



North Wiltshire Youth Provision – GMAS proposal

21st February 2017

Dear Alexa

Please find enclosed Gloucestershire Mentoring and Support CiC's (GMAS) draft proposal to deliver youth services in the Wotton Bassett and Cricklade area. I hope that all the information you require is contained within the document but if you do want any more information from us please do not hesitate to contact me at the email or telephone number below. **Section 2 is the bit that talks about what we propose to do so maybe that is the most important bit (but feel to read the rest of the other generic information).**

We are a young social enterprise that makes no profit but aims to provide quality support for young people, wherever that may be. Please come back to us with suggestions, ideas and revisions to this document so we can design the right provision for young people in the area

Yours sincerely

Ben Evans
Managing Director

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1. Introduction

Gloucestershire Mentoring and Support CiC (GMAS) is a Social Enterprise registered with Companies House as a Community Interest Company. The Company was founded in October 2013 to meet the following aims:

- a) To provide commissioned professional mentoring for young people who have additional needs
- b) To provide youth services to commissioning bodies such a town, parish and district councils
- c) To use any profits we generate to recruit, train and manage volunteers to provide mentoring for young people.

We are delighted to make a proposal for providing services for young people in North Wiltshire from January 2017 under the second strand of our work.

2. Our proposal

GMAS proposes that we provide the structure and support of Wotton Bassett youth provision and Lynam youth provision from April 2017-Mar 2018, for 46 weeks of the year.

- **Input and support from Ben Evans Managing director. The managing Director is responsible for:**
 - Assisting with identifying and applying for additional funding
 - Providing insurance; safeguarding and Health and Safety; payroll services; and DBS certificates for any new volunteers or member of staff
 - Communicating with the Town Councils as and when required or is appropriate.
- **Provision of a qualified and experienced line manager to all staff including volunteers. The line manager is responsible for:**
 - Support and identify training for staff and volunteers
 - Offer supervision and support for staff and volunteers
 - Monitoring quality assurance through evaluation and planning records
 - Meet once every half term to facilitate a team meeting to ensure everyone is happy and having their needs met, as well as those of the young people who attend the centre
 - Co-ordinate volunteers and partners
 - Communicate with hall administrators to ensure smooth running of our hiring the space
- **Qualified and experienced youth workers to delivery front line services at a contract of 6 hours per week. The lead youth worker is responsible for:**
 - Opening up the youth club/project
 - Plan, record and evaluate sessions in line with good practice and quality assurance
 - Buy relevant materials and tuck shop supplies and plan stimulating and educational activities
 - Plan themes for terms and off-site trips when and where possible
 - Model good practice in working face to face with young people during the session
 - Lock up the building at the end of each session
 - Leave the halls clean and tidy in good order for the next group to use.

The cost for this service would be £11,500 for the year, plus costs to hire appropriate venues as needed.

We would also hope to increase this contribution by applying to external funders. Fund raising does not come with a guarantee but we would be confident (based on our experience in other areas) to be able to raise income to add further to the work in the Towns.

3 Why choose GMAS?

Quite simply because we deliver a better service than any other body currently operating in the local area in the areas we are tendering for! You are welcome to take references from any of the current committees who commission us, especially around issues such as quality of provision; reporting; “added-value” such as fund raising and support to the committee; and most importantly the change in culture of the youth clubs we have taken on following on from other providers. We are not a perfect organisation and try to learn from all the projects we run and mistakes we make, but moreover we try and learn from the mistakes other organisations make. This means we can often pre-empt mistakes and the following are what set GMAS apart from other organisations that may tender:

- We take time to understand the individual needs of committees and commissioners. We communicate with them regularly, listen and lead in equal measure, and foster positive relationships with them
- We employ good staff. This is a major area of learning since the County Councils’ withdrawal from Youth Clubs in 2011 and how other organisations have tried to respond to it. We have a mixture of qualified staff; adult volunteers; young leaders; and staff who we “talent-spot” and employ before they are qualified. The new staff often have transferable skills – such as being teaching assistants or community leaders – and we support them to become youth workers. We don’t rely on trainees or apprentices as, although we welcome people to train with us as part of their development, the model of relying on them can lead to poor quality provision
- We are excellent in facilitating partnerships and raising additional income.

4 Health, Safety and Safeguarding

Promoting the health, safety and wellbeing of young people is a key priority for GMAS. We take the following steps to ensure that we do our duty – and beyond – to ensure young people’s wellbeing is at the heart of what we do:

- Safe recruitment – we follow a safe recruitment policy which includes taking references on our staff (for this purpose “staff” includes volunteers); running DBS (previously CRB) checks on all staff; having regular supervision available for all staff; and doing direct visits to observe their practice
- Safeguarding Policy – we follow a Safeguarding Policy modelled on Gloucestershire Safeguarding Board’s example. Ben Evans is our Designated Safeguarding Officer. His experience in this area includes 15 years managing youth clubs and youth work settings; and three years managing risk with young people at high risk of harm as part of Gloucestershire’s Youth Offending Service
- Health and Safety Policy – we follow a simple health and safety policy and risk assess as the work we do. Our risk assessments follow a common sense approach and we embrace risk as a necessary part of adolescents growing up into rounded adults
- Staff training – we induct all our staff into the organisation. We encourage staff to train in safeguarding and have termly meetings where we discuss safeguarding matters and reinforce safeguarding good practice

5 Practical Arrangements

- ✓ GMAS is insured by AJK Insurance for Employers Liability (£10,000,000) and Public Liability (£5,000,000)
- ✓ GMAS is governed by constitution and managed by three Directors: Matt Tope, Craig Davey and Ben Evans
- ✓ GMAS is constituted as a “Community Interest Company”. This means that we are non-profit making. GMAS is run as a business in order to make a surplus which is directed to our social aims
- ✓ GMAS banks with the Unity Trust Bank. We require two signatories on all payments which is approved by major funders such as the National Lottery