



North Wiltshire Youth Provision – CMAS proposal

5th March 2018

Dear Alexa

Please find enclosed Community Mentoring and Support CiC's (CMAS) draft proposal to deliver youth services in the Royal Wootton 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

1. Introduction

Community Mentoring and Support CiC (CMAS) 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 as town, parish and district councils
- c) To provide educational mentoring for young people who are not achieving in schools

We are delighted to make a proposal for providing services for young people in RWB&C under the second strand of our work.

2. Our proposal

CMAS proposes that we provide the following work in North Wiltshire:

- To run a youth club in Royal Wootton Bassett, once a week for 46 weeks of the year (for 6 months)
- To run a youth club in Lyneham, once a week for 46 weeks of the year (for 6 months)
- To run a youth club in Cricklade, once a week, for 46 weeks of the year (for 6 months)
- **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 £17,767.50 for the year, or £,8,883.75 for 6 months), plus costs to hire appropriate venues as needed. This cost is the same cost as this year, per session, plus 3% to cover increase in cost of staffing.

Community Mentoring and Support CiC

The GCafe @ The Ron Smith Pavilion, Springbank Way, Cheltenham, GL51 0LH

Email: admin@gloucestershiremas.co.uk | Phone: 01242 224 509 | Company Number: 8735439

1. Why choose CMAS?

Quite simply because we deliver a better service than any other body currently operating in the local area in the youth work field! 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 mistake other organisations make. This means we can often pre-empt mistakes and the following are what set CMAS 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. We would love to work with partners such as the Door and/or others for the well-being of young people locally

2. Health, Safety and Safeguarding

Promoting the health, safety and wellbeing of young people is a key priority for CMAS. 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

Community Mentoring and Support CiC

The GCafe @ The Ron Smith Pavilion, Springbank Way, Cheltenham, GL51 0LH

Email: admin@gloucestershiremas.co.uk | Phone: 01242 224 509 | Company Number: 8735439

- 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
- Partnerships – CMAS are well established with partners who across the county including County Council’s Targeted Support, Families First and Children and Families teams.

3. Practical Arrangements

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

4. Contacts for projects we currently run (who will act as referees)

- Allan Knight, Chair of Brizen Young People’s Committee: ak005t6506@blueyonder.co.uk
- Roy Winrow, Chair of Northway Youth Club: roywinrow@tiscali.co.uk
- Alun White, Chair of Stow Youth Club: alunwhite@gmail.com

Community Mentoring and Support CiC

The GCafe @ The Ron Smith Pavilion, Springbank Way, Cheltenham, GL51 0LH

Email: admin@gloucestershiremas.co.uk | Phone: 01242 224 509 | Company Number: 8735439