

Young People Cornwall

Partners' Agreement

Project Title:	Lyskerrys Youth Club Liskeard
Project Lead:	Andy March
Project Manager:	Contact: Kate Sidwell

Partner Organisation:	Liskeard Town Council
Main contact:	Town Clerk – Steve Vinson

Project Summary	<p>The agreement has been made with Liskeard Town Council and Young People Cornwall to fund and deliver youth work in Liskerrett community centre. From the 1st November 2017 to 31st March 2018. The Lyskerrys Youth Committee will provide support and input from the community on the youth work and outreach delivered. YPC will provide 2 youth workers for 8 hours work per week for 44 weeks out of 52 weeks. Of the 8 hours 6 will be face to face, 2 hours of preparation/ reporting.</p> <p>Your Way Community Worker Ffion Stanton will support the development of the Lyskerrys committee, and will support with recruitment and training of community volunteers to assist delivery Sessions will be Tuesday 6-8pm for 14-16 year olds, and Friday 5-9pm for 11-18 year olds – split session.</p> <p>On occasions the youth work team will deliver off-site activities, trips and events for young people instead of above provision.</p>
Start date	November 1 st 2017
Time Scale	5 months to 31 st March 2018

Staff Team			
Name	Job Title	Organisation	Project Role
Andy March	Lead Youth worker	Young People Cornwall	Consult young people, plan, deliver, monitor and evaluate youth work activities. Support volunteers in sessions
Jamie Margetts Anna Clarke	MusicYouth worker Youth Worker	Young People Cornwall	Consult young people, plan, deliver, monitor and evaluate youth work activities
Volunteers	Volunteers		Access DBS, training in safeguarding, introduction to youth work, assist youth work activities.

Requirement	Details
Project Management	YPC
Project Review	Quarterly review with partners Quarterly reports will be provided by youth workers, to include numbers of young people attending, postcode detail, activities carried out, outcomes stars, case studies,

Requirement	Details
Liaison	<ul style="list-style-type: none"> • For YPC: Kate Sidwell • For Town Council: Town Clerk
Finance	<ul style="list-style-type: none"> • Quarterly invoice for • Young People Cornwall to pay rent costs to Liskerrett in response to invoices provided by them
Working hours	<p>Tuesday: 5 to 8 – session 6pm to 8pm Friday: 4 to 9 – session 5pm to 9pm</p>
Supervision of participants	<ul style="list-style-type: none"> • Youth workers from YPC • Assisted by trained volunteers from YPC
Risk Assessment	<ul style="list-style-type: none"> • Appropriate risk assessment for outreach and activities taking place • For centre-based activities a risk assessment of the building is required and overseen by YPC • For off-site activities and other events organised by YPC in the building we will ensure appropriate RA's are in place.
Health & Safety	<ul style="list-style-type: none"> • Each worker responsible for Health & Safety during sessions.
Insurance	<ul style="list-style-type: none"> • YPC will insure all activities that are undertaken off-site and offers personal accident insurance for young people participating in activities organised at the community centre. • YPC will not be liable for damages caused by young people to building or property unless it can be shown that damage was caused as a direct result of a workers action or inaction.
Child Protection	<ul style="list-style-type: none"> • As per YPC policy – YPC workers are responsible for safeguarding of young people, and will direct volunteers as to the required course of action. • Liskerrett Centre have their own policy
Publicity	<ul style="list-style-type: none"> • YPC will advertise the service and will produce flyers etc for the community. • Flyer to be given out in first 2 weeks of service, and ongoing. • Outline letter of nature and scope of delivery will be agreed with the Town Council and Lyskerrys Youth Committee and given to parents.
Ground-rules / Expectations of behaviour	<ul style="list-style-type: none"> • YPC youth workers will ensure that clear ground-rules are set with young people at beginning of each term etc. • Volunteers from YPC will assist and support workers in adhering to agreed groundrules. • Any guidelines to be agreed with the Town Council, Liskerrett Centre, Lyskerrys Youth Committee and YPC
Project evaluation & reporting	<ul style="list-style-type: none"> • YPC will provide quarterly reports to the Town Council detailing numbers of young people attending, ages, activities and issues explored etc.and outcome stars. • Annual evaluation will take place with all stakeholders and young people.
Keys / Emergency contacts	<ul style="list-style-type: none"> • Liskerrett Centre to provide a contact no in case of emergency during evenings, currently displayed in centre, and will continue to provide keys to youth workers
Change to Letter of Agreement	

Young People Cornwall

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Agreed by:		
	Young People Cornwall	Liskeard Town Council
Name	Kate Sidwell	Steve Vinson
Job Title	Youth and Community Work Manager	Town Clerk
Signed		
Date		
email	kate.sidwell@ypc.org.uk	
phone	01872 222447 ext 218	