Specification and Application form for Croydon Outreach Violence Prevention Grants Program

**LONDON BOROUGH OF CROYDON (the “Council”)**

**SERVICE SPECIFICATION**

*For the provision of**Croydon Outreach Violence Prevention Grants Program*

(April 2024 to March 2025)

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10. **SERVICE VISION**

Following the Mayor’s commitment to small scale, community led interventions to improve children and young people’s safety, Croydon are creating a small grant fund available to organisations operating in specific areas to support young people:

* + Croydon Town Centre
  + New Addington
  + Shrublands

These areas were the ones highlighted by the Community Safety strategy agreed in January 2022 as the highest risk areas of the borough for violence against young people.

The funding will focus on organisations and activities that are already embedded in the community and have a trusted relationship with those areas to provide additional capacity and diversionary activity to young people at risk of violence.

We know that working with small, hyper-local organisations who already have trusted relations with young people is key to diverting the cohort at highest risk and this fund will maximise that and complement our current offer.

This funding seeks to address the issues by responding with a two-pronged solution by directly addressing the needs of young people.

It will provide a bespoke approach to those directly involved in anti-social behaviour and crime and for those who are ‘at risk’ of exploitation.

The successful provider will work in partnership with proven and local VCS organisations that have demonstrated an ability to conduct effective outreach and produce real outcomes for young people.

1. **SERVICE DESCRIPTION**

This project will work with the under 18s and, on a 1-2-1 basis, identify gaps/needs that the individual has and address them. The project should also work with those that are aged 12 to 18 years old who are vulnerable to exploitation and criminal activity in public spaces.

The funded organisation will work closely with the Youth Engagement Outreach team and Local Policing Team to identify micro areas within the wider location where those young people spend time so they can be engaged with the positive offer.

Young people can also be referred into the project from services when a young person has been identified as being at risk of or is being criminally exploited at these locations.

Regular partnership meetings relating to the locations will be held which include trusted VCS organisations, the Local Police, ASB Team, schools and relevant specialist police teams. The purpose of the meeting will be to update on the current progress, improve partnership working, improve the offer for young people, discuss the wider community engagement and act as a steer on delivery.

As part of the bid, it is expected that the delivery partner will be embedded into the specified locations.

1. **SERVICE REQUIREMENTS**

* To conduct outreach work in the location
* To provide support to under 18’s by identifying gaps/needs that the individual has and address them.
* To provide mentorship on a 1-2-1 basis to address the driving factors that they have expressed are the causes for their engagement in criminal activity.
* To provide support to those aged 12 to 18 years old who are vulnerable to exploitation and criminal activity.
* To work closely with the Youth Engagement Outreach team and Local Policing Tram to identify micro areas within the wider location where those young people/ adults spend time so they can be engaged with the positive offer.
* To attend regular partnership meetings relating to the work taking place
* To work in partnership with the other projects being delivered across the borough.

**Documentation**

The provider should provide evidence of public liability insurance and professional indemnity insurance as standard. For any paid employees, the provider will also require employers’ liability insurance.

All records need to be kept for the safe and efficient management of the project and to meet the needs of the child and young adult

* Datato be held on each child or young adult supported and should include full name, date of birth, the name and address of every parent/carer, emergency contact details.
* Informationshould also be held on each staff member or volunteer including full name and address, emergency contact information, qualifications and employment details such as the date, number and outcome from enhanced DBS disclosure, health and other references, sickness record, qualifications and training records.

**Policies and procedures**

The provider is required to adhere to the council’s safeguarding policies and procedures. These should be shared with all staff (paid and volunteer).

The provider is also required to have in place the following policies and procedures to promote children’s and young adult welfare.

* appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored.
* ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures.
* ensure that systems are in place for concerns to be raised.
* ensure that adults are not placed in situations which render them particularly vulnerable.
* ensure all adults have access to and understand this guidance and related, policies and procedures.
* ensure that all job descriptions and person specifications clearly identify the competences necessary to fulfil the duty of care.

**Child and Young Adult Outcomes**

* Engage children and young adults in meaningful interactions utilizing the ‘reachable moments’ concept
* Identify children and young adults at risk of exploitation and criminal activity, creating connections enabling intervention and ongoing contact
* Engage parents, carers and wider network members of these children and young people
* Refer or signpost to medium and long term services as appropriate
* Increase the safety of the children and young people engaged with

**Staff training and supervision**

The provider must have effective systems in place to ensure that all staff and volunteers who are likely to have unsupervised access to the children and young adults are suitably qualified and vetted to do so.

The provider will ensure the following procedures are in place with regards the recruitment and supervision of all staff:

* Recruitment and selection procedures that include producing job descriptions and person specifications, qualifications and skills that are relevant to their job roles.
* Evidence of good recruitment procedures that offer equality of opportunity. A statement referring to employment of ex-offenders.
* Processes to check identity, references, qualifications, employment history, enhanced DBS and other checks such as health and eligibility to work in the UK. Records must be kept on all the staff including names and addresses, qualification and recruitment information.
* It is the duty of the suitable person to ensure that no person has access to the children and young adults while under the influence of alcohol or drugs or is taking any medication which may affect ability to care for children.
* A current First Aid certificate

1. **SERVICE ELIGIBILITY**

**Admissions criteria**

Young people must be aged between 12-18 years old.

The provider will directly support children and young people who are located in:

* Town Centre
* New Addington
* Shrublands

by using a bespoke approach to engage and work with young people by providing support as listed under the service requirements.

A consortium bid would be accepted as part of the bidding process and there will be one award per area and per theme. There will be a different VCS organisation for each area, one VCS organization will not be awarded the fund to deliver in multiple locations.

1. **SAFEGUARDING**

The Provider will ensure that all aspects of the provision will be delivered in line with Croydon Safeguarding Children procedures.

The provider should ensure that all staff refer to guidance and procedure from the Local Safeguarding Children’s Board (LSCB) and ‘What to do if you are worried a child is being abused’, in particular safe recruitment of staff, and supporting families if there are any concerns.

1. **PERFORMANCE MANAGEMENT FRAMEWORK**

The Provider will be required to submit monthly reports that evidence achievement from the service delivery.

The Provide will receive the formal reporting form.

1. **CONTRACT MONITORING ARRANGEMENTS**

* The funded partner(s) will be expected to attend fortnightly meeting with key partners.
* The funding stream will be overseen by the Local Authority and specifically with Children Services and the Violence Reduction Network
* A formal review of the funding will take place on a quarterly basis throughout the funded period.

1. **FUNDING AVAILABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Target Audience** | **Funding Amount** | **Funding period** |
| Croydon Town Centre | Female only  12 – 18 years | £50,000 | April 2024 – March 2025 |
| Croydon Town Centre | Young people  12 – 18 years | £50,000 | April 2024 – March 2025 |
| New Addington | Young people  12 – 18 years | £29,000 | April 2024 – March 2025 |
| Shrublands | Young people  12 – 18 years | £29,000 | April 2024 – March 2025 |

1. **YOUR PROPOSAL**

The deadline for applications to be received is: **Sunday 17th March at 5pm**

Applications can be submitted to: **safercroydonadmin@croydon.gov.uk**

**APPLICATION FORM**

1. **Organisational Details**

|  |  |
| --- | --- |
| Name of Lead Organisation |  |
| Contact email |  |
| Contact telephone number |  |
| Organisation Info |  |
| Business Number |  |

1. **Funding Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Target Audience** | **Please select the area(s) you wish to apply for** | |
| Croydon Town Centre | Female only  12 – 18 years | YES | NO |
| Croydon Town Centre | Young people  12 – 18 years | YES | NO |
| New Addington | Young people  12 – 18 years | YES | NO |
| Shrublands | Young people  12 – 18 years | YES | NO |

1. **Project delivery**

|  |
| --- |
| Describe the project, including overarching aims, context of need, funded activities and outputs.  What the project is delivering, how and the evidence of impact |
|  |

|  |
| --- |
| How do you intend to deliver the project |
|  |

|  |  |
| --- | --- |
| Location |  |
| How many individuals will be engaged |  |
| Number of Outreach sessions that will be delivered (please break down to month / week and if any times will not be covered) |  |
| How are you going to conduct outreach work? |  |
| How do you know the individuals you identify are the correct cohort? |  |
| Target group |  |
| Age Group Target |  |
| Length of Project / intervention |  |
| Will the project be match funded? |  |
| Additional Info. |  |
| What resources do you have available to deliver outreach work |  |
| How do you intend to provide community reassurance to local residents, businesses and schools |  |

|  |
| --- |
| How will the programme contribute to improving community safetyfor young people in the selected area? |
|  |

1. **Outcomes**

|  |  |
| --- | --- |
| **OUTCOME 1** |  |
| How will it be measured |  |
| **OUTCOME 2** |  |
| How will it be measured |  |
| **OUTCOME 3** |  |
| How will it be measured |  |
| **OUTCOME 4** |  |
| How will it be measured |  |
| **OUTCOME 5** |  |
| How will it be measured |  |
| **OUTCOME 6** |  |
| How will it be measured |  |

1. **Funding and Breakdown**

|  |  |
| --- | --- |
| **Funding Requested**  *(Please provide breakdown below)* |  |
| Funding for staff posts: |  |
| Funding for equipment: |  |
|  |  |
|  |  |
|  |  |

1. **Documentation for Lead partner (please provide copies)**

|  |  |
| --- | --- |
| Safeguarding Policy |  |
| Data Protection Policy |  |
| Public Liability insurance |  |
| Equality and Diversity Policy |  |
| Health and Safety Policy |  |
| DBS Checks |  |

1. **Partners you will be delivering with. (Please provide copies)**

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Documents** | **Information** |
|  | Funding amount requested | £ |
| Safeguarding Policy | Y/N |
| Data Protection Policy | Y/N |
| Public Liability insurance | Y/N |
| Equality and Diversity Policy | Y/N |
| Health and Safety Policy | Y/N |
| DBS Checks | Y/N |
|  | Funding amount requested | £ |
| Safeguarding Policy | Y/N |
| Data Protection Policy | Y/N |
| Public Liability insurance | Y/N |
| Equality and Diversity Policy | Y/N |
| Health and Safety Policy | Y/N |
| DBS Checks | Y/N |
|  | Funding amount requested | £ |
| Safeguarding Policy | Y/N |
| Data Protection Policy | Y/N |
| Public Liability insurance | Y/N |
| Equality and Diversity Policy | Y/N |
| Health and Safety Policy | Y/N |
| DBS Checks | Y/N |