

SCHEDULE A: Specification

BATH AND NORTH EAST SOMERSET
SPECIFICATION FOR PARTICIPATION SERVICE
2021 – 2024

1. Introduction, strategic context and background

Since 2000 B&NES has been signed up to (Article 12, United Nations Convention on the Rights of the Child) which states:

“Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child’s day-to-day home life”

NB

This Commission is in two parts **Part A** which is Participation of CYP in Care and **Part B** The Youth Forum and the Member of the Youth Parliament

Part A

There are currently over 180 children and young people in care in B&NES. There is statutory responsibility for B&NES to ensure that those children and young people have an opportunity to have their voices heard, and to be supported to engage with services to make changes. This service will ensure that children and young people have an independent voice.

Part B

This service will also support a wider group of young people ,collectively known as The Youth Forum to also have their voice heard, and influence local policy , strategy and decision making. It will also support the Member of Youth Parliament to undertake their duties with guidance from the British Youth Council (BYC)

2. Description of the Service

Aim of the Service:

The statutory service aims to promote the participation of children and young people, particularly those most vulnerable*, in Bath and North East Somerset (B&NES) in order to ensure their voices are heard and responded to, and to encourage their active involvement in decision-making, service delivery and strategic development.
*as defined by the Children Act 2004

Service Users:

Part A

- Children and Young People in Care and Care Leavers (up to 25) entitled to the services of the council under the Children (Leaving Care) Act 2002.

Part B

- All young people 11-18 in B&NES attending school or other educational provision including colleges to be given the opportunity to stand as the Member of Youth Parliament (MYP).
- All young people 11-18 in B&NES attending school or other educational provision, including colleges, to be given the opportunity to vote in the Member of Youth Parliament (MYP) elections as outlined by the British Youth Council (BYC).
- All young people 11-18 in B&NES attending school or other educational provision, including colleges, to be given the opportunity to join the Youth Forum.

Details of the service:

The service will be a single model of delivery that will lead on and facilitate the active participation and engagement of children and young people including those who are the most vulnerable. The service has two elements to it.

Part A

The statutory support for children and young people who are in care/care experienced This service will:

- Effectively lead and facilitate In Care Council (ICC) groups that support the needs of different age groups (Junior in Care Council ages 7-11 and Senior in Care Councils 12-18). This will include CYP placed out of area and the needs of CYP who are BAME or have SEND.
- Support the participation and engagement of Care Leavers (up to 25).
- Ensure the ICC's are given opportunities to engage with Social Care Teams and Health Professionals to develop mechanisms for change and to have their voice heard
- Oversee and support the work of the Young Ambassadors *
- Use a range of venues and locations across the B&NES area so that a wider group of children and young people can be involved in participation.

**Young Ambassadors are care experienced young people 18-25 employed and supervised by Social Care but who will work with the provider to support with the 'In Care Councils' and undertake project work.*

	<p>Part B Support for children and young people who become members of the Youth Forum, campaign on local issues and to engage with B&NES. This service will:</p> <ul style="list-style-type: none"> • Effectively facilitate a Youth Forum for young people 11-18 that is fully inclusive, and which ensures young people are engaged with the democratic process. • Support the MYP, with guidance from the British Youth Council (BYC)**. • Develop and co-ordinate a ‘Virtual User Group’, that enables young people, who are service users of other commissioned provision to be included in consultations. This group will meet either face to face or use alternative engagement platforms. • Use a range of venues and locations across the B&NES area so that a wider group of children and young people can be involved in participation <p><i>**Full support to the MYP during their term of office. This would include:</i></p> <ul style="list-style-type: none"> • <i>Coordinating the biennial election process, liaising with schools and with democratic services</i> • <i>Ensuring that the support needs of the young person are fully met</i> • <i>Maintaining links with the British Youth Council (BYC)</i> • <i>Facilitating MYP attendance at regional and national meetings and training events.</i>
	<p>Service Capacity:</p> <p>The Service will be supporting a minimum of 30 children and young people at any one time.</p>
	<p>Geographical area covered by this Service</p> <p>This is a Bath and North East Somerset wide service and includes B&NES Children in Care who are placed outside of the authority</p>
	<p>Referrals and access:</p> <p>Children and young people can access the services through referrals by practitioners, parents or carers, through schools or they can also self-refer.</p> <p>The Service will effectively identify and engage with young people and have a good understanding of local communities across Bath and North East Somerset.</p> <p>Young people should be supported to access and engage with the Service irrespective of their needs or where they live in Bath and North East Somerset.</p>

Assessment, support planning, risk assessment and reviews;

Part A

- The children and young people referred to the ICC's will already have had a statutory assessment and would also include cyp with an EHCP
- The service will strongly encourage practitioners working with children or young people, who have an interest in joining the ICC's to liaise with the service, to ensure that the child/young person's expectations of what the ICC's can offer is clearly understood.
- The service will help the both members of the ICC's to identify and recognise their needs, talents and interests.
- The process should be enabling and increase the confidence and resilience of all children and young people in care.

Part B

- The service will help the members of the Youth Forum to identify and recognise their needs, talents and interests.
- The process should be enabling and increase the confidence and resilience of children and young people.

Key deliverables:

The Service will:

PART A

- Use a range of venues and locations across the B&NES area so that a wider group of children and young people can be involved in participation
- Co – deliver the quarterly Junior in Care Council meetings/activities with the support of Social Care Children in Care team.
- Lead on and facilitate bi -monthly Senior in Care Council sessions.
- Regularly review and comment on Social Care Resources for CYP coming into care with ICC's.
- Develop mechanisms for better engagement with CYP placed out of area.
- Regular monitoring of the Pledge¹.
- Liaise with the Social Care Adolescent Care Experienced Team (ACE) with the Care Leaver engagement and the Local Offer
- Liaise with the ACE team to provide mentoring support and a work programme for the Young Ambassadors* while they are working to support the In Care Councils.

¹ https://www.bathnes.gov.uk/sites/default/files/siteimages/Children-and-Young-People/Children-in-Care/the_pledge.pdf

- To liaise with the Foster Care Team to provide updates and information for Foster Carers.
- To attend Social Care / Foster Care / Disabled Children's Team /Independent Reviewing Officer and relevant adult social care Team Meetings to update them on the work of the ICC.
- Deliver 2 Participation training workshops across the children's workforce, and relevant adults social care workforce during each year of the commission

**Young Ambassadors are care experienced young people 18-25 employed and supervised by the Social Care ACE Team but who will work with the provider to give support to the 'In Care Councils'*

PART B

- Lead on and facilitate bi-monthly Youth Forum sessions.
- Meet monthly with the MYP and Deputy MYP
- Support the MYP, Deputy and/or members of ICC to attend and contribute a young person perspective to key meetings e.g. Corporate Parents, Bath and North East Somerset Community Safety Safeguarding Partnership (BCSSP) and its subgroups, the Health and Wellbeing Board and the Policy Development and Scrutiny Panel (PDS).
Ensuring that a range of children and young people can shape and review local strategies, plans, policies and commissions and can be part of recruitment processes when appropriate.
- Promote, co-ordinate and facilitate the biennial election of the B&NES MYP, liaising with schools, colleges and Electoral Services

Multi agency working

The Service will:

- Develop strong links and joint working relationships with partner organisations to promote the ICC including:
 - Social Care Teams
 - Child & Adolescent Mental Health Service (CAMHS)
 - Schools, Colleges and other Educational Establishments
- Support young people to access additional support services, where they have additional difficulties/needs which cannot be met by this service.
- Promote young people's positive sexual health and comply with the local sexual health (SAFE) branding scheme and sexual health policy.
- Establish close links with local community groups and businesses to actively explore engagement opportunities for young people.

Education, Employment and Training

The Service will:

- Work with schools, colleges, educational establishments and local organisations that can support young people to realise their aspirations and prepare for engaging in appropriate education, employment or training

	opportunities.
	<p>Participation and involvement of children and young people</p> <p>The Service will:</p> <ul style="list-style-type: none"> • Provide service delivery methods in settings which best support access by, and engagement with young people. • Promote the social, emotional health and wellbeing of young people it supports, taking opportunities to promote and encourage healthy lifestyles. • Support young people to increase their confidence, aspirations and self-esteem, build on their strengths and foster a sense of responsibility. • Develop innovative ways of engaging and supporting young people, using a variety of opportunities through interactive and social media platforms. • Actively encourage young people to consider ways in which they can participate in the wider community. • Encourage and enable young people to make choices and decisions about the service. • Routinely record service user feedback and level of satisfaction with the Service to inform its continuous improvement.
	<p>Quality Standards</p> <ul style="list-style-type: none"> • The Service will undertake an annual Safeguarding Audit to ensure they are meeting safeguarding standards developed by the Bath and North East Somerset Community Safety and Safeguarding Partnership. • The Service will submit an annual audit evidencing the local Participation Standards.
	<p>Equality and diversity</p> <ul style="list-style-type: none"> • The Service will be accessible to and responsive to the needs of all and deliver excellent outcomes irrespective of gender, sexuality, disability, age, HIV status, ethnic origin, or cultural and religious beliefs. Bath and North East Somerset has an increasingly diverse population with young people from a range of cultural and ethnic backgrounds including Eastern European nationals and refugees. • The Service will ensure fair access, diversity and inclusion is embedded within the culture of the service.

Safeguarding and Early Help

- All organisations commissioned by Bath and North East Somerset Children's Services to deliver services on their behalf, are required to adhere to the Council's safeguarding procedures and are in line with the Bath and North East Somerset Community Safety and Safeguarding Partnership (BCSSP). Further information regarding Safeguarding and Child Protection can be found at: [Safeguarding for Commissioned Services | Bathnes](#)

Quality Assurance and Contract Management

1. The Service will have in place, internal quality assurance systems to ensure robust policies and systems are in place to assess, plan and meet the needs of children and young people as specified, ensure their support practice is delivered to the highest standard. The Council will validate the quality of the service periodically through the contract management process.
2. The Service will also have in place systems to collect information to enable the service to be performance managed and drive continuous improvement. The performance monitoring framework is contained in Schedule B of this specification. The Service will be subject to quarterly performance review.
3. Any key changes to the Service, including temporary changes or change of location must be discussed and agreed with the local authority commissioner as part of this specification.

Publicity

All publicity materials detailing the service offer (e.g. contact details and activity provided by the service) need to be notified to the local authority, using the People and Communities Communications (P&C Comms) Team as a point of contact. Please email P_C_Comms@bathnes.gov.uk

The provider is responsible for including and updating relevant information on the Bathnes 1 Big Database website (www.bathnes1bd.org.uk) and, for services for children and young people with SEND, the Rainbow Resource website (www.rainbowresource.org.uk). The P&C Comms team will also include the information on the Wellbeing Options website (www.wellbeingoptions.co.uk) where appropriate.

All publicity materials are to include acknowledgement of B&NES funding.

SCHEDULE B: Performance Monitoring and Review

Participation
2021– 2024

Monitoring Data to be provided – the provider will be expected to report on the following information within their monitoring form (templates provided by the Contract Manager) every quarter

Quantity of Service	Quality Standards	Service Outcomes
<p>In this monitoring period; A quarterly summary of numbers achieving progress against the following:</p> <p>PART A</p> <ul style="list-style-type: none"> • The total number of service users. • Number of service users subject to or have been subject to child protection plans. • Number of service users in care. • Number of Care leavers • Number of Senior in Care Council meetings delivered each quarter. • No in attendance at each Senior in Care Council meeting 	<p>The service is inclusive and complies with the 2010 Equalities Act</p> <p>There are sufficient numbers of staff/volunteers in place to deliver the service to the standards of the contract.</p> <p>Staff/volunteers have the opportunity to access training to improve their performance, skills and knowledge base and add to their continuing professional development.</p>	<p>Children and young people have their voices heard and responded to.</p> <p>Children and young people are actively involved in decision making, service delivery and strategic development.</p> <p>Children and young people can build their resilience and confidence.</p>

- No of Junior in Care Council sessions delivered each quarter.
- No in attendance at each Junior in Care Council session.
- Number SEND service users. *
Those cyp on an EHCP
- Number of BAME service users.
- Case Study presented in Q1 & Q3

PART B

- No of Youth Forum sessions delivered each quarter.
- No in attendance at each Youth Forum session
- Number SEND service users*.
- Number of BAME service users.
- Case Study presented in Q2 & Q4

Bath & North East
Somerset Council

Annually

Quality Assurance Framework (to include safeguarding self-assessment, Bath and North East Somerset Safety and Safeguarding Partnership (BCSSP) training standards - Key Performance Indicators, Annual Participation Standards and other quality standards against service specification).

In addition to the above the provider is also expected to provide the following:

- Weekly case load data showing the name, postcode and DoB for all service users accessing the service via the free and secure file transfer website GlobalSCAPE.
- A breakdown of actual expenditure for each monitoring period.
- Evidence of advertisement of the service that is accessible and in a variety of venues, forms (if needed) and locations (quarterly).
- Number of requests for the service not actioned due to oversubscription (or other reasons, please specify).
- Evidence of an annual collation of service user satisfaction feedback highlighting learning for future service improvement and development.

The following should be retained for inspection by the Contract Manager on request:

- DBS Single Central Record for all staff working within the service.
- The Safeguarding Self-Audit (to be completed at least annually).
- Copies of any evaluation forms completed by relevant stakeholders evidencing achievement of the outcomes listed in the table above.
- Evidence that demonstrates that the service is being delivered in line with the quality standards listed in the table above.
- Details of feedback from stakeholders, including service users from specific groups and evidence of how this has been used to inform planning for service delivery.

MONITORING SCHEDULE

2021 – 2022	Q1	Q2	Q3	Q4
Pre-populated monitoring forms sent out to provider:		1 st July 2021	1 st October 2021	1 st January 2022
Monitoring forms due back by:		14 th July 2021	14 th October 2021	14 th January 2022

2022 - 2023	Q1	Q2	Q3	Q4
Pre-populated monitoring forms sent out to provider:	1 st April 2022	1 st July 2022	1 st October 2022	1 st January 2023
Monitoring forms due back by:	14 th April 2022	14 th July 2022	14 th October 2022	14 th January 2023

2023 - 2024				
Pre-populated monitoring forms sent out to provider:	1 st April 2023	1 st July 2023	1 st October 2023	1 st January 2024
Monitoring forms due back by:	14 th April 2023	14 th July 2023	14 th October 2023	14 th January 2024

The Nominated Representative(s) of the Commissioner and the Provider will discuss the level and standard of Service(s) provided at least once each monitoring period.

Monitoring to be sent to: the **monitoring team** at cs_monitoring@bathnes.gov.uk