

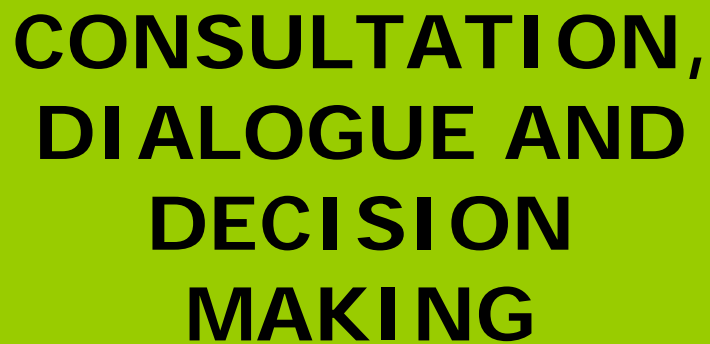
Children and Young People's Active Involvement Strategy 2009-2012 (February 2010)



Cambridgeshire Children and Young People's
Strategic Partnership

Children and Young People's Active
Involvement Strategy

2009 - 2012



**CONSULTATION,
DIALOGUE AND
DECISION
MAKING**

**NOVEMBER 2008
UPDATED FEBRUARY 2010**

Section One: Context

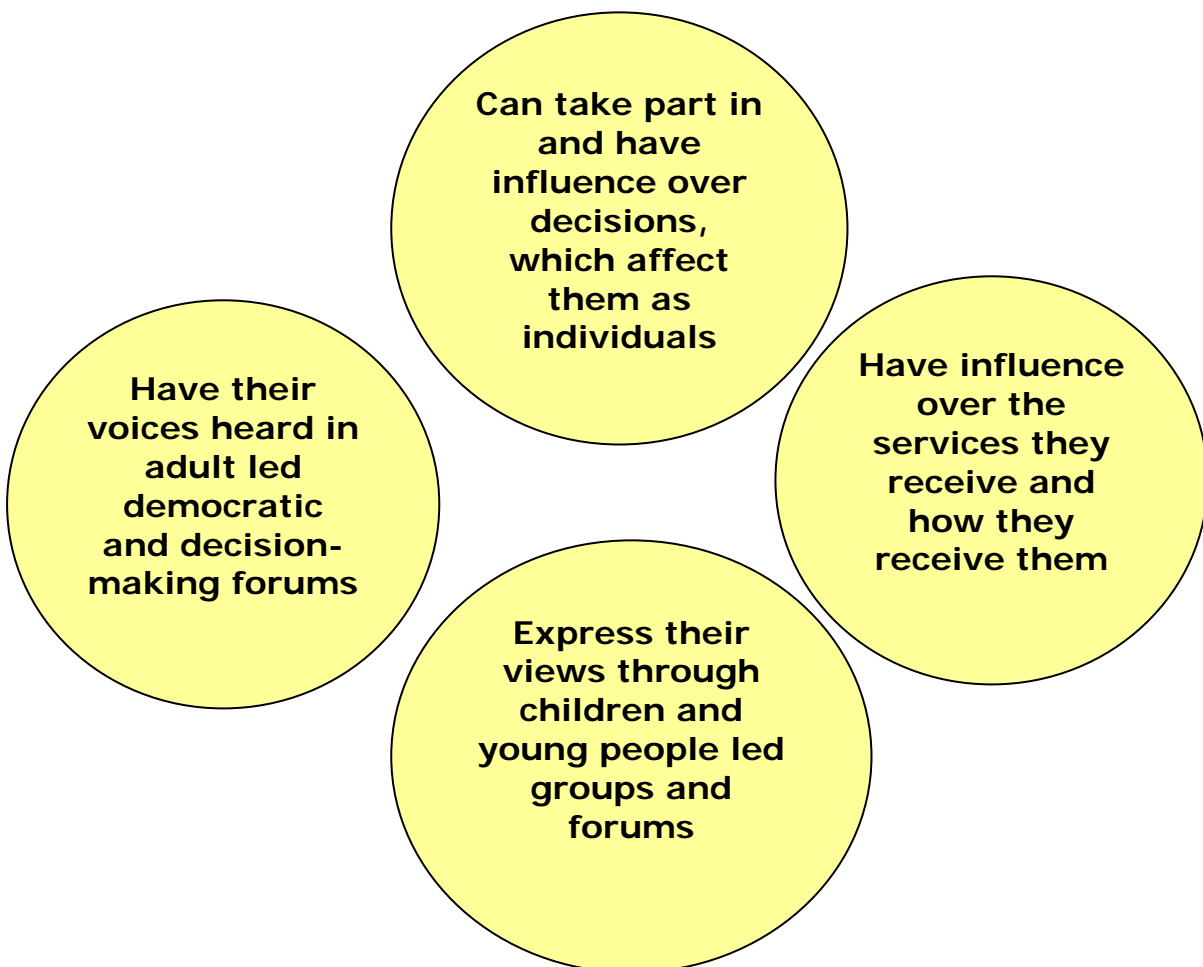
- 1.1 Children and young people's active involvement means providing opportunities for all children and young people to have a meaningful input to decisions that affect their lives. The purpose of this strategy is to ensure that all services work towards:
- Providing opportunities for children and young people to respond to adult led agendas
 - Providing opportunities for children and young people to identify and raise issues they think are important
 - Providing opportunities for children and young people to share in dialogue and decision-making beyond consultation
 - Making real changes to service provision or facilities based on what children and young people say
- 1.2 Children and young people's engagement is likely to feel most relevant at area, district and community level. Whilst this strategy sets out some of the countywide principles and standards for organisations to ensure active participation at all levels, delivery is most likely to be close to where children and young people live. This is particularly true for younger children who may be less able to travel independently, and for whom the development of services in a very local community may feel of more direct relevance.
- 1.3 Parents and carers play a crucial role in helping children and young people get their voice heard, particularly for the younger age group. Developing an ethos of participative practice for all our services is a core principle of our Children and Young People's Plan. In the context of wider service developments, we will work to ensure that families are active in supporting their children to express their needs. Parents and carers also need to have every opportunity to participate in service developments, and we will continue to secure this through the delivery of our Parent and Carer Involvement Strategy.
- 1.4 The Active Involvement Strategy has been developed within the context of the Children and Young People's Strategic Partnership by the Participation Partnership Task Group which has steered the work and is represented by a range of managers and practitioners from a wide range of organisations. The inter-relationships of the key groups is attached as Appendix 1.

- 1.5 This strategy sits alongside the Active Citizenship and Volunteering Strategy and Parent/Carer Support Strategy. The three strategies are designed to secure parents, carers and children and young people's participation in all aspects of community life. Each strategy supports the delivery of the 2009–2012 Children and Young People's Plan.
- 1.6 Finally the strategy looks to develop the skills of children and young people and the front line staff working with them to ensure access to a range of personal development opportunities.

Section Two: Our Vision

The vision of Cambridgeshire's CYPSP is to ensure that Children and Young People are actively involved in all aspects of decision making which impact on their lives

- 2.1 Our principles build around the four key entitlements for all children and young people which ensure they:



2.2 Why involving children and young people is a good thing

Cambridgeshire's Children and Young People's Strategic Partnership values the contribution of children and young people in developing services. Involving children and young people will help us deliver higher quality, more inclusive services, which are better used as a result. Getting involved helps children and young people develop

learning skills for life, helping to build more engaged future adult generations.

Children and young people have a right to be involved, as set out in Article 12 of the United Nations Convention on the Rights of the Child which gives children and young people the right to say what they think when adults make decisions which affect them, and it is now our legal duty to do so under the Children Act 2004.

2.3 **Our values**

The Charter of Shared Values developed with children and young people (Appendix 2) embodies the way in which organisations can put children and young people's well fare at the heart of organisational practice. A number of organisations have developed their own personalised charters. In either case the underpinning statements should be reviewed regularly with children and young people to assess their continuing currency.

Section Three: What we are going to do

- 3.1 Our activities are delivered against the seven standards for active involvement, which form the basis of the 'Hear By Right' framework. These are:
- Shared values
 - Strategy
 - Structures
 - Systems
 - Staff, elected members and trustees
 - Skills and knowledge
 - Style of leadership
- 3.2 The outcome led action planning aims to ensure that all children and young people are able to participate in decision-making and address the particular barriers and issues faced by some, and are delivered through a range of settings.
- 3.3 Lead Members and non executive Directors from each individual partner organisation represented on the CYPSP will be responsible for ensuring their agency develops its own action plan to demonstrate how they will deliver against the agreed set of annual outcomes. A completed action plan for Children and Young People's Services is shown as an example in Appendix 3. A blank template for partner organisations to complete is provided as Appendix 7.
- 3.4 A nominated lead officer and member of the Children's Trust Development Group will oversee the audit process on a yearly basis against the strategy and individual partner action plans as they relate to the CYPSP and its related sub groups. Areas, localities and schools will develop complementary processes as befits local arrangements.
- 3.5 Delivering the strategy supporting infrastructure will require the commitment of additional resources, although much can be achieved from within existing resources. Resources should be allocated through pooling budgets at a partnership level, and the commitment of individual organisations to deliver their own action plans.

3.7 Key challenges 2009– 2012

There is still much to do to ensure that children and young people are systematically heard. The CYPSP will therefore:

- Ensure that we change and challenge our services on the basis of our dialogue with children and young people
- Ensure that the resources we have are used jointly and effectively to secure engagement at all levels
- To ensure that the outcome from the involvement work we do is shared widely, and we don't ask children and young people to repeat themselves for different audiences
- Ensure that we develop, with children and young people, effective and inclusive mechanisms for them to engage with strategic partnerships on issues of relevance to them
- To continue to develop effective ways of involving groups which find it hard to access services, ensuring resources are adequate to do so (including for example, disabled children and young people with a disability, children looked after, children and young people from black and minority ethnic communities)
- Establish effective feedback mechanisms so that children and young people recognise the impact they have had on shaping services
- Develop the role and understanding of our Participation Champions
- Ensure that we are clear about and are delivering against our agreed standards for involvement
- Ensure children and young people are able to effectively engage as part of the Corporate Area Assessment in Cambridgeshire during 2009–2010
- Embed the role of children and young people in the appointment of all front line staff and adapt our HR procedures to accommodate this

Section Four: Model for strategic involvement in decision making through Partnerships

- 4.1 Children and Young People need to be involved in strategic decision making within both individual organisations, and within the context of the Children and Young People's Strategic Partnership. Individual organisations are responsible for taking forward the actions they have committed to in this strategy.
- 4.2 In addition, there is a need to develop effective and transparent processes at County, Area and Locality level to secure the engagement in key partnerships. These need to be processes which enable all children and young people to participate appropriately, irrespective of their age or ability.
- 4.3 The building blocks for children and young people's engagement is outlined in Appendix 4. The route into the CYPSP will be through an open membership "Youth Assembly". Young people can take up seats at the Youth Assembly to air their views and those whom they are advocating for, gain support from their peers and agree recommendations to go forward to the CYPSP.
- 4.4 Appendix 5 shows how individual organisations and partnerships are developing and delivering on the outcomes set out in the strategy which will provide the environment in which all children and young people can take part. In all cases, consideration needs to be given to how children and young people who find it harder to access decision making bodies, will be enabled to do so. A Children and Young People's Participation Champion role description is provided in Appendix 6. It is hoped that each partner will nominate their own Champion to monitor progress within their individual organisations.

Section Five: Accountability for Delivery of Strategy

5.1 Accountability and performance monitoring– partnerships

The strategy has both a CYPSP infrastructure and individual organisation dimension.

All infrastructure CYPSP activity will be reviewed and monitored by the Participation Partnership Task Group on an annual basis, forming the basis of an annual report on progress to the Children and Young People's Strategic Partnership. A nominated lead officer and member the Children's Trust Development Group will coordinate this.

Individual organisations will take forward actions in their own services/ agencies, developing their own plans, which stem from the set of common outcomes and standards in the strategy. The nominated lead officer will monitor the progress of individual plans as part of the audit process and report back to the Children's Trust Development Group.

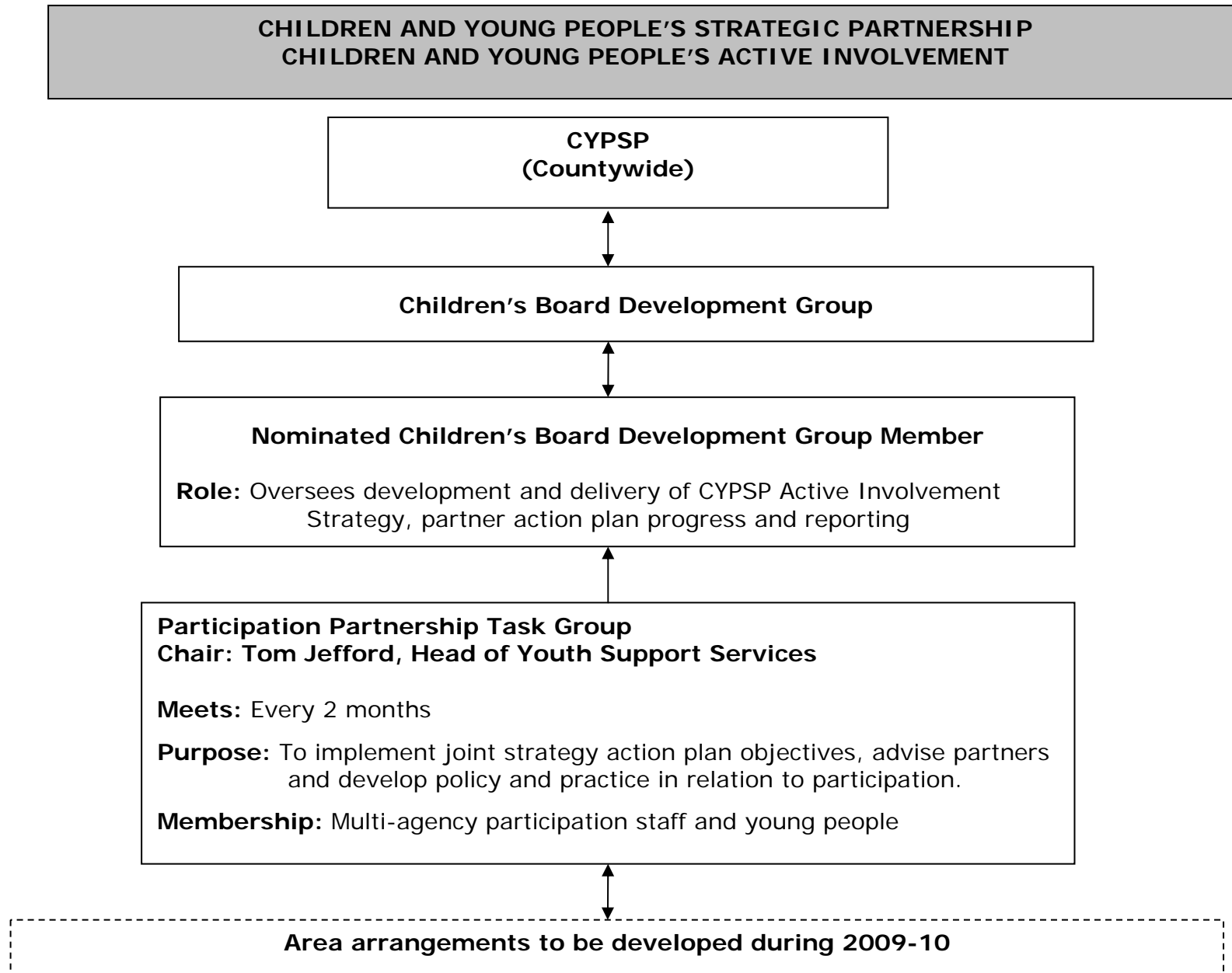
In both cases, progress will be reviewed and organisations/ partnerships awarded kite marks on the basis of audits undertaken by children and young people. The success of this will depend on the resource allocated to developing and delivering this project.

5.2 Review

The strategy will be reviewed in the autumn of 2011 in readiness for a revised strategy to underpin the 2012 - 2015 Children and Young People's Plan.

For more information about the strategy please contact:

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CHARTER OF SHARED VALUES

Rights

Our work helps children and young people to have their views and opinions heard on anything that affects them.

We will work to help children and young people to have their views and opinions heard on anything which affects them.

Listening

Listening to children and young people gives us the ability to improve our service and respond to their needs.

We will listen to children and young people in order to improve our service and respond to their needs.

Equal Opportunities

We believe that children and young people should have equal opportunities. We will support them by actively responding to barriers that cause discrimination.

We will support children and young people's right to equal opportunities by actively responding to barriers that cause discrimination.

Resources

It is important to identify and allocate resources to support the active involvement of children and young people.

We will identify and allocate resources to support the active involvement of children and young people (this could be a full financial budget or even just an hour or two of someone's time, it still needs to be committed!)

Privacy

We respect the privacy of all the people we deal with and will not share information without the permission of the person concerned, unless we have a legal duty to do so.

CYPS ACTIVE INVOLVEMENT STRATEGY ACTION PLAN 2009 - 2010

Outcomes	Supporting actions	Lead responsibilities	Time scales / resources	Risks identified
1. Shared Values				
1.2 Recruiting managers have sufficient skills in involving children and young people in recruitment of managers and operational field staff	<ul style="list-style-type: none"> • Build capacity in area teams to involve children and young people on recruitment panels: <ul style="list-style-type: none"> - Support locality teams - Run pilot - Guidelines completed and available 	CL PW/CB PW, CB	As required Complete by August 09	
1.3 Children and young people contribute to work performance processes	<ul style="list-style-type: none"> • Identify three teams to involve C&YP in annual appraisal process • All young people with a social worker 	Tbc CD	May-July 09 May-July 09	
1.4 Commissioned work includes the involvement of children and young people's in the procurement of services	<ul style="list-style-type: none"> • Agree process to involve C&YP in identifying contract criteria and assessment of tenders • Develop Children's Fund pilot 	HA/PW/MW/SW	Tbc	
2. Strategy				
2.1 Service Plans fully reflect the views of and data gathered from children and young people	<ul style="list-style-type: none"> • Engage C&YP in the review, priority setting and monitoring of the Big Plan2 • Service plan guidance is clear on the requirement to involve C&YP in setting priorities • Service plans are monitored and show evidence of C&YP involvement • Encourage and facilitate young people's engagement with and analysis of Health Related Survey data at local level 	Head of Planning & Partnership, JP	April 09 – March 10	

<p>2.3 Dedicated resource is identified to enable the involvement of children and young people</p>	<ul style="list-style-type: none"> • Draw down external income • Outsource training • Participation Team charges consultation fees 	<p>SW PW, CB</p>		<p>Agencies unable to identify specific resources to deliver strategy</p>
<p>3. Structures</p>				
<p>3.1 There are clear pathways and processes for children and young people's engagement with senior managers at county/area/district level</p>	<ul style="list-style-type: none"> • Further develop County Children and Young People's Assembly • 3 Assemblies to take place per year • New links made to school and community councils and other issue based groups. • Establish Children and Care Council • Develop appropriate mechanisms for involvement of 0-5s in each area • Continue to support mechanisms for involvement of 5-13s in each area and in particular increasing engagement of children from: faith based groups; female Black, Asian and Mixed heritage groupings; children from the Chinese and Traveller communities; and children with a Disability • Maintain and develop Junior Just Us group 8-13s supported by website • Ensure the increased engagement of young people from: faith based groups; the Chinese community; Black, Asian and mixed heritage groupings; male Travellers; and young people with a Disability • Maintain and support full UKYP representation across the County 	<p>CB CB AW, CB CD GH CD AW/CB CB</p>	<p>May 09, Sept 09, Jan 10, GH to agree Weekly Monthly Monthly meetings</p>	<p>Level of children's involvement through Kids Aloud groups subject to commissioned or targeted funding being made available</p>
<p>3.2 Practitioners are provided with opportunities to share and learn from best practice in participation work</p>	<ul style="list-style-type: none"> • Annual CYPSP event for workers and partners • Annual Report 	<p>AW AW</p>	<p>Feb 10 March 10</p>	

	<ul style="list-style-type: none"> • Links made with Participation Works • Data base of good practice developed • 'Increasing the Volume' celebration event for schools involved in the programme, and case studies available to all schools and OCYPYS staff. New programme planned for 2009-10 	PW AW/Research Team AT	As required Tbc Apr 2009 Nov 2009	
4. Systems				
4.1 C&YP contribute to quality assurance processes	<ul style="list-style-type: none"> • Young peoples Audit Team involved in annual audit of progress against service priorities in Big Plan • Young people trained and involved in Locality Quality Reviews • Quality frameworks for schools have been developed for adults (informed by CYP's ideas) and a CYP version has been developed to enable them to contribute to schools' self evaluation of CYP involvement. • Continue to disseminate these through training and the schools' portal. 	AW/CB/PW SW AT AT	July 09 From April 09 On going On going	
4.2 Children and Young Peoples involvement is embedded in service delivery	<ul style="list-style-type: none"> • Develop a kite marked Investing in Children and Young People (ICYP) membership scheme for Cambridgeshire • Seek external funding • 10 identified services achieve kite mark • Facilitate Agenda Days/ Conferences/ Young People's Research Groups 	AW AW Participation Team	Tbc As required	Activities listed subject to partner/external
4.3 The results of consultation and data collection undertaken with children and young people is accessible to all partners	<ul style="list-style-type: none"> • Maintain children and young people consultations on corporate database • Encourage and facilitate young people's engagement with and analysis of Health Related Survey data at local level 	Research Group JP	Tbc Apr 09 – Mar 10	

4.4 Children and young people receive feed back where they have been involved in developing services	<ul style="list-style-type: none"> • Establish local page on Participation works • What's Changed tool made available • Develop use of Youthoria as a feedback mechanism 	SW DB	Tbc April 09 - ongoing	
5. Members and Officers / Trustees / Governing Bodies				
5.1 Each service has identified Elected Lead Members and Senior Officers to act as Participation Champions	<ul style="list-style-type: none"> • Member and Senior Officer training • Regular strategy progress report updates to CYPSP 			
5.2 Ensure children and young people are involved in governance arrangements	<ul style="list-style-type: none"> • UKYP have access to Senior Management Team meetings and Cabinet members • Schools are encouraged to engage children and young people in Associate Governor roles 	AL/Council Chairman Tbc		
6. Skills and Knowledge				
6.1 Work force have sufficient skills to engage children and young people in consultation and dialogue to achieve positive changes in service delivery	<ul style="list-style-type: none"> • Delivery of the following programmes: <ul style="list-style-type: none"> - Young Lives training - Recruitment training - Respect Matters - Young people audit training - Dynamite - Foster Skills training - Fostering & Adoption Panel - Residential homes Children Disabilities - Are You Listening - 'Increasing the Volume' action research programme for schools - Social Work training – universities - Local Safeguarding Children's Board - Facilitator Training - Peer mentoring Training - IICYP Core Training Programme - IICYP Tailor Made Training for Service Providers 	PW, CB PW, CD, CB CD AW, CB PW CD CD CD PW AT CD CD AW/CB AW/CB/PW AW/SW AW/CB	As required “ Rolling prog. July 09 Quarterly Rolling prog. Rolling prog. Rolling prog. Annually Annually Rolling prog. Rolling prog.	

	<ul style="list-style-type: none"> Children and young people involved in joint training packages where possible 			
7. Leadership				
7.1 Robust accountability arrangements are in place for partnership engagement and monitoring the strategy	<ul style="list-style-type: none"> CYPS representatives regularly attend Participation Partnership Task Group CYPS representatives regularly attend Participation Strategy Group and make reports available as required 	TJ/SW TJ/SW		

KEY:

CB – Clare Bruges

CL – Caz Dunne

GW – Gemma Hope

TJ – Tom Jefford

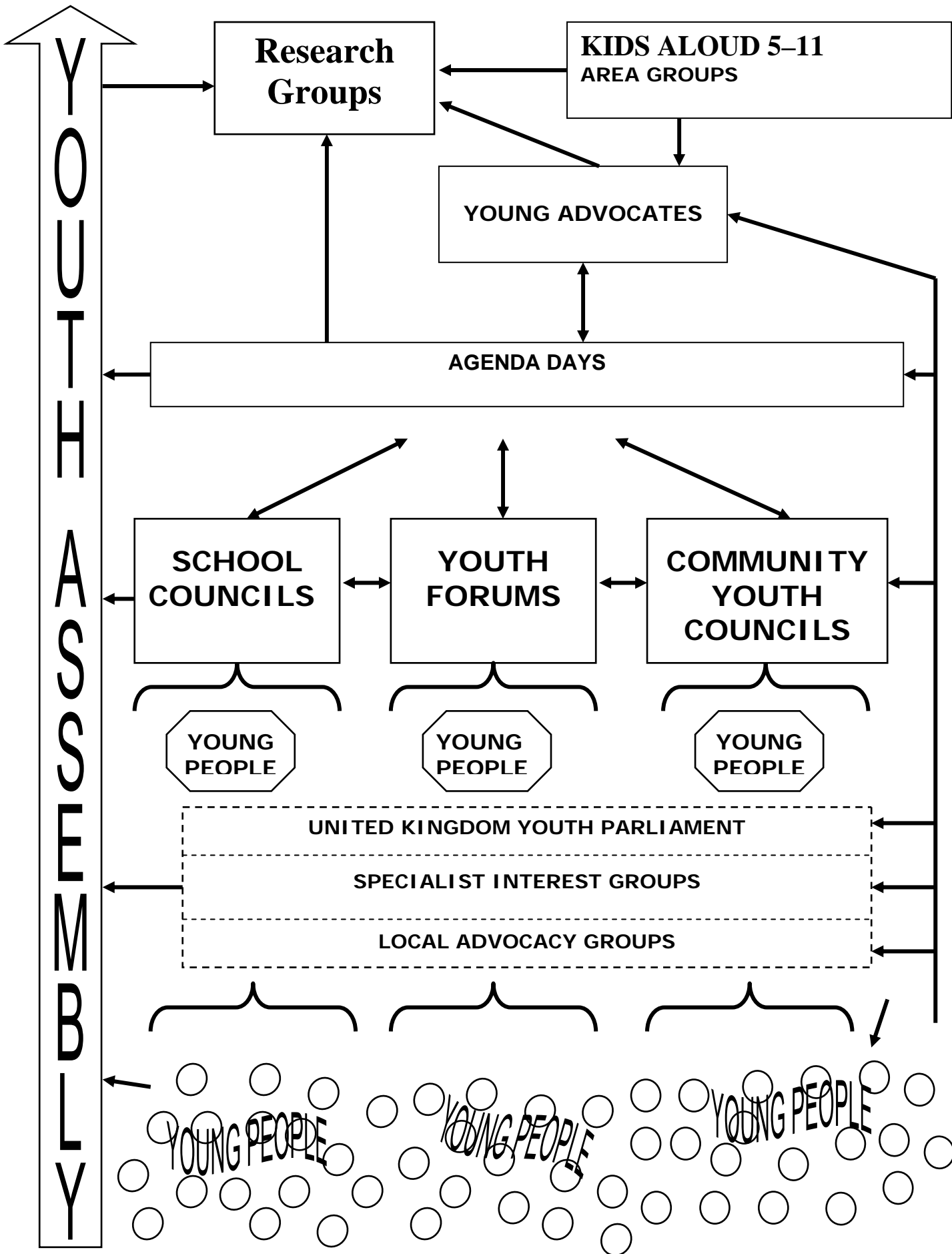
AW – Allan Whyte

PW – Poppy Webber

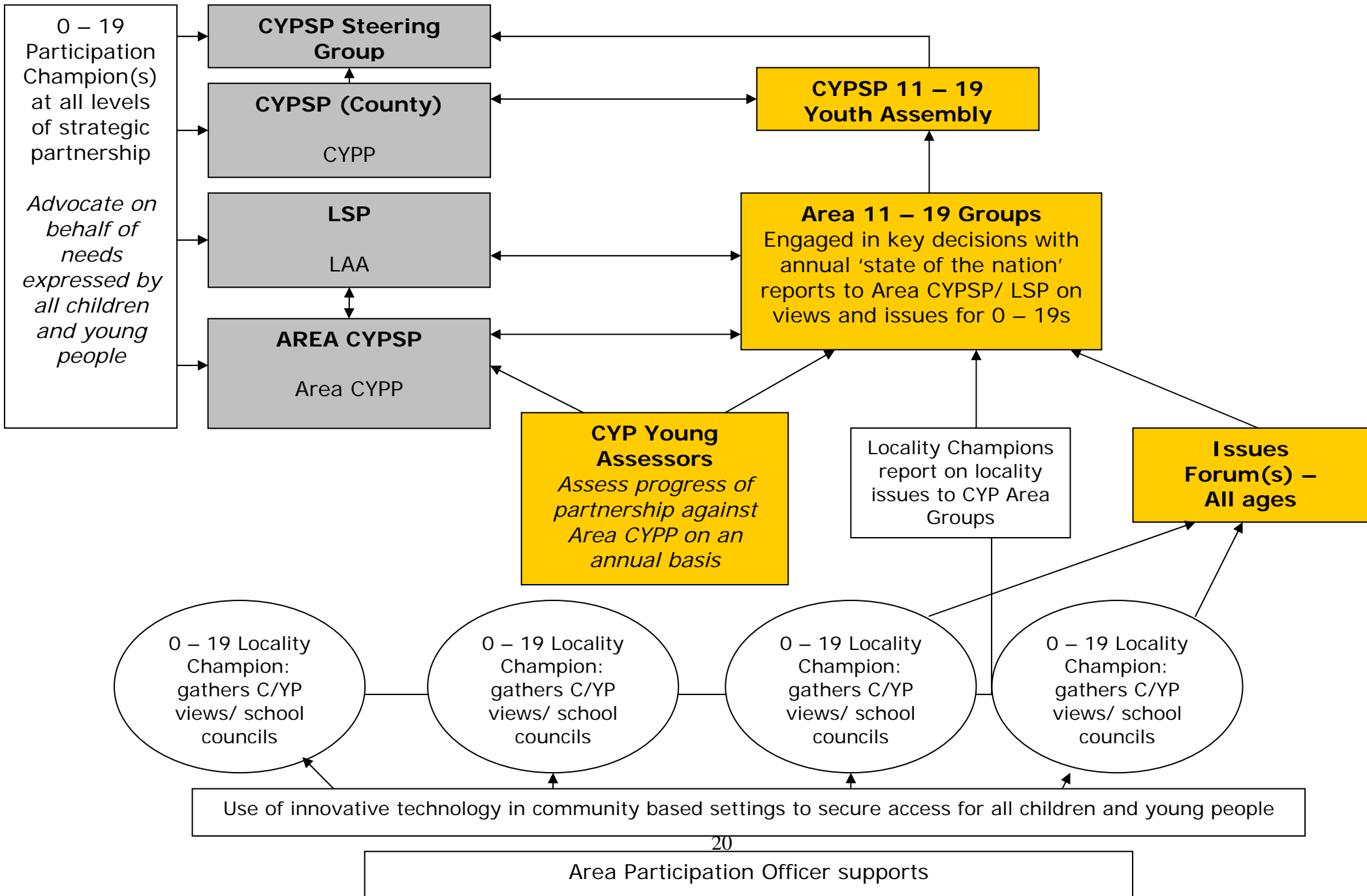
SW – Steve White

JP – Jon Pratt

AT - Annabel Talbot



Suggested 0 - 19 Engagement in Strategic Decision Making



JOB TITLE: Children and Young Peoples' Champion

PURPOSE: To ensure children and young peoples' active involvement remains high on the organisation's agenda.

MAIN DUTIES:

- To ensure there is adequate resources o sustain work with children and young people
- To ensure children and young peoples' active involvement is considered in relation to all decisions that have potential impact on them
- To be a vehicle for presenting children and young people's views into the decision making process
- To maintain regular contact with participation workers within the organisation
- To keep up to date with local issues affecting children and young people
- Meet children and young people on a regular basis
- To ensure that action takes place as a result of children and young peoples' active involvement
- To complete basic Child Protection Training and other appropriate training that will enhance the Children and Young Peoples' Champion role

PERSON SPECIFICATION:

- Be prepared to listen to children and young people
- Have good communication skills and be comfortable engaging with children and young people using a range of appropriate methods
- Be able to support to children and young people without dominating or directing the agenda
- Be able to offer help and support to children and young people when asked
- Be open and approachable
- Committed to acting on children and young peoples' views

Recognition of the need and benefit of actively involving children and young people has been identified in a range of National, International and local government documents including

<p>United Nations Convention on the Rights of the Child – Article 12 (Ratified by UK Gov in 1991)</p>	<p>Whenever adults make a decision which will affect the lives of children in any way, children have the right to give their opinion, and to have it taken into consideration</p>
<p>Every Child Matters – Making a Positive Contribution</p>	<p>Consultation offers the best long-term guarantee of services meeting needs in a sustainable way</p> <p>An ongoing dialogue with children and young people is important to ensuring that policies and services are effectively evaluated and can evolve as necessary</p>
<p>Youth Matters</p>	<p>One of 4 key challenges... 'how to engage more young people in positive activities and empower them to shape the services they receive'</p> <p>We need to ' make services more responsive to what young people and their parents want'</p> <p>We need to 'put young people themselves in control of the things to do and places to go in their area'</p> <p>'we want young people to have more influence over what is being provided in each locality. They should have more opportunities to be involved in the planning and delivery of services and more opportunities to express their views during local inspections'</p>
<p>Youth Matters Next Steps 2006</p>	<p>68% of young people would like to help decide how local councils spend money on providing activities for young people</p>
<p>Aiming High for Young People 2007</p>	<p>Young people will have greater influence over resources spent on youth activities – 5% by 2010 and 25% by 2018</p> <p>Expects ' all local authorities to adopt good practice in engaging young people and to</p>

	ensure that young people, parents and communities know how to use the Community Call for Action to improve youth services'
Aiming High for Young People with Disabilities	Involvement of parents, carers and young people in identifying and participating in short breaks opportunities.
Children Act 2004 Section 53	Requires local authorities to give due consideration to the views of children and young people before determining what (if any) services to provide where these may impact on children and young people
School Self Evaluation Form (SEF) (see part 2 section A)	How do you gather the views of learners, parents/carers and other stakeholders, such as those accessing additional services. How often do you do this, and how do you ensure the impartiality of the information? Can you give examples of action you have taken based on their views, with an evaluation of the effectiveness of what you did?
National Curriculum for Citizenship	Key Stage 1 Pupils begin to take an active part in the life of their school and its neighbourhood Key Stage 2 Pupils develop their sense of social justice and moral responsibility and begin to understand that their choices and behaviour can effect local, national or global issues and political and social institutions. They learn how to take part more fully in school and community activities
Working Together. Listening to the voices of children and young people Department for children, schools and families June 2008	We make decisions that impact on children and young people every day. Ensuring their views are heard and valued not only improves services for young people, but also has a positive impact on the school environment and the local community Local authorities and schools should endeavour to ensure that the children and young people they work with are not simply passive receivers of decisions and services,

	but contribute to them and ultimately, help to 'co-produce' them
Huntingdonshire Sustainable Community Strategy 2008	Outcome: Services that are designed and evaluated by children and young people

ACTIVE INVOLVEMENT STRATEGY ACTION PLAN 2009 – 2010 (ORGANISATION TEMPLATE)

Outcomes	Supporting actions	Lead responsibilities	Time scales / resources	Risks identified
2. Shared Values				
1.2 Recruiting managers have sufficient skills in involving children and young people in recruitment of managers and operational field staff				
1.3 Children and young people contribute to work performance processes				
1.4 Commissioned work includes the involvement of children and young people's in the procurement of services				
2. Strategy				
2.1 Service Plans fully reflect the views of and data gathered from children and young people				
2.3 Dedicated resource is identified to enable the involvement of children and young people				
3. Structures				
3.1 There are clear pathways and processes for children and young people's engagement with senior managers at county/area/district level				

3.2 Practitioners are provided with opportunities to share and learn from best practice in participation work				
4. Systems				
4.1 C&YP contribute to quality assurance processes				
4.2 Children and Young Peoples involvement is embedded in service delivery				
4.3 The results of consultation and data collection undertaken with children and young people is accessible to all partners				
4.4 Children and young people receive feed back where they have been involved in developing services				
5. Members and Officers / Trustees / Governing Bodies				
5.1 Each service has identified Elected Lead Members and Senior Officers to act as Participation Champions				
5.2 Ensure children and young people are involved in governance arrangements				
6. Skills and Knowledge				
6.1 Work force have sufficient skills to engage children and young people in				

consultation and dialogue to achieve positive changes in service delivery				
7. Leadership				
7.1 Robust accountability arrangements are in place for partnership engagement and monitoring the strategy				

KEY: