

## **Partnership Agreement for Holt Youth Club April 2011**

### **Aims and Objectives**

This partnership agreement will help to ensure that Holt Youth Club provides high quality youth work provision for 11 – 19yr olds in Holt and ensures the partnership works effectively.

The partnership will bring together the local knowledge of community members and the experience of Youth Work professionals.

### **Membership**

The partnership shall include:

- The Broughton Gifford and Holt Youthwork Project
- Advice and Support Group for the Young People of Holt (referred to as ASGYPH Volunteers)
- Wiltshire Council Integrated Youth Service (IYS)

### **General Procedures**

The club will be open for 2hrs a week, normally on a Wednesday evening between 7 – 9pm at Holt Village Hall.

Youth provision will be provided by the IYS 46 weeks of the year.

The provision will not run for 2 weeks at Christmas to allow for staff leave.

For 4 weeks of the year the provision will be closed to allow for planning/staff training time. However, during these 4 weeks young people may be invited to take part in the planning / accreditation process.

The provision provided will be dependent on the needs of the young people. As well as the club at the Village Hall, provision could alternatively be Street Based Youth Work or trips.

### **Hours of work**

Assistant Youth Workers will work 6.30 – 9.30pm to set up and clear away, and to complete relevant records. ASGYPH Volunteers will work 6.45 - 9.15pm to allow time for pre-session briefing and de-brief.

### **Policies and Procedures**

Assistant Youth Workers and ASGYPH Volunteers will work to IYS policies and procedures. This will ensure that the youth club provides a safe and challenging environment for young people within current guidelines and also that volunteers are covered by the Council's employer's liability insurance.

Key policies and procedures will include Safeguarding, Confidentiality, Health and Safety, Recruitment and Selection, and Accident/Incident Reporting. The Youth Development Coordinator will ensure that all partners are kept up to date with relevant policies

### **Planning and Evaluating**

Assistant Youth Workers will attend team meetings at the Bradford on Avon Youth Development Centre quarterly. ASGYPH volunteers will be invited also, with an expectation that a minimum of 2 meetings will be attended each year by every volunteer. ASGYPH undertakes to ensure it is represented at all 4 meetings. These meetings will include time to evaluate recent work and plan the new programme. The Youth Development Coordinator will circulate this plan to The Broughton Gifford and Holt Youthwork Project for their approval and changes will be agreed by all parties if necessary, usually at a quarterly meeting of the project.

The Broughton Gifford and Holt Youthwork Project and the Youth Development Coordinator will meet quarterly to exchange information, evaluate the project and plan. Meetings will be organised by The Broughton Gifford and Holt Youthwork Project.

This agreement will be reviewed annually to ensure it continues to support all partners in meeting the needs of young people.

### **Individual Partner Responsibilities:**

Wiltshire Council, through the Integrated Youth Service will:

- Manage the Youth Club sessions with 2 Youth Workers (either the Youth Development Coordinator for Bradford on Avon and 1 Assistant Youth Worker, or 2 Assistant Youth Workers). They will fund 1 Assistant Youth Worker for 3 hours a week. In any event Assistant Youth Workers will be line managed by the Youth Development Coordinator.
- Provide staffing continuity at the club as this will play an important role in developing meaningful and productive relationships with young people. However, staff may have to be reallocated should the demands of the wider service require it. If this should be necessary the Youth Development Coordinator will make every effort to give as much notice as possible to all parties, including the young people.
- Ensure that all staff, including volunteers, hold a current CRB Disclosure and undertake to renew these every 3 years.
- Provide line management for Volunteers through the Youth Development Coordinator for Bradford on Avon.
- Be responsible for ensuring cover when Youth Workers are temporarily unable to attend (due to illness, holiday, etc) in order that the club can still run as planned.

- Ensure access for young people from Holt to other provision being provided in the Bradford on Avon Community Area. This will include taking part in trips or events that are partially subsidised by the IYS.
- Provide employer's liability insurance for all staff, including volunteers
- Provide support to ASGYPH Volunteers at no cost to the Broughton Gifford and Holt Youthwork Project.

### **The Broughton Gifford and Holt Youthwork Project will**

- Fund the second Assistant Youth Worker. The project will be invoiced by the IYS quarterly for this payment. For April 2011 – March 2012 this will be charged at £1910.52 (£10.98 per hour x 3hrs per week x 52 weeks per year, including 6hrs throughout the year for training).
- Fund resources for the centre, including new equipment and items for activities (such as cooking and arts and crafts). IYS will purchase these for the sessions and invoice The Broughton Gifford and Holt Youthwork Project quarterly to retrieve the cost. A limit per session will be pre-agreed between The Broughton Gifford and Holt Youthwork Project and the IYS. Proposals for the purchase of items beyond this limit will be put to a quarterly meeting of the BGHYP.
- Be responsible for managing subs paid to the club by young people. This includes delivery of the subs tin to the club each week, storage between sessions and banking.
- Manage the running of the tuck shop, including the finances and replenishment of stock.
- Be responsible for booking the venue when needed and for paying the hire fees and for liaising with the venue over any issues over the use of the building.
- Ensure that public liability insurance for the use of the building is in place.

### **The Advice and Support Group for the Young People of Holt will:**

- Provide 2 Volunteers per session or as required by the programme. These volunteers will be invited to attend team meetings of the Bradford on Avon Youth Development Centre (and locality) to ensure that they have access to the same training and support as other IYS staff.

- Ensure that Volunteers are offered an annual appraisal meeting in order to identify any training/development needs or issues.
- Ensure Volunteers complete a basic Youth Work Induction programme, if they have not done so already. This programme will be tailored to meet the needs and availabilities of individual volunteers. This will cover basic training on IYS policies and procedures including Safeguarding, Confidentiality and Health and Safety .

Signed ..... Date .....

On behalf of Broughton Gifford and Holt Youthwork Project

Signed ..... Date .....

On behalf of Advice and Support Group for the Young People of Holt

Signed ..... Date .....

On behalf of Wiltshire Council Integrated Youth Service