Also a cost is involved with the assessment element of the Norfolk Youth Work Basic Training Scheme however some bursaries are available. Please contact Norfolk CVYS on **01603 423995** or e-mail [julie@norfolkcvys.org.uk](mailto:julie@norfolkcvys.org.uk) for the attention of Julie Eldred

## **RESOURCES**

### **DIGITAL CAMERA**

We have a digital camera which is available for use by member organisations. This comes with all relevant leads.

### **DISPLAY BOARDS**

Two sets of display boards complete with spot lights are also available for use by members for market place and exhibition purposes.

### **LAPTOP COMPUTER AND PROJECTOR**

This is available to member organisations who may be considering undertaking a presentation using PowerPoint for example.

There is no charge for the use of any of our equipment but it comes to you in very good condition and we would expect it to be returned likewise. Any loss or damage to equipment borrowed is the responsibility of the organisation or person to whom it is loaned.

### **YOUTHKIT**

This is a detailed guide to help in the setting up and running of a Youth Project.

## **ACTIVITYKIT**

This kit is designed to give you a toolbox of activities to kick-start and develop your work with young people.

Both these 'tool kits' are available FREE OF CHARGE from the Norfolk CVYS office, tel: 01603 423995 or e.mail [info@norfolkcvys.org.uk](mailto:info@norfolkcvys.org.uk)

## **FUNDING**

### **Norfolk CVYS GRANT AID PROGRAMME**

We currently receive a steady flow of grant applications requesting large sums of funding and we would welcome more applications from groups for smaller sums. If your project / group is considering purchasing equipment or need a contribution towards funding a trip or visit then please apply for a grant using the application form available on our website

[www.norfolkcvys.org.uk](http://www.norfolkcvys.org.uk) or from the Norfolk CVYS office, **Tel: 01603 423995**

### **Grantnet**

It is possible to access Grantnet through the NCC Library Service's Homepage. Grantnet is a database of 4,000 UK and EU sources of funding for voluntary and community groups.

The pathway is:-

[www.library.norfolk.gov.uk](http://www.library.norfolk.gov.uk)

from the homepage, look on the right hand side under 'See Also> click Netways> click on Find out more (at the bottom of the page) >, click on On-line subscriptions>, click on Grantnet.

### **Norfolk Youth Fund**

Norfolk has received £1.5million to fund projects and capital initiatives (e.g. building upgrades, re-decoration etc.). The money is being awarded through a grants process and applications will be considered by 'Boards' of young people in the 13 localities across the County. To date all localities are processing a good number of applications and many grants have been awarded.

Groups are receiving support to develop their projects, buy equipment to help run projects and indeed at least one group has secured funding to employ a worker. We should like to encourage as many young people to continue to apply for grants and your help in this process would be greatly appreciated.

[www.oaa.co.uk](http://www.oaa.co.uk)

## INDEPENDENT SAFEGUARDING AUTHORITY

On 1<sup>st</sup> April 2008, the Home Office announced that from 12 October 2009 individuals will need to register with the Independent Safeguarding Authority (ISA) if they are to work or volunteer with children and/or vulnerable adults in a "regulated activity". A regulated activity is currently described as "Any activity which involves contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision e.g. youth work, advice, treatment or transport) ... frequently, intensively and/or overnight".

The cost for an individual to apply to register with the ISA will be a one-off, lifetime fee of £64.00 (for both ISA and CRB check). Volunteers will be able to register with the ISA for free and will not be charged for CRB checks, although the Norfolk CVYS, handling fee, currently £7.50 will still apply for checks undertaken by us. You will be able to check an individual's ISA-registration status online or as part of an Enhanced CRB check.

The new ISA service will enhance the current level of protection afforded by CRB checks. The ISA will remove the most dangerous people from the children and vulnerable adults' workforce and the CRB will continue to provide organisations with the person's criminal record and other relevant information through the CRB check.

The CRB will provide a one-stop-shop for access to both of these checks and Norfolk CVYS will continue to provide our members with the same service for both ISA and CRB as we do now. When used together, a CRB and ISA check will provide the most comprehensive vetting and checking service on offer in the world today.

Work is still at the early stage of development for the new ISA service and as a result there are many questions that you may have, that cannot be answered at present. In the meantime, a set of questions and answers that may help, together the latest information provided by the ISA can be accessed at the ISA's website and you can register to receive regular updates.

Visit [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

We will keep you updated through our future newsletters as information becomes available. In the meantime you should continue to CRB check all new staff who wish to join your organisation and if you have a policy of re-checking carry on with this.

Mike Tingley

### Norfolk Council for Voluntary Youth Services Board of Trustees

<i>Richard Draper (Chair), The Benjamin Foundation</i>	<i>01692 407354</i>
<i>Richard Butler, (Treasurer) Norfolk Scouts</i>	<i>01603 502246</i>
<i>James Kearns BUILD, United Reform Church, Princes Street, Norwich, NR3 1AZ</i>	<i>01603 618029</i>
<i>Terry Byrne Winterton Marine Cadets, 13 Winmer Avenue, Winterton on Sea, Gt. Yar. NR29 4BA</i>	<i>01493 393843</i>
<i>Catherine Morrey, Girlguiding Norfolk, Eaton Vale. Church Lane, Eaton, Norwich, NR54 6NN</i>	<i>01603 502590</i>
<i>Francesca Broom, Young Farmers Clubs, Easton College, Easton, Norwich, NR9 5DX</i>	<i>01603 748717</i>
<i>Lorna Vyse, Victim Support Norfolk, 6 Taverner Sq. Silver Road, Norwich, NR3 4SY</i>	<i>01603 619376</i>
<i>Children's Services Representative</i>	
<i>Graham Hanson, Children's Services, County Hall, Norwich</i>	<i>01603 638099</i>

## NORFOLK CVYS MEMBER ORGANISATIONS AS AT MAY 2008

3cYc (3C Youth Club)  
43rd Saxlingham Nethergate  
Scout & Guide Group  
901 Troop Winterton Marine  
Cadets

**A**  
About with Friends  
Acle Recreation Centre Youth  
Club  
Aldborough Youth Club  
Ashill Junior & Senior Youth Club  
Asperger East Anglia

**B**  
Big City Club (The)  
Bigger Than The Bus Shelter  
Binham Youth Group  
B Council King's Lynn & W  
Norfolk  
Bowthorpe Scout Group  
Breckland District Council  
BUILD (youth)

**C**  
Carpenters Arms (The)  
Caister Youth & Community  
Centre  
Catton Boredom Busters  
Chill Out Club (The)  
Club (The)  
Community Music East  
Cranworth Youth Club

**D**  
Dyspraxia Foundation West  
Norfolk

**E**  
East Norfolk District Scouts  
East Tuddenham Youth Club  
Eaton Vale Scout & Guide  
Activity Centre  
Elysian Twirlers  
Emneth Youth Club  
EP Youth  
Exchange 2

**G**  
Gateway Youth Partnership  
GFS Platform  
Gt Yarmouth & Waveney  
CONTACT

**H**  
Horning Youth Venture  
Holt Youth Project

**L**  
Lingwood Youth Club

**M**  
Mancroft Advice Project  
Matthew Project (The)

**N**  
NACA – A Ray of Hope Youth  
Group  
Nelsons Journey  
Newtown Youth Club  
Norfolk Army Cadet Force  
Norfolk International Projects  
Norfolk YFC  
North Walsham Multisports  
Northwold Youth Club  
Norwich & District Carers  
Forum  
Norwich International Youth  
Project  
Norwich Lads ABC  
NR5 Project / Future Radio

**If your groups name is missing  
from this list we have not  
received your renewal fees for  
this year.**

**O**  
Open Youth Trust  
Ormiston Children &  
Families  
Out & About  
O-Yama-Ryu, Goshin-Jutsu

**P**  
Pregnancy Crisis Norfolk  
PRESMA

**R**  
Rainbow Twirlers  
Reedham Youth Club

**S**  
Salhouse Youth Club  
Southern Norfolk District  
Scouts  
Splitz Dance Group  
St Edmunds Society  
Supersports Kidz Club

**T**  
Thalia Theatre Company  
TS Norfolk GtYarmouth Sea  
Cadets

**V**  
Victim Support  
Voluntary Norfolk

**W**  
Watton Junior Youth Club  
West Norfolk Young Carers