

1. Background:

2013 provision

With the ever decreasing budgets and the ongoing desire to provide better services to the local area, The Inner South Area Committee have created the Inner South Children & Young People's Working group to focus on better outcomes for children & young people. The group will commission a series of activities to deliver these outcomes. All applicants will have to meet the criteria set out in this document and evidence that the scheme does not result in any duplication of service.

2. Requirements for 2013

The Inner South Area Committee is looking to commission providers and organisations to deliver and support locally both universal and targeted customised activities for children and young people aged 4+. All activities will be linked to Leeds City Council's priorities of being a 'Child friendly City'. These priorities are: Children and young people are safe from harm; do well in learning, develop new skills, choose healthy lifestyles, have fun growing up and are active citizens with a voice and influence. We are therefore looking for creative, reliable and enthusiastic partners to deliver a high quality and dynamic age appropriate programme.

3. Age range targeted:

With the needs of the children & young people needing to be age appropriate applications will be split in to the following age ranges, 4-7, 8-12 & 13+. Projects that look to cover the full age ranges will have to show significant evidence to how their scheme is appropriate to all. These are indicative activities for each age group.

Ages 4-7

- Cooking/ healthy eating/ lifestyles activities
- Arts & Crafts
- Sports/ Dance
- ICT
- Environmental activities
- Music
- Family Days Out
- Drama

Ages 8-12

- Transition activities for the summer
- Cooking/ healthy eating/ lifestyles activities
- ICT
- Music
- Culture / Heritage
- Family Days Out
- Sports/ Dance
- Environmental activities
- DT – Woodwork, sewing etc
- Drama

Ages 13-19

- Motorcycle maintenance/ go-karting
- Urban Arts, eg graffiti, rap, DJing etc
- Outdoor pursuits, including BMX, climbing, den making etc.
- Environmental activities
- Health & wellbeing
- Under 18 nights
- Diversionary activities specifically aimed at boys
- Trips – local activities ie, bowling, and away days eg theme parks
- ICT
- Sports
- Drama

4. Type of provision

Along side the age criteria there is also a need to specify the type of work being proposed. The nature of the Area committees overarching priorities mean that there needs to be part of the over all programme that is targeted to those individuals in need of support, but also an amount of open access universal provision.

Target Groups

Project planning should consider how the proposed project impacts on the following target groups:

- Poor Attendance at school and nursery
- Potential to be NEET (Not in Education, Employment or Training) at school leaving age
- Looked after children
- Economically Disadvantaged
- At risk of causing Anti-social behaviour

Universal Provision

Open access provision is also key to allowing children and young people access to activities that they may not be able to if they are not part of any of the targeted groups highlighted above.

5. Overall Objectives

- Engage children and young people in safe and enjoyable quality activities chosen by the children.
- Enhance and enable access to out of school, holiday and weekend activities catering for a wide range of participants.
- To encourage and develop a range of local, sustainable activities that the children, young people and families are able to access after the end of any funding given from the Area Committee.
- To develop confidence and self-esteem, improve general health and well-being, raise aspirations, attainment and achievement and develop family relationships through positive activities.

6. Provider Brief

Purpose of the work:

Provision of local 'Things to do, Places to be' (Universal Services) for all Children and Young People within the Inner South, during out of school hours and holiday times. We are looking for providers to submit proposals to help deliver additional

services according to the needs of each geographical area. Each provider will need to demonstrate added value to any existing project where applicable and how it meets local cluster priorities. Providers should also highlight how their project will meet the priority outcomes as shown below. Applicants will need to include information about what they are already delivering in the area and what the attendance is. Applicants will need to demonstrate evidence of need for the activities and that there is no duplication.

Area Committee Priorities:

- Provide added value to the Inner South Area Committee Wellbeing Funding allocated to children and young people priority.
- Add value to the work of the Clusters, their partner organisations, including local delivery arrangements
- Support joint-working and sustainability by reinforcing existing networks and reducing duplication of activity contract arrangements, monitoring and evaluation
- Eliminate competition between partner organisations ensuring that processes and priorities are clear
- Review and build on the networks via 'BreezeCard' Monitoring, piloted in the Inner South during summer 2009 to map activity provision
- Make direct links with the Child Friendly City priorities
- Address Safeguarding protocols as response to the 2009 Leeds Children Services OFSTED inspections and subsequent recommendations
- Contribute to the work of The South East Area Leadership Team by promoting good practice in joint working.

All the Inner South Clusters have in common, the following targets and priorities:

- Improve and extend locally a range of affordable out of school hours provision for all children living in the cluster area or attending cluster schools
- Increase uptake of out of school activities for targeted children, including Looked After Children and children from economically disadvantaged families.
- Diversionary activities for young people in the holidays including day trips out.
- All of this will aim to:
 - Increase attainment
 - Support transition from primary to secondary school
 - Support community cohesion
 - Reduce childhood obesity
 - Raise the profile of sexual health
 - Raise self esteem and well being

7. Timeline:

w/c 3 rd September		Request for submissions
w/c 12 th October		Deadline for submissions
26 th October	CYP Working Group	Discussion of submissions, evaluation and query raising
23 rd November	CYP Working Group	Final recommendations on

		projects to be approved
9 th January 2013	Area Committee	Final decision and successful applicants notified
1 st April		Projects start
8. Application requirements		
<p>A. Submit a full application form stating, dates, times and venue requirements (including costs) or details of the venue if already sourced. All the information that justifies your application for this funding needs to be shown in detail under section 3 of the wellbeing application form. See the attached guidance notes for general guidelines on completing applications for wellbeing funding.</p> <p>B. Design and deliver a creative programme to meet the specification</p> <p>C. Provide their own equipment for all activities and make suitable arrangements for storage between sessions if applicable</p> <p>D. Be responsible for and provide policies for Safeguarding, Health and Safety and risk assessments associated with the activities, venue(s), transport and staff</p> <p>E. Monitor and evaluate work working with the cluster's evaluation processes, including being responsible for gathering evidence and providing information regarding impact, assessment and outcomes measured, as agreed in the contract</p> <p>F. Provide evidence of impact in relation to the original objective to include a case study of one participant using agreed format</p> <p>G. Be responsible for keeping and submitting a 'breeze standard' register of attendance</p> <p>H. Provide publicity in an agreed electronic format</p> <p>I. Ensure that events are listed on the Breeze website through the Breeze Culture Network and Family Hub</p> <p>J. Be clear about expected costs, including transportation costs if required</p> <p>K. Successful bidders will need to be available week on Friday 26th October to discuss proposals, agree how impact and outcomes will be measured and complete required paperwork with the Area Support Team.</p> <p>L. Have a current enhanced CRB check for all staff working on this project</p> <p>M. Follow the schools/clusters code of conduct regarding behaviour, appropriate physical contact and the use of photography of individuals</p> <p>N. Have public liability insurance</p> <p>O. Ensure premises and property is left in a reasonable state at end of sessions</p> <p>P. Provide evidence of Child Protection and Safeguarding Policy or adopt the school/cluster's child protection and safeguarding policy as appropriate and as agreed prior to contract</p> <p>Q. Agree procedures with the cluster about informing parents where information about sensitive material and consent is required</p> <p>R. Agree to the Area Support Team sharing information about the work supplied in reports or promotional newsletters with other statutory bodies, VCF organisations, for use in surveys and consultations. This may include the providers contact name and details</p> <p>S. Have experience of working with families and/or young people and evaluations/ references of previous projects</p>		

T. Successful applicants will need to upload their activities to the Breeze network, which can then be used for mapping activities

9. Monitoring and evaluation

The final report and evaluation should give full details of the project describing to what extent it has fulfilled the original proposal including:

- a) completed registers for the relevant period of time using the Breeze standard for registration, including name, postcode and date of birth.
- b) at least one case study relating to the children taking part in the activity
- c) feedback from children and parents/carers at the end of the activity period
- d) examples of the work undertaken (where appropriate) including photographs
- e) evidence of impact of the activity on the children involved
- f) the outcomes of the project and the impact on participants' lives.
- g) state any issues faced whilst carrying out the service/project and what has been done to overcome them (successful or not)
- h) provide information on any specific initiatives involved with and planned for e.g. joint initiatives with other organisations, attendance at any occasional wider community events and meetings, representation of the project at city-wide, regional or national events and any activities to publicise the service or project. Include copies of all the publicity materials, flyers, press releases etc that you have produced to publicise the project.
- i) what the financial & project management arrangements have been

10. HOW TO APPLY:

Please fill in the attached application form and return electronically and by post to

Steve Ross
Area Support Officer
Customer Access and Performance
Leeds City Council

Dewsbury Road One Stop Centre
190 Dewsbury Road
Leeds LS11 6PF

0113 395 1305
steve.ross@leeds.gov.uk

11. Cluster Contacts

Maggie Hartley

JESS Cluster Manager (Beeston Hill,
Holbeck, Hunslet and Belle Isle)
Learning Partnerships
Burton Business Park
Hudson Rd
Leeds LS9 7DN

Tel: 0113 3806653 (direct)
Tel: 0113 3806662 (Reception)
maggie@learningpartnerships.org.uk

Joanne Hainsworth
(Beeston, Cottingley & Middleton
Cluster Manager)

Based at
Cockburn School
Gipsy Lane
Beeston
Leeds
LS11 5TT
tel 07807672114

0113 3368500 ext 62712
hainswj02@leedslearning.net