

KIDS ON TRACK

Andover



Kids on Track

Mentoring Programme

Overview

The Kids on Track Mentoring Programme is for children who have been identified as having particular issues and may need to receive more one to one support from a Support Volunteer (SV) to help address those areas or concerns thereby enhancing the growth and potential of those children. For example, it might be poor attendance at school, bullying, careers advice, confidence building to name a few.

The support will be given for a period of time determined by the Committee, there must be clear objectives that will be linked to an goal or outcome. The measure of success will be defined by how those children are during and/or after the 1:1 support and whether their needs have been met so they can progress within the defined framework / model.

Goals

The main goal of the Mentoring Programme is to provide additional support when children are facing significant challenges that might lead them to become more vulnerable due to family circumstances like a bereavement to external risks such as grooming, gangs, drugs etc.

It was noted that for all the existing KOT children there would be a varying level of how they can fulfil their potential and that a multi-tiered system may potentially evolve. Whilst the main goal is to grow every child in some way, it was also recognised that there would be extremes where KOT can make a real difference to some of these children and realistically, some will fall away.

The Mentoring Programme aims:

1. To provide basic life skills that will equip them throughout their lives from self-belief and confidence to fulfilment.
2. To enable children to reach their full potential and have higher aspirations in the work place.
3. To identify barriers to success and provide funding / support to address those barriers before they become entrenched within them.

Values

In thinking about the overall KOT vision *“to improve the lives of disadvantage children local to the Andover area”* the Trustee’s and Committee identified the following values with the hope that the values can be formally embedded into ALL their programmes i.e. camps, activities, lunch clubs, meet up’s and the Mentoring Programme.

For the Mentoring Programme the volunteers should embrace and be aligned to the values, they are encouraged to tie them into the work they are doing with each child that they have been assigned to.

Sitting alongside the values, it is essential that the children have or develop the confidence to “give everything a try” combined with keeping the “fun” element at the forefront of KOT’s values.

Below are a set of values identified:

<i>Security</i>	<i>Protection</i>	<i>Spirit</i>	<i>Inclusion</i>	<i>Other</i>
Trust Reliability Absolute Trust Resilience Self Esteem	Safe Participation Try everything	Fun Generosity of spirit Kindness Positivity	Belonging Family Supportive of each other Support Teamwork Team player	Professional Health/Exercise Good behaviour

Criteria for Selection

This Mentoring Programme will only be offered to children that are already members of the Kids on Track club.

Ultimately, the Committee will form the basis of selecting the children from knowing the background and having the breadth and deeper insight of the children and families involved. Input and feedback from the following groups is important and they will also be able to refer individuals for additional support:

- Team Leaders from Camps
- Family Support Workers
- Social Workers
- Activity Club Leaders
- Schools

The committee will consider each referral on a case by case basis, and will set clear goals and/or objectives outlining the desired outcome. The committee will also, identify an appropriate individual to provide the support (see Resourcing section).

Mentoring Programme Framework

The Mentoring Programme Framework is based on the year groups and events that KOT currently do to support the children with the exception of Stage 3 - Years 10+ (see below) where a more bespoke offering will need to be designed.

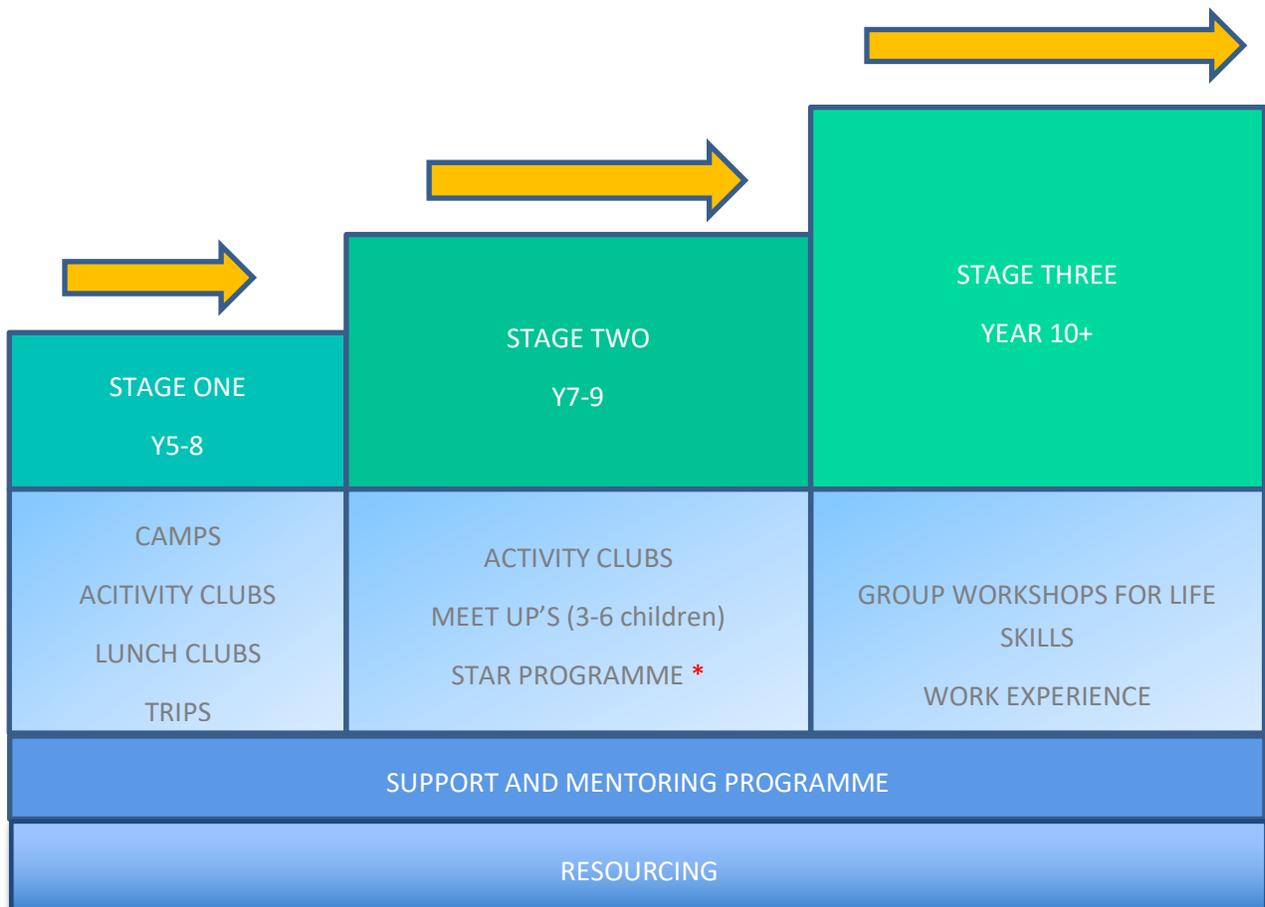
Within all these differing stages, there will be no barriers for all the children to access the Mentoring Programme should their needs be below the desired state. However, individual needs will vary and not all the children will at any one time be assigned to an individual Support Volunteer. This will be determined by the committee based on a child's situation as to how Support Volunteer will work with the nominated child. We anticipate around 12-15 children at any one time will be under the programme.

Each Mentoring Programme plan will be developed on an individual basis depending on the needs of the child and the availability of the Support Volunteer.

One to one meetings will only take place in a public area where the participants can be seen and heard by others. There will be a clear code of conduct for volunteers and children involved in this programme.

Each programme will be reviewed regularly. The programme will be developed in consultation with the child, the child’s parents and any other key workers. The programme may include:

- 1:1 meetings to discuss issues
- Referral to third party professionals such as counsellors
- Encouraging the child to attend extra curricular clubs to build resilience and self esteem
- Work experience opportunities
- Enrichment opportunities such as trips / activities
- If barriers are identified that require financial support the Support Volunteer will be able to apply to the committee for a grant to fund that initiative.



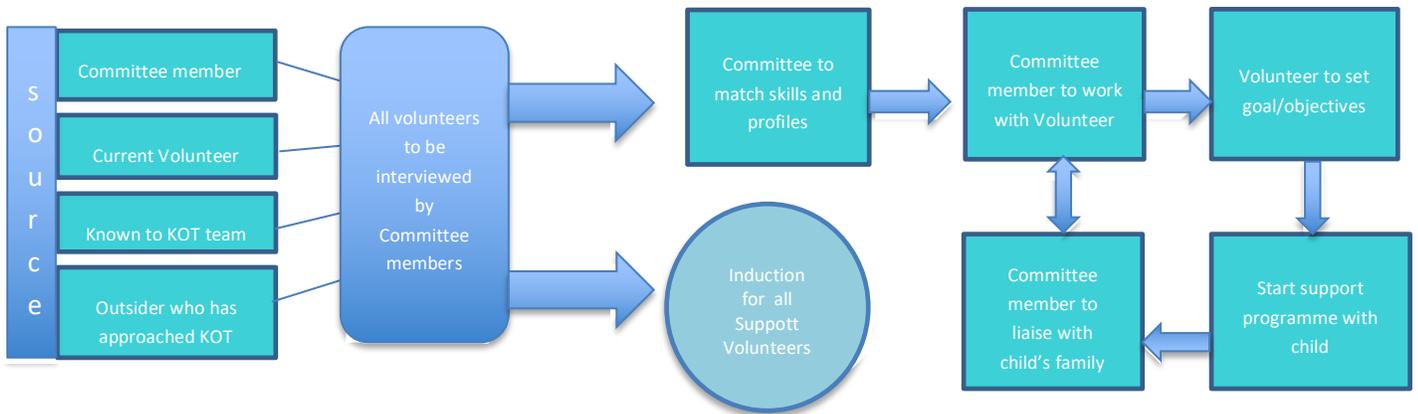
*The star programme is an external framework that can be accessed by the Support Volunteers to assist in the development of the children being mentored. It will be an additional cost that will be budgeted for and will be part of the training each Support Volunteer will undertake. The Star Programme will also help determine the measure of success for the Mentoring Programme.

Resourcing:

See Mentoring Programme guidelines (attached).

Relationship and rapport building will be key in the success of this programme. The Mentoring Programme volunteers will be known to the KOT Committee members and will have had some exposure to the camps or activities at some stage. They may or may not know the child but that will not be a defining point.

RESOURCING PROCESS:



All potential support volunteers will be assessed and/or interviewed by the committee to ensure they have the right profile or criteria to help support the children. Some of those skills might be the following: communication, active listening, empathy with young people, organisational, developing trusting relationships, ability to reflect, self-awareness, negotiation, non-judgemental, constructive approach to challenging behaviour, flexible and adaptable in their approach.

A recruited pool of support volunteers will then be asked to sign up to the programme, their skills identified and matched up so the committee can assign the best fit to support the child's needs.

Prior to any engagement all support volunteers will have had a meeting with a committee member to be inducted into the programme. They will learn more about the overall purpose and vision of KOT, understand the objective of the Mentoring Programme, code of conduct, what their role is and the boundaries associated with it.

There will be a monthly meeting for all support volunteers to share best practice, insights, discuss ideas and be part of a team. The committee member responsible for the mentoring and Mentoring Programme will run and organise this. They will also be the contact point from that meeting to take any concerns or issues back to the committee.

The volunteers must undergo face to face training for Safeguarding.

All volunteers must be DBS checked.

A volunteer will be matched to the child for the duration of the support required which will be regularly reviewed by the committee.

Every child's support need will be different so no fixed timescale will be defined until once they are in the programme.

For consistency, any changes that take place will go through a transition period, so the child will be familiar who will be taking over that relationship going forward.

The volunteers will work closely with the committee to understand the requirements, collectively define their objectives and the desired outcome for that individual child.

If the Support Volunteer is worried or concerned for any reason it needs to be flagged with the Committee asap. Equally, if there is an area of support outside the skills at KOT they should discuss referral options:

Outside support resources:

Sports: Tennis Club (Martin)

Counsellors: Corella McGregor, Tor Cash, Andover Mind, Youth Networking

Bereavement: Sarah-Jane Cunningham

Young Carers:

Yellow Brick Road Project

Big sister, Little sister?

Tutoring options – Corona Virus Tutors, local tutors, graduates (gap year)

Boundaries:

As these children often fall under the vulnerable category, for protection of both the support volunteer and child it was felt that some parameters should be put in place.

- Meeting up with a child should be in a public place, the following places are excluded- cinemas and theatres where there should be at least another support volunteer.
- No purchasing of gifts (see Mentoring Programme Policy).
- Any meeting needs to be put into the Google Calendar Drive and SF needs to confirm.
- A recorded log needs to be completed after each meeting (see attached).
- Review Insurance policy before activity is allowed to take place to ensure cover.
- Volunteers should try to never be alone in a car with a child. If you do need to give a child a lift, make sure the committee are aware that you are doing so and the reason why. It should be logged.
- Under no circumstances should the Support Volunteer share their home address

- Outside the scope of the Mentoring and Mentoring Programme, we are NOT: therapists, social workers, counsellors, parents, solution to all problems, judge and jury.
- Should a child turn up under the influence of drugs or alcohol, or is displaying aggressive behaviour the Support Volunteer should not hesitate to contact the parents immediately and the Committee member assigned (list of contact numbers that all mentors are provided with). The child needs to be in a safe place and it should be in a public area.
- Volunteers should not directly communicate or make arrangements directly with the child but always go through the Parents Consent form (link). This is a separate form which needs to be completed prior to any mentoring beginning.
- Risk assessment
- Any form of communication with a parent should be in writing (text) as a form of evidence.
- Parental consent form should include permission for the child to travel in a car with the Support Volunteer.
- Schools will be informed by either Sara Falk or Kiki Godson of the Mentoring Programme.
- A meeting with the parents will take place initially by a Committee member responsible for the child participating in the Mentoring Programme.
- The Support Volunteer will follow up and meet the child and family together to outline their intent of support and the programme endeavours.

Cost:

It is very difficult to identify costs for this programme as at the start the main constriction will be the time volunteers have available to give to the programme.

We anticipate that the volunteers who are working with the children will give their time free of charge. However we may need to pay for counselling, IT support, tutors etc.

An assumption of approximately £500 per child will be budgeted for.

We also need a mentoring co-ordinator to run the programme. This would involve:

- Recruiting volunteers
- Organising the training for volunteers
- Carrying out DBS checks
- Liaising with parents
- Liaising with family support workers
- Ensuring all relevant documentation is completed
- Providing a central point of contact for all volunteers
- Co-ordinating all meetings
- Monitoring impact

We anticipate this would involve 20 hours work per week. Assuming they would work 46 weeks per year and be paid £12 per hour (including on costs) this would be cost £11,040

Year	2020/21	2021/22	2022/23	2023/24
Number of Children	15	15	15	15
Cost for Support	£7500	£7,500	£7500	£7500
Cost of family liaison	£11040	£11040	£11040	£11040
Total Cost	£18540	£18540	£18540	£18540

Benefits

The benefits will vary depending on the reasons behind the need for the Mentoring Programme but will include

- Improved attendance at school
- Lower school dropout rates
- Healthier relationships and lifestyle choices
- Better attitude about school
- Higher college enrollment rates and higher educational aspirations
- Enhanced self-esteem and self-confidence
- Improved behaviour, both at home and at school
- Stronger relationships with parents, teachers, and peers
- Improved interpersonal skills
- Decreased likelihood of initiating drug and alcohol use.

Monitoring Impact

Each Mentoring Programme will have clearly defined set of objectives/goals and will be monitored how effective they have been in achieving the desired outcome.

Questions....

What information will a mentor be given about the child before the meeting?

The Support Volunteer will be privy to the background details of each family case and the reasons why additional support is required. This is confidential information and the Support Volunteer must at all times respect and adhere to the KOT confidentiality agreement.

Should Support Volunteers should always have a charged mobile phone on them at all times?

Yes this is essential. At all times the Support Volunteer must be able to make contact or be contactable at all times when they are with the children.

What conversations are out of bounds?

Support volunteers will be given guidelines in their training about what they can or cannot talk about. Often children may raise conversations about things that are happening at home, the Support Volunteer should take notes and not enter into too much detail but report anything of concern.

What conversations are out of bounds?

Theatre, Movies (unless 2/3 Support Volunteers are together)

What advice would we give the volunteers about revealing personal information such as home address?

These details should NOT be shared with the children.

What happens if support volunteer has to cancel at the last minute?

In the event that a Support Volunteer will need to cancel, they need to inform the parent of that child they are mentoring as soon as possible. They should also inform the Committee member that it has either been cancelled or rescheduled.

Confidentiality?

As most of the children are vulnerable in some shape or form, the Support Volunteer needs to uphold the KOT confidentiality agreement ([link](#)) and respect those individuals at all times.

How many children can a Support Volunteer have at any one time?

This will vary from each Support Volunteer depending on the capacity they have, alongside the need each child needs. Ideally it would be around 1-2 per volunteer.

Will each Support Volunteer go through some form of training?

Yes, before any formal mentoring relationship can start, the Support Volunteer will undertake an induction and training programme.

Contractual agreement btw support volunteers and KOT, children?

???

Are there conversations where committee would advise the support volunteer to say this is beyond me and seek outside help – what might they look like?

APPENDICES:

APPENDIX 1:

Mentoring Programme Policy

At Kids on Track (KOT) we aim to work in partnership with adult volunteers to help deliver a high-quality Mentoring Programme for the KOT children who have been identified by the Trustees and Committee members for the next chapter/phase of their progression as they get older.

These children may have particular issues and will need to receive one to one support from a specified individual to help address those matters. Examples might be poor attendance at school, bullying, careers advice, confidence building etc. The KOT team recognises that there will be a varying level of how each child will fulfil their potential and the support will be given accordingly and for a specific period of time. The programme will meet the individual needs of each child, have clear objectives and outcomes that will be regularly reviewed by the committee.

The main goal of the Mentoring Programme is underpinned by equipping every child with the confidence they need to develop and *“to give everything a try”* yet keeping that element of fun at its core. This will be encouraged by every volunteer they encounter on their journey with KOT.

This Mentoring Programme policy is subjective and is at the discretionary of the above members to define. It will be updated and amended as the programme grows according to the development of the KOT children.

General guidelines around the Mentoring Programme:

- The Committee and Mentoring Programme volunteers needs to be open minded with the children’s eligibility and will not be defined by age or individual challenges.
- There will be differential layers of support that will help each child to succeed under the Mentoring Programme (see attached document).
- Volunteers need to be an adult who have ideally been a supporter of KOT for a period of time, they are aligned to the ethos and understanding of the programme and may have participated in at least 1-2 previous camps and/or activity groups.
- It is essential to keep the children safe whilst under KOT care, uphold the KOT values and guide them through the opportunities.
- A key objective is to keep them in education for as long as possible.
- Identify where they sit on the distribution curve and define what level of support can be delivered.

- Volunteers need to be consistent and trained accordingly so the same approach will form the basis of the Mentoring Programme by setting individual objectives and realistic goals in an agreed timeframe.
- Areas which are outside the scope of this programme, will need to be identified by the volunteer and brought back to the committee for action (see attached document).
- The location of each meeting should be mutually agreed before each meeting takes place and logged (see form attached).
- Prior to the meeting up of the volunteer and child, SF needs to be informed on the google drive calendar and will confirm acceptance before the meeting can go ahead.
- Regular meetings with each mentee will vary and will be defined for each new engagement, they could take place weekly, bi-weekly, monthly or bi-monthly depending on the need/issue the volunteer is supporting.
- Post the meeting the volunteer will need to complete and log details of the meeting (see form attached) and send to the central co-ordinator and SF informed of any concerns/issues.
- A volunteer is not allowed to purchase gifts unless consulted and approved by the committee under the grant approval scheme.

KOT Grant Scheme:

- Under this policy no child will be given a gift by any adult or support volunteer but may apply through the KOT Grant Scheme.
- Any gift purchase needs to be aligned with the growth of that individual's potential whether it is educational, health, general or mental well-being.
- Should a child require any item of material value to support them in health, education, mental well-being or other (to be defined by committee), the support volunteer in charge can apply for a grant.
- The grant will be a formal application (see attached) that needs to be completed and applied for by the support volunteer.
- The committee will have final sign off.
- Should the grant be successful, the support volunteer will make the purchase and follow the KOT expense policy for reimbursement.
- In the case where the grant was not successful, a committee member will take responsibility to formally feedback to that support volunteer as to why the application was not successful.

Assigning a Support Volunteer

- KOT committee members will assign a support volunteer to an individual child that will be with that child for a period of time defined by the committee; this will be regularly reviewed by the committee as to the ongoing support required.

- Consistency for the children is important; should any changes take place to that relationship a thorough handover is essential. A transition period will need to take place with a more formal handover to embed the new volunteer.
- Should any concerns arise whilst spending time with the child, the support volunteer must report it to the committee asap who will work with the support volunteer in working out the best way forward.
- Safe-guarding rules must apply at all times.
- Prior to becoming a support volunteer, face to face safe-guarding training must be formally taken.
- All support volunteers must be DBS checked.

Expenses/Insurance:

- Should a child under the Mentoring Programme require material support, the volunteer assigned is able to make a discretionary purchase of up to £50.00. Anything over this value should be signed off by the committee.
- Reimbursement costs will need to be claimed back through KOT expense policy (link).
- Any item purchased must not be seen as to be “grooming” a child ref: Safe-Guarding policy (link).
- Prior to any activity taking place the support volunteer must check the KOT Insurance and Liability policy (link).

This policy was adopted by: KOT Support Volunteers	Date: July 2020
To be reviewed: 2021	Signed:

APPENDIX 2:

Phase 1: Children who may benefit

<i>Name of child</i>	<i>Age / Year Group</i>	<i>Reason why they may benefit</i>	<i>Mentor Assigned</i>	<i>Goals / Outcomes</i>	<i>Overall Comment</i>
Brooke Wren			Sara Falk	Support post bereavement	
Lewis Colwell			Jo McGivern	Confidence Weight Loss	
Bridget			Kiki Godson	Transition to 6 th form	
Lucy Wedge					
Angel Murphy Jephcott					
Brook Hicks					
Mitch Hooper					
Phoebe Hickman					
Lee Ryan					
Leteisha Ware					
Samuel Hearson					
Ruby Rae Francis					
Cherish Francis					
Nancy Elliot					
Harley Cooper					

APPENDIX 3:

Mentoring Programme Grant Scheme Application

A child under the Mentoring Programme is eligible to apply for any item of material value to support them in health, education, mental well- being or other (to be specified).

The support volunteer in charge can apply for a grant and act as their sponsor to the scheme.

This in turn will be submitted to the committee for consideration and they will either approve the application or provide feedback should the applicant not be successful.

It is the intent of the committee to reach a decision within 14 days of submission.

DATE: _____

Name of Applicant	Sponsor / Support Volunteer

Sponsor to provide a description of what it is they would like to purchase and the reasoning as to why this would benefit the KOT mentee.

COST: £

APPROVED BY: _____ DATE: _____

REASON FOR DENIAL:

FEEDBACK BY:

APPENDIX 4:

Mentoring Programme Log

<i>Date</i>	<i>Location</i>	<i>Mentoring Programme Run by</i>	<i>Attendees present</i>	<i>Activities, Focus of Session</i>	<i>Goals / Outcomes</i>	<i>Overall Comment</i>