Correspondence with NCS:

Good morning John and Clare,

Amanda Silvester gave me your contact details. Myself and my colleague Kim are currently mapping youth activities that are happening in South Cambs as we are planning a brand new NCS programme for 2023 – 2025 across Cambridgeshire. NCS work with mainly 15, 16 and 17 year olds (school years 11 and 12) and those up to 25 with special education needs and disabilities.

I am aware that there is already some amazing provision for this age group going on in South Cambs and I wondered if you could spare me a little of your time? The way NCS now works is that we want to be able to work with local organisations that are already providing youth activities. It may be that we can offer you funding to extend what you are already delivering or that there is a gap in your area that we could help to fill. It would be great to meet (either F2F or via Teams) and discuss if this is at all possible? I look forward to hearing from you.

Many Thanks,

Becky

Good Afternoon,

I hope you are well. I am aware that we have not yet met to discuss the above however I didn't want you to miss out on this opportunity. Please find attached our criteria for delivering the NCS community experiences, which includes what we would do versus what you would need to do. Please have a read through and if you would like to partner with us to deliver on this, please could you confirm no later than midday on Monday 6th March along with the number of places you are able to deliver each year. If we are successful in our application we will then send out an official grant agreement for you to sign.

In the meantime if you would like to chat further about this, please do contact either myself or Becky cc'd in.

Many Thanks,

Kim

NCS Community Experiences – Open To All

Grant duration: April 1st 2023 – March 31st 2025.

Age range: 16 and 17 year olds. *may be 15 but must be in Year 11, may be 18 or over but must have an EHCP. We are awaiting clarification of this.

Aims and Objectives

For young people to:

- Become world and work ready.
- Build confidence, independence, and life skills.

- Connect with people from all walks of life.
- Be empowered to make a difference in their communities.
- Have an appreciation and tolerance of different views.
- Be more actively engaged in civic life.
- Have improved resilience and wellbeing.

Logistics

- One place is equal to 48 hours of activity
- One place will be funded at £250
- Each 48 hours of activity should be delivered across at least nine months of the year but must not exceed one year.
- The 48 hours must be divided into three separate experiences; each experience is to be between 12 and 20 hours.
- One place may equal one young person if the same young person completes all three experiences.
- Or one place may equal three different young people if they do one experience each.

Each Experience must:

- Cover at least one of the following objectives:

    - Life skills and supporting independent living
    - Building employability and work readiness
    - Providing opportunities for volunteering and social action which must be youth led.

- At the end of the 48 hours of activity all three objectives must have been achieved.
- Begin with a youth led code of conduct.
- Have a focus on youth voice and be youth led.
- Include Reflection throughout. This should link to Skills building – what skills have they developed and how can these skills help them moving forward.
- Include collaboration with local organisations, charities and community groups, utilising connections and partnership within the local community.
- Be fun, hands on and focus on team building.
- Include a project-based learning experience where young people can investigate and respond to a real life and engaging question, problem or challenge.
- Be celebrated on completion, with recognition of each young person's achievements.

What we will do	What our partners will do
Create a space for data to be shared. Send data on to The NCS Trust.	Capture and return specific data in line with a process provided by us (systems are to be confirmed). Examples would be young people's data (e.g. gender, age, ethnicity, whether they have caring responsibilities) and experience delivery data (e.g. log of activities, time and date, number of participants engaged and number of hours completed.)

	Share data with us, on a set timetable, this will be no more frequent than weekly. Ensure the young people are registered on the MYNCS website. Work with The NCS Trust to help with the completion of a baseline impact survey. The survey will be sent automatically to young people once they have completed registration. The NCS Trust will also send young people a follow-up impact survey following engagement, and we will look to partners to advise and support to enable strong engagement.
Agree the number of 48 hour places to be delivered.	Deliver the agreed number of 48 hour places per year.
Engage and sign-up young people from across the social spectrum via the NCS website, communications with secondary schools, post 16 and post 19 events e.g., open days, career conventions etc, and Cambridgeshire County Council.	Engage and sign-up young people via your existing youth groups and community/school connections.
Support in any staff training and development required.	Provide staff to deliver the experiences.
Provide all necessary criteria.	Design local experiences within our set criteria and following NYA guidance for delivering youth provision.
Support with logistics management e.g structure and content of the 48 hours of activity.	Provide venues and logistics management.
Ensure payments are made to your organisation, in line with an agreed payment timetable. This will be agreed once we are awarded the grant.	• Provide us with the necessary bank account details along with proof of public liability insurance and employer's liability insurance. You must also confirm yes to questions 1 – 4 below regarding safeguarding. • Demonstrate that your policies and procedures comply with the Council's Equal Opportunities Policy.
Provide digital badging for each young person after each experience is completed.	Celebrate and recognise each young person's achievements at the end of each experience.

Safeguarding – Please confirm in writing that your organisation can answer yes to all of the four questions below.

1. **Please confirm that you have appropriate safeguarding policies and/or guidance and strategies in place, covering children and vulnerable people, and any other relevant safeguarding issues. This should include reasonable steps you are taking to support staff and volunteers including reporting and incident management OR can commit to have suitable safeguarding policies in place, prior to the commencement of the funded experiences.** *We expect these are reviewed and updated by your organisation annually,*

when learning for incidents requires changes and if there are any regulation changes. We may request to see these policies at any time.

Yes/No

2. **Is safeguarding training mandatory for all staff (paid or voluntary) who have a face-to-face role with children and young people? OR can commit to mandatory safeguarding training for all staff (paid or voluntary) who have a face-to-face role with children and young people in place, prior to the commencement of the funded experiences.**

Yes/No

3. **Do you carry out DBS checks for all staff (paid or voluntary) who have a face-to-face role with children and young people? OR can commit to carry out DBS checks for all staff (paid or voluntary) who have a face-to-face role with children and young people, prior to the commencement of the funded experiences?**

Yes/No

4. **Do you have a person responsible for safeguarding in your organisation OR can commit to having a person responsible for safeguarding in your organisation, prior to the commencement of the funded experiences.**

Yes/No

Next Steps

1. Please tell us if you would like to partner with us to deliver the NCS community experiences by no later than **midday on Monday 6th March.**
2. Please tell us the number of places (48 hours of activity) you would like to deliver each year.

Once we have the above information from those wishing to deliver, we will contact you to find out the following:

- Your venue
- The structure of your 48 hours of delivery
- Your preferred start and end date for each year
- An idea of what each of your three experiences (across the 48 hours of activity) would look like.

The information above is to support our application. The deadline for final application submission is March 20th at 9am. If we are successful, we will then put in place an official partner agreement.