



SPARK

A NETWORK FOR YOUNG PEOPLE'S ORGANISATIONS

A-Z of resources & information

Below you will find information from our website and e-bulletins which we hope you find useful. If your group is not a member of its local CVS we would encourage you to join for support, training and networking opportunities – **membership is free.**

- 3VA (Eastbourne, Lewes, Wealden): <http://www.3va.org.uk>
- Hastings Voluntary Action: <http://www.hastingsvoluntaryaction.org>
- Rother Voluntary Action: <http://www.rva.uk.com>

We would also encourage you to join Sussex Clubs for Young People, which automatically includes free membership to national organisations Ambition and UK Youth. SCYP provides fun and activities for young people as well as training in working with young people and safeguarding:

<http://www.sussexcyp.org.uk/>

HYPERLINKS!: If you click on a hyperlink and it doesn't work, please try copying and pasting it into your browser.

A

Anti-bullying resources

Resources and free training can be found at the Anti-bullying Alliance:

<http://www.anti-bullyingalliance.org.uk/>

Anti-Bullying Works is a Sussex-based social enterprise providing support on anti-bullying issues to schools and youth/community organisations working with young people: <http://www.antibullyingworks.co.uk/resources/anti-bullying-week-resources/>

Anti-bullying referrals

A case can be referred to the ESCC Anti-bullying Team if a school or youth support service has tried all methods to tackle a bullying case but is unable to find a resolution:

<https://czone.eastsussex.gov.uk/supportingchildren/healthwelfare/bullying/Pages/referral.aspx>

On the referral form you will need to explain what you have done to try and resolve the situation. To hear from East Sussex young people affected by bullying visit the c360 website: <https://www.c360.org.uk/>

D

Disclosure and Barring Service (DBS) checks – See Safeguarding P6

E

E-learning

Free e-learning training is available via the East Sussex Learning Portal in key areas of **Domestic abuse, mental health, child sexual abuse and substance misuse as well as Safeguarding**:

<https://childrens.eastsussexlearning.org.uk/elearning/>

To get started choose click on **Home/New User Registration** – once reviewed you will receive a confirmation e-mail where you will be asked to set your password. Email cwevents@eastsussex.gov.uk or call 01323 747386 for more information.

E-Safety – see Safeguarding p6

Equalities and Inclusion

Czone provides many useful equality resources including Race Equality guidance and information about the Prevent programme: protecting vulnerable people from being drawn into violent extremism:

<https://czone.eastsussex.gov.uk/supportingchildren/equality/Pages/EqualityResources.aspx>

The 'Together' documents offer strategic and practical guidance on how to promote inclusion and support specific groups of children and young people that are vulnerable to underachievement – these documents focus on schools but contain resources that could apply to other settings working with children and young people:

<https://czone.eastsussex.gov.uk/supportingchildren/equality/Pages/together.aspx>

F

Funding

- Subscribe to **ESCC's Funding News**, a monthly funding bulletin that includes youth funding opportunities and deadlines: <https://www.eastsussex.gov.uk/community/funding/find/news/>. The Funding Team also produce guides to help you through the process of finding and applying for funding, including a Children and Youth Special: <https://www.eastsussex.gov.uk/community/funding/find/guidesbooks>
- **East Sussex 4 Community** is a community grant search engine – a free-to-use database of UK grants, loans and other initiatives: <http://www.idoxopen4community.co.uk/eastsussex/>
- **Short breaks funding for disabled young people:** contact Simon Waters at ESCC after 1 April 2017, who will be able to advise on future short breaks funding for the next financial year: simon.waters@eastsussex.gov.uk
- **Sussex Community Foundation** awards grants to community and voluntary groups whose work benefits people in East Sussex. They are a good place to start if you have a new project idea and they also have a bulletin you can sign up to: <http://sussexgiving.org.uk/>
- **Awards for All** is run by the BIG Lottery and provides grants of between £300 and £10,000: <https://www.biglotteryfund.org.uk/global-content/programmes/england/awards-for-all-england>
- **Local town and district council grants**, keep an eye on their websites for information on community grants: eg Lewes Town Council: <http://www.lewes-tc.gov.uk/infopage.asp?infoid=616>
- **Sports Funding:** Sportivate funding is available for projects up until September, email Sid Fletcher with any queries sfletcher@activesussex.org: <http://www.activesussex.org/funding-insight/sportivate-funding/>
- **East Sussex in Figures** provides data and statistics about communities in East Sussex to support funding bids: <http://www.eastsussexinfigures.org.uk/webview/welcome.html>

I

Internet Safety – see Safeguarding p6

M

Managing your group – local support

- Your local CVS will be able to help and membership is free (see page 1)
- ESCC provides information on its website on starting and running a charity: <https://www.eastsussex.gov.uk/community/volunteering/start>
- The Resource Centre in Brighton takes you step-by-step through the things needed to set up a not for profit organisation and helps you

think through what you need:

<http://www.resourcecentre.org.uk/information-category/starting-a-group/>

Managing your group – national sources of support

- The Small Charities Coalition:
<http://www.smallcharities.org.uk/starting-new-charity-faqs/>
- GOV.UK: <https://www.gov.uk/topic/running-charity/setting-up>
- NCVO Knowhow Non-Profit:
<https://knowhownonprofit.org/basics/setting-up-a-charity>

Managing your group – the next steps

Finding trustees/committee members

- Finding new trustees:
<https://www.gov.uk/government/publications/finding-new-trustees-cc30/finding-new-trustees>
- The essential trustee – what you need to know, what you need to do:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/443838/CC3.pdf

Governance and trustees

- Governance code for smaller organisations:
<http://www.governancecode.org/code-for-smaller-organisations/>

Writing a constitution

- Setting up a charity's governing document:
<https://www.gov.uk/setting-up-charity/governing-document>
- Writing a constitution: <http://www.resourcecentre.org.uk/information-category/starting-a-group/writing-a-constitution/>

Getting the right policies and procedures in place

You can get model policies by searching the Internet, but the important thing is to make sure they are relevant to your organisation and you have drawn them up with your management committee. The [Resource Centre](#) in Brighton and [Voluntary Action Islington](#) have some good models you might want to look at:

- Model policies and toolkits: <http://www.vai.org.uk/services/policies-resources-and-toolkits/>
- Safeguarding: <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
- Health & Safety: <http://www.resourcecentre.org.uk/information/health-and-safety/>

- Risk Assessments: <http://www.resourcecentre.org.uk/information/risk-assessments/>
- Equal Opportunities: <http://www.resourcecentre.org.uk/information/equality-and-diversity-policies-for-small-groups/>

Insurance

- Protecting your volunteers: <https://www.3va.org.uk/node/2180>
- Charities and Insurance: <https://www.gov.uk/government/publications/charities-and-insurance-cc49/charities-and-insurance>

Q

Quality Assurance

Quality Assurance and ensuring that your policies and procedures are robust and fit for purpose is an important part of running a voluntary organisation. Having an external review of your work can provide a significant benefit in terms of being able to demonstrate to users, funder and other stakeholders what a good organisation you are.

- **Simple Quality Protects** is an accessible scheme, which helps groups review and develop policies to ensure that they are working in a safe and effective way. Safety net currently offer this scheme: <https://www.safety-net.org.uk/training/safeguarding-support-guidance/>
- **Your local CVS** (see p1) can provide your group with a 'health check' in order to provide a pro-active approach to the development of your organisation, eg <http://www.hastingsvoluntaryaction.org/group-support>
- **Ambition Quality** is an externally validated award, which enables youth organisations to develop and improve. It is suitable for organisations of all sizes – from one-night-a-week youth clubs to larger charities and community organisations. Participants' progress through 3 award levels - Bronze, Silver and Gold, each measured against 10 quality areas: <http://www.ambitionuk.org/quality/ambition-quality>

R

Resources

Local organisations

- **Active Sussex** – support for local sports groups: <http://www.activesussex.org/>
- **Connexions 360** – website for young people from ESCC: <https://www.c360.org.uk/>

- **Czone** – information from ESCC for people offering services to children and young people in East Sussex:
<https://czone.eastsussex.gov.uk/supportingchildren/Pages/main.aspx>
- **East Sussex County Council:**
<https://www.eastsussex.gov.uk/childrenandfamilies/>
- **East Sussex LSCB** – the statutory partner body to coordinate safeguarding activities across the county:
<http://www.eastsussexlscb.org.uk/>
- **HVA** – support for VCS groups in Hastings:
<http://www.hastingsvoluntaryaction.org>
- **RVA** – support for VCS groups in Rother: <http://www.rva.uk.com>
- **3VA** – support for VCS groups in Eastbourne, Lewes, Wealden:
<http://www.3va.org.uk>
- **Safety Net** – Safeguarding: <https://www.safety-net.org.uk/>
- **Sussex Clubs for Young People** – activities for young people’s groups, young leader & working with young people training:
<https://www.sussexcyp.org.uk/>
- **WiSE Project** – support regarding Child Sexual Exploitation:
<http://www.ymcadlg.org/support-advice/wise/>

National organisations:

- **Ambition UK:** <http://www.ambitionuk.org/>
- **National Association for Voluntary and Community Action:**
<https://www.navca.org.uk/>
- **National Youth Agency:** <http://www.nya.org.uk/>
- **National Council for Voluntary Organisations (NCVO):**
<https://www.ncvo.org.uk/>
- **KnowHowNon-Profit:** <https://knowhownonprofit.org/>
- **NSPCC:** <https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
- **Small Charities Coalition:** <http://www.smallcharities.org.uk/>
- **National Citizen Service:** <http://www.ncsyes.co.uk/>
- **NSPCC:** <https://www.nspcc.org.uk>
- **Mental Health Foundation:** <https://www.mentalhealth.org.uk/>
- **UK Youth:** <http://www.ukyouth.org/>
- **UK Safer Internet Centre:** <https://www.saferinternet.org.uk/>
- **Vinspired:** <https://vinspired.com/>

S

Safeguarding

The East Sussex LSCB is the statutory partner body to coordinate safeguarding activities across the county: <http://www.eastsussexlscb.org.uk/>. The national [NSPCC website](https://www.nspcc.org.uk/) hosts safeguarding resources and information for leaders of groups in the voluntary and community sector including:

- Are they safe? <https://www.nspcc.org.uk/services-and-resources/research-and-resources/2015/are-they-safe/>
- Safe Network standards: <https://www.nspcc.org.uk/services-and-resources/research-and-resources/2014/safe-network-standards/>
- Writing a safeguarding policy: <https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>

Safeguarding training

- FREE LSCB online **Safeguarding Children** and **Child Sexual Exploitation** training takes a couple of hours and is available to all via the East Sussex Learning Platform, you must register as a new user and then search 'safeguarding' in the e-learning tab, email cwevents@eastsussex.gov.uk with any queries: <https://childrens.eastsussexlearning.org.uk/elearning/Course/Search?CategoryId=4&SubcategoryId=9&runSearch=1>
- FREE Face-to-face safeguarding training is available from CVSs HVA and 3VA – see 'Training' on p9 for the latest dates

Disclosure and Barring Service (DBS) checks

In 2012 the Disclosures and Barring Service replaced the Criminal Records Bureau – this helps employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, will need a criminal record check, now known as a Disclosure and Barring check. The following Sussex organisations provide information:

- Safety Net: <https://www.safety-net.org.uk/dbs-service/>
- The Resource Centre: <http://www.resourcecentre.org.uk/service/information-and-training-about-safeguarding/>

The Home Office site provides very useful up-to-date information and explains how the Update Service enables online checking that DBS certificates are up to date and a degree of portability between jobs. The service costs £13 a year but is **free to volunteers**. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Reporting safeguarding concerns

The Single Point of Advice (SPoA) provides advice to practitioners on concerns they have about children at Level 3 or 4 (targeted/specialist and child protection services) on the continuum of need. The SPoA can be contacted on the below details Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm.

Phone: 01323 464222

Email: 0-19.SPOA@eastsussex.gov.uk or 0-19.SPOA@eastsussex.gcsx.gov.uk

Children's Services will no longer offer advice about children with Level 1 and 2 needs – instead it has online guidance on advice for families:

<https://www.eastsussex.gov.uk/childrenandfamilies/>

Please visit the LSCB website for more information:

<http://www.eastsussexlscb.org.uk/professionals/single-point-of-advice/>

E-Safety/Internet Safety

The following websites offer advice and information on e-safety:

- **East Sussex LSCB:** <http://www.eastsussexlscb.org.uk/parents-carers/e-safety/>
- **Thinkuknow** – Advice and tips for children, young people and parents/carers on social networking from CEOP: <https://www.thinkuknow.co.uk/>
- **Internet Matters:** <https://www.internetmatters.org/hub/guidance/>
- **UK Safer Internet Centre:** <https://www.saferinternet.org.uk/advice-centre/social-media-help>
- **Anti-bullying Alliance/Cyber-bullying:** <http://www.anti-bullyingalliance.org.uk/resources/cyberbullying/>
- **The South West Grid for Learning** has produced the Online Compass – a free, self-review online tool for settings working with children and young people that are not schools – eg youth and children's centres, art groups, sports and youth clubs. If you don't want to register to use Online Compass, you can access the offline version with resources, esafety policies and links: <http://swgfl.org.uk/products-services/esafety/services/Online-Compass>
- **NSPCC online training/Keeping Kids Safe Online:** <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/>
- **E-safety policy** – for a template from Allsorts Youth Project see p39: <http://www.allsortsyouth.org.uk/wp-content/uploads/2014/02/Simple-Guide-to-Digital-Social-Media-.pdf>

Understanding Safeguarding in a Digital World training is available free via the East Sussex Learning Portal: <https://childrens.eastsussexlearning.org.uk/courses/bookings/default.asp?ds=1&keyword=digital>

Email cwevents@eastsussex.gov.uk for more information.

Social Media

- **The Small Charities Coalition** has information on getting started and using social media to promote your group's work:
<http://www.smallcharities.org.uk/resources-social-media/#c6031>
- **Allsorts Youth Project** has produced '*A Simple Guide to Digital and Social Media*' for small charities. It gives examples of best online practice and also contains a social media toolkit and e-safety policy template for charities to use: <http://www.allsortsyouth.org.uk/wp-content/uploads/2014/02/Simple-Guide-to-Digital-Social-Media-.pdf>
- **NowHowNonProfit:**
<https://knowhownonprofit.org/@@search?SearchableText=social+media>

T

Training

- **Hastings Voluntary Action** and **3VA** provide subsidised training for VCS groups, and the following **free safeguarding training** for 2017, please visit their websites for details of training in 2018:

HVA Taking the Lead in Child Protection 5 April:

<http://www.hastingsvoluntaryaction.org/civicrm/event/info?reset=1&id=155>

3VA An Introduction to Child Protection 6 June:

<https://www.3va.org.uk/civicrm/event/info?reset=1&id=191>

FREE 3VA Taking the Lead in Child Protection 11 October:

<https://www.3va.org.uk/civicrm/event/info?reset=1&id=192>

HVA An Introduction to Child Protection 22 November:

<http://hastingsvoluntaryaction.org/civicrm/event/info?id=156&reset=1>

- **ESCC** provides free face-to-face and e-learning training for VCS groups via the East Sussex Learning Portal:
<https://www.eastsussexlearning.org.uk/cpd/portal.asp>
To get started choose the **Children's Workforce** option and click on **New User Registration** – once reviewed you will receive a confirmation e-mail where you will be asked to set your password.

Email cwevents@eastsussex.gov.uk or call 01323 747386 with any queries.

- **Sussex Clubs for Young People** provide Working with Young People training: <http://www.sussexcyp.org.uk/training>
- **CAMHS** Primary Mental Health Workers provide free introductory sessions on issues relating to the emotional and mental health of children and young people:
<https://czone.eastsussex.gov.uk/training/Pages/CAMHStraining.aspx>
- **SafetyNet** is really useful for finding out about safeguarding and child protection courses: <https://www.safety-net.org.uk/>
- **Active Sussex**, the County Sports partnership, offers relevant training: <http://www.activesussex.org/deliver-sport/workshops-courses/>

V

The Volunteer Centre East Sussex (VCES) provides a range of support for both individuals looking to volunteer and organisations who involve, or would like to involve, volunteers in their work. You can also find advice and from the following:

- **ESCC:** <https://www.eastsussex.gov.uk/community/volunteering>
- **NCVO:** <https://www.ncvo.org.uk/ncvo-volunteering>
- **V-Inspired:** <https://vinspired.com/>
- **Do It:** <https://do-it.org/>
- **KnowHowNonProfit:**
<https://knowhownonprofit.org/@@search?SearchableText=volunteers>
- **Volunteering Matters:** <https://volunteeringmatters.org.uk/>

Y

Youth Voice Forum

If you have a role facilitating a Youth Council/Forum or another type of 'youth voice' group in East Sussex and would like join network meetings that take place four times a year in Eastbourne please email Tom Goulden: tom.goulden@eastsussex.gov.uk

Youth Cabinet

Information on the East Sussex Youth Cabinet 2015-2017:

<https://www.c360.org.uk/blog/category/rightsandvoice/youthcabinet>

Youth Work training

Sussex Clubs for Young People runs Working with Young People training to help staff and volunteers improve their youth work skills and knowledge:
<http://www.sussexcyp.org.uk/training>

Youth Voice resources (local)

- **Czone – Children and young people's participation**
Includes Participation Toolkits offering a range of practical ways to engage children and young people in planning, consultations, service evaluation, staff recruitment and selection. Also participation forms for obtaining consent and guidance on gathering evidence on the impact of children and young people's participation:
<https://czone.eastsussex.gov.uk/supportingchildren/youth/youthparticipation/Pages/main.aspx>
- **c360 – Your rights your voice**
Information for young people about how to get their voice heard:
www.c360.org.uk/blog/category/rightsandvoice
- **Make your Mark statistics** – The Make Your Mark 2016 ballot for schools, colleges and youth organisations helped determine what Members of the UK Youth Parliament should debate and vote on to be their campaign for 2017. This year a total of 978,216 young people took part, **of which 8,240 were from East Sussex** – an increase of 16% from last year. For a full report on the nationwide results of this annual ballot, statistics from which could help any future applications for funding, visit:
<http://www.ukyouthparliament.org.uk/makeyourmark/>

Youth Voice resources (national)

- **Participation Works:** Resources inc *How to Involve Children and Young People in Commissioning*:
<http://www.participationworks.org.uk/resources/>
- **British Youth Council:** Resource centre inc How To guides, training materials, reports & policies coming soon:
<http://www.byc.org.uk/resources>
- **National Youth Agency (NYA):** Resource centre inc Engagement section containing *A Young People's Guide to Working with Local Councillors*: http://www.nya.org.uk/resource_category/engagement/
- **Save the Children:** *So You Want to Consult with Children?: A Toolkit of Good Practice* and *Improving your community – getting children and young people involved*
- **Hear by Right:** National standards developed by the National Youth Agency to help provide evidence of the participation that is already happening in your organisation and show you how to plan for improvement where there are gaps. This Hear by Right Self-Assessment Tool from Participation Works could help you plan the participation of children and young people in your organisation:
<http://www.participationworks.org.uk/resources/hear-by-right-self-assessment-tool/>

- **Every Child Matters:** <https://www.gov.uk/government/publications/every-child-matters>
- **UK Youth:** <http://www.ukyouth.org/youth-voice.html>
- **National Children's Bureau:** <https://www.ncb.org.uk/about-us>
- **The Office of the Children's Commissioner:** <http://www.childrenscommissioner.gov.uk/learn-more/child-participation>
- **Children's Rights Alliance for England (CRAE):** <http://www.crae.org.uk/>