



INTEGRATED YOUTH & COMMUNITY SERVICES

POSITIVE ACTIVITIES FOR YOUNG PEOPLE (PAYP) 2015/16

Guidance Notes

February half-term: 15th February – 19th February 2016

INTRODUCTION

The application form is for organisations wishing to apply for PAYP funding in order to provide activities/programmes during the School holiday periods for young people aged 8 – 19 years and up to age 25 with Special Educational Needs/Learning Difficulties and Disabilities in the London Borough of Tower Hamlets.

Please read the Guidance notes before completing the attached application form. The information provided on the form will help us to assess your application accurately and promptly. Please complete this form in **BLACK TYPEFACE** and ticking (✓) the boxes that apply.

You must complete all sections of the application form. Incomplete applications will not be considered, neither will applications received after the **deadline of 5pm on Friday 20th November 2015**.

If you need advice or help completing your application form, we will be holding a PAYP application surgery at Mulberry Place, 5 Clove Crescent, London E14 2BG on Thursday 12th November 2015 from 2-4pm. For any enquiries please contact Delwar Hussain on telephone 0207 364 3164

THE AIM OF PAYP PROGRAM – WHAT PAYP INTEND TO ACHIEVE

PAYP requires service providers to work towards creating a targeted programme for those in need of help, support and challenge. Programme delivery must be tailored to the needs of young people and aim to achieve positive outcomes. Focus should be aimed at offering milestones for targeted young people for the duration of the programme, by engaging with them and encouraging their aspirations with the support of key workers, referral agencies and other professional bodies.

Key Worker Involvement

Key Workers will promote your project to targeted groups of young people. Referral agencies and Key workers will also identify and refer young people to your project for engagement.

The role of a Key worker is extensive and multi-faceted, offering continuous support to young people who are at risk of social exclusion, truancy, and anti-social behaviour, involvement in crime or within a NEET group.

PAYP programme require organisations to work closely with key workers to support young people before, during and after delivery of your project. Referrals must be accepted up to a week prior to the start of each delivery period. Afterwards the providers can recruit their young people directly if there is no referral form received from referral agencies / Key workers.

Checklist

Please go through the checklist and check to see if you have filled in all the relevant sections and attached necessary documents with the application form.

Policy Documents to be submitted

PAYP has an obligation to ensure that the providers delivering PAYP programmes have relevant policies and procedures in place to safeguard young people. Please attach the most current documents that you have. Please submit the policies that have been updated since your last submission.

Essential Criteria

- Consultation with young people for each delivery period
- Your project should be set up to deliver a minimum of 25 hours of activities per week during the delivery period
- 15 hours MUST be delivered during the hours of 9am – 5pm on weekdays. The remaining 10 hours can be delivered during evenings or weekends.
- Please note that PAYP expects any given activity to support between 12-19 young people unless it's a specific targeted activity.
- The programme requires a minimum of 30% match funding / in kind from the total cost of your programme.
- Maximum of 25% of the requested grant can be allocated to administration, management and/or staffing costs.
- Accept a minimum of 40% of referrals of young people from the referral agencies/ key workers.
- Programmes must not be gender or ethnicity specific unless you are working to engage with the target group listed in appendix 1.

Funding allocation and priorities

This year funding will be allocated by Ward Cluster, reflecting where the projects are delivered. A map of the Ward Clusters can be found in Appendix 1 and funding will be allocated as follows.

| Ward Cluster | Number of Projects |
|--------------|--------------------|
| North East | 6 |

We are also encouraging applications from organisations that can deliver services to certain target groups. These priorities are referenced in the relevant sections of the guidance notes.

Please note that funding has been specifically set aside to fund projects targeting the following groups:

| Target Group | Number of Projects |
|------------------------|--------------------|
| LGBTQ Young People | 1 |
| Young People with SEND | 1 |

Additionally, projects working with young people with SEND (special educational needs or disabilities) can claim a maximum of £3,500 per holiday period to include travel cost.

SECTION ONE: GENERAL INFORMATION - PLEASE TELL US ABOUT YOUR ORGANISATION

Organisation details & Contact

Please provide full contact details of your organisation.

Ward

PAYP aims to ensure every Cluster Ward in the borough has PAYP activities being delivered throughout the holiday periods. You can find out which Ward you are in by visiting the following web link:

http://www.towerhamlets.gov.uk/content_pages/online_services/find_your_local_services.aspx

Please ensure you indicate your Ward on your application as failure to do so may result in your application not being considered for funding.

Contact details

PAYP requires contact details of a minimum of two members from your organisation who will be the key link persons throughout the year and during each delivery period of the project. It is essential that the Link/ contact persons are familiar with the delivery of the programme and are available to attend meetings, networking events and deal with any queries the Community Engagement Officer may have.

Legal Status

Please state whether your organisation is a registered charity (together with charity number) or a company by limited guarantee (together with the company registration number as at Companies House). Please specify the nature of your organisation if it is neither of the above.

Youth & Community Services Registration Scheme

It is a requirement for all Organisations applying for grants from Youth & Community Services to register with the scheme. If you are not registered yet, please visit

http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants.aspx and register your organisation.

If you have any queries please contact Akhlaqul Ambia on 0207 364 0929 or Akhlaqul.Ambia@towerhamlets.gov.uk.

Please provide the date you registered your organisation and the level of registration. This determines the amount you can apply for.

LBTH Funding

Please provide details of any other grants or funding your organisation is in receipt of from London Borough of Tower Hamlets even if it is not related to youth projects.

SECTION TWO: - ORGANISATIONAL STRUCTURE & ADMINISTRATIVE DETAILS

Organisational Structure, project management & control

[This is a scoring section – the maximum possible score is 5]

PAYP emphasises that the organisation must have the necessary skills and experience to effectively manage and deliver the programme.

Some of these skills could include **planning, organisational, meeting deadlines, communication & leadership, monitoring and evaluation** skills to name a few. It is essential that you demonstrate the ability to deliver and manage the project, highlighting how you may solve problems, delays or barriers to delivery. Also mention the structure of your organisation.

Within this section you should:

- Please highlight the aims and objectives of your organisation. Also highlight how your organisation's aims and objectives intend to support and engage young people in their individual learning development.
- outline the structure of the organisation and tell us about the decision making processes in relation to strategic organisational issues and the day-to-day operational management of the organisation and its activities, services and projects
- tell us about the experience and areas of expertise of key members of your Board of Trustees or Management Committee which enables the organisation to effectively deliver its aims, objectives and priorities

Also include how you will:

- maximise the take up of services – ensuring targets are met
- manage and control project expenditure
- manage and control project staff and volunteers
- monitor and record project activities, outcomes
- manage and control other matters as appropriate

Please limit your wording to 300 words.

Equality and Diversity

[This is a scoring section – the maximum possible score is 10]

Within this section you should provide:

- information to demonstrate your awareness of the diverse needs of the community/area targeted by your project
- details of what actions you have/will take to ensure that equalities and diversity issues are addressed in the planning and delivery of project activities/services
- How you will overcome barriers to ensure diversity and equality issues are addressed
- How you will promote to engage under represented groups in the borough, eg. Females, LGBTQ, SEND and young people from White British, African and Caribbean and Somalian background
- a profile of the anticipated beneficiaries of your project – if there are any specific group(s) you will be seeking to target, please explain why

Quality Assurance standards

[This is a scoring section – the maximum possible score is 10]

Quality assurance is a way for your organisation to ensure it is always striving to do the best it can for service users. This entails continuous monitoring, reviewing and evaluating of your service delivery, management, leadership and performance. Please indicate in your application the quality assurance process your organisation has in place to deliver programmes for young people.

Within this section you should provide details of any Quality Assurance accreditation that the organisation has that are relevant to the activities for which funding is being sought. You should also tell us:

- when the accreditation was awarded
- about any inspection/review requirements and renewal arrangements
- what on-going action/training is undertaken to ensure the accreditation is maintained
- how the organisation ensures that the day to day work of the organisation is compliant with the quality standard
- how the learning and achievement of young people is measured
- lessons learned from previous project delivery and how it has been implemented to improve service delivery

Project Staff and Volunteers

[This is a scoring section – the maximum possible score is 10]

Within this section you should:

- provide details of the staff and volunteers that will be involved in delivering or supporting the project, outlining their positions and responsibilities (within the project) and clarifying the approximate number of hours they will work on the project each week
- summarise the qualifications, skills and experience that you will expect staff or volunteers to have
- clarify the training, support and supervision that will be available to staff/volunteers throughout the delivery of the project
- If you currently run an existing or similar project, please clarify what training staff or volunteers have received over the last 12 months that will help to ensure the quality and effectiveness of the delivery of this proposal

DBS – Disclosure and Barring Service (Formerly CRB) Enhanced Police Check for all staff and volunteers

A DBS Confirmation Check Form (Appendix 5) must be completed for all paid and non-paid staff involved in the programme. Please note, for each delivery period; DBS verification would be required for trainers, volunteers and any new staff employed on the project.

Please note that any DBS details provided of staff/volunteers cannot be older than 3 years from the validation date. Indicate in your application that all employees are security checked. All staff and volunteers will be checked with the Home Office vetting system under the new PREVENT strategy.

SECTION THREE: - PROJECT DELIVERY DETAILS

Delivery Period

PAYP is looking for organisations that can provide provisions/activities throughout the following periods;

Winter (February Holiday)

Please indicate in your application which of the holiday provisions your organisation is interested in delivering.

Consultation

Please confirm whether you carried out consultation with young people for your programme. Please attach to your application; evidence of any research or consultation carried out by your organisation.

Ward

Please identify the ward that you will be delivering in. This may not be the same as the ward in which your organisation is based.

Project Title

Your Project title will be used in publicity materials promoting PAYP during delivery periods. Give your project a title that is reflective of the activities you will be delivering. Give your project a title that is reflective of the activities you will be delivering.

Total Number of Hours for PAYP Activities

Your project should be set up to deliver a minimum of 25 hours of activities per week during the delivery period, of which 15 hours MUST be delivered during the hours of 9am – 5pm on weekdays. The remaining 10 hours can be delivered during evenings or weekends.

Please fill in the number of hours you plan to deliver per week for your PAYP programme.

Project Description

[This is a scoring section – the maximum possible score is 20]

PAYP is looking to fund innovative and educational activities that are fun, interactive and supportive towards young people in their social, physical and spiritual development.

Please note that activities such as Paintball shooting or International trips, and any other activities considered as high risk by LBTH cannot be funded.

Please ensure you provide a summary of the proposed activities that will be delivered during each holiday period. This will be used for publicity purposes for each delivery period.

Within this section you are required to provide a comprehensive description of your proposed project including how the need for the project, clarifying:

- how geographical and beneficiary targeting has been identified
- the activities and services that will be provided
- the delivery plan for the various elements of the project
- details of any supplementary or support activities/services

- when where and how activities/services will be provided
- clear outputs and outcomes that the project will deliver and what young people will achieve
- what difference will the project make in the lives of service users
- how will the programme help young people to develop life skills, employability skills etc.
- how you will work or network with other groups to maximise the success of the project
- other information as appropriate
- The programme requires your organisation to demonstrate research and consultation with young people in order to design and tailor the proposed programme towards the needs of the audience. Please give a summary of your findings and how you have used this to tailor your programmes.
- Your application must demonstrate how you intend to support the targeted groups by working with the Key Workers, taking into consideration things like communication and attendance of young people taking part in your activities.
- Include reflection time with Key Workers and young people within your programme to enable young people to receive maximum support.
- PAYP supports work in targeted geographical areas where there is lack of youth provisions to support the youth within the vicinity. We are encouraging organisations who will deliver their programme from these targeted areas. Please see Appendix 1.

Learning Outcomes Details

Your project should ensure young people can gain measurable learning outcomes during each holiday period.

The programme must be holistic and a structured approach to learning with milestones that support young people's personal and social needs.

Project Timetable

Please provide a copy of your timetable for the holiday period. Please use the template on the form for your timetable. Please see **Appendix 2 – FORM TT1**.

Risk Assessment

Please attach copies of risk assessments for the activities you propose to deliver during the holiday period. Please provide the risk assessor's details including qualifications attained in relation to risk assessments.

Young People Targeted

PAYP Supports targeted work with young people who are deemed to be 'at risk'. These include young people who are at risk of social exclusion, truancy, and anti-social behaviour, involvement in crime or within a NEET group. Indicate your primary target group. Please see Appendix 1.

PAYP encourages organisations to support young people between the age of 8 – 19 years and up to 25 for those with SEN/LDD needs. Please state the number of young people per age group you anticipate to work with during the PAYP programme.

PAYP also encourages applications from organisations working with females, Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) young people and young people with SEND. Also young people from White British; Black African, Caribbean and Somali backgrounds.

Please indicate in your application how many **individual** young people you will be supporting during the lifespan of the project (a young person taking part in 3 different activities during the holiday period is to be counted as 1 and not 3).

Please note that PAYP expects any given activity to support between **12-19 young people** unless it's a specific targeted activity.

Please refer to Appendix 3 for further information about some of the activities and the level of risk involved. For further information please do not hesitate to contact the Community Engagement Officer.

Budget Breakdown

[This is a scoring section – the maximum possible score is 5]

An itemised costs breakdown of your programme is required to ensure the panel can assess 'value for money'. The breakdown can cover costs such as tutors, premises, insurance, transport, offsite activities, residential and outdoor activities. Equipment cannot be bought for your organisation or youth clubs with the funds.

Note: Costs must be exclusively for activities, existing staff costs would not be considered for funding however, a small proportion of up to 25% costs for sessional/administration/management staff can be incorporated.

The programme requires a minimum of 30% match funding / in kind from the total cost of your programme.

The Council Supports PAYP for young people with SEN/LDD and is willing to consider SEN costs in addition to the PAYP award. 3 quotes must be supplied by the provider demonstrating value for money. (SEN costs may include transport, additional specialist support workers)

DECLARATION

Please read this carefully before signing and returning the form.

Please refer to Appendix 5 for an explanation on Data Protection.

APPENDIX 1- PAYP TARGET AREAS AND GROUPS

The following definitions and categories were drawn from the PAYP management information system (IYSS Database). These are shortened for references.

TARGET GROUPS

| | |
|------------------------------|--------------------------------------|
| Black & Minority Ethnic YP | Young Women |
| Care Leavers (16-25) | YP at risk of Anti-Social Behaviour |
| Excluded | YP at Risk of Offending |
| FTE in Youth Justice System | YP from Low Income |
| In care/ Care Leaver | YP Gifted and Talented |
| LGBTQ YP | YP Homeless |
| Looked after children (0-16) | YP involved in Anti-Social Behaviour |
| On Child Protection Register | YP Involved in Offending |
| Statemented - Behaviour | YP Rough Sleepers |
| Supervised by YOT /Probation | YP with Disabilities |
| Young Carers | YP with Mental Health Issues |
| Young Men | YP with SEN / Learning difficulties |
| Young Travellers | YP who are NEET |

DESTINATIONS

| Destination Group Description | Destination Description |
|---------------------------------|--|
| College/FE/6th Form | Further Education College |
| | Sixth Form - College |
| | Custodial Institution (Juvenile Offender age 16 / 17) |
| | LDD Only - Independent Specialist Provider (ISP) |
| | Educated at Home - studying formal qualification (Y12+ ONLY) |
| | School Sixth Form (Years 12/13/14) |
| Employment NO Training | Self Employed (NO training/study) |
| | Employment with NON-accredited / 'in house' training |
| | Employment NO Training |
| Employment WITH Training | Apprenticeship (Employed Status) |
| | Employment WITH accredited training (or 1 day/wk equiv. part time study) |
| | Self Employed (WITH part time study) |
| | Working - not for reward (with 1 day/wk equiv. part time study) |
| Gap Year | Gap Year (confirmed University place) |
| Higher Education | Higher Education |
| NEET | Not Available - Other |
| | LDD Year 15+ has transitioned to Adult Services |
| | Supporting Family Young Carer |
| | Supporting Family Teenage Parent |
| | Not Available - Illness/Health Issues |
| | Pregnancy |
| | Not Available - Religious Grounds |
| | Never economically active |
| | Unemployed - Seeking EET |
| | Not Available - not yet ready for work |
| | NEET - start date agreed for RPA-compliant destination |
| | NEET - start date agreed for non-RPA destination |
| | Working - not for reward (NO part time study) |
| | Travelling Abroad for an extended period (will return) |

| Destination Group Description | Destination Description |
|--------------------------------|--|
| Other (not EET or NEET) | Custodial Sentence / On Remand (age 18+) |
| | Asylum seeker |
| | Re-engagement Provision (structured support; not a PDO) |
| | Deceased |
| School | School Year 0-03 |
| | School Year 04 |
| | School Year 05 |
| | School Year 06 |
| | School Year 07 |
| | School Year 08 |
| | School Year 09 |
| | School Year 10 |
| | School Year 11 |
| | Repeating Year 11 |
| Training | LDD Only - Supported Internship |
| | Non-EFA/SFA funded training (e.g. private training providers) |
| | Training via Jobcentre Plus Work Programme (YP 18-24 only) |
| | EFA/SFA funded training (YP NOT Employed) |
| | FA/SFA 'Traineeship' - quality work placement w/Eng+Maths (up to 6 months) |
| Unknown | Unknown |
| | Cannot be contacted (min. 6 months of attempts) |
| | Refused to provide information |
| | Transition Post 16 Learning (Unknown) |
| | Transition Year 11 (Unknown) |
| | Post 16 Early Leaver (unknown) |

TARGET AREAS

This year we are encouraging applications from organisations that can deliver services in the following areas:

- Areas on the Mile End Ward
- Areas to the south of Victoria Park (Bow East and Bow West Wards)
- Areas on the Bromley North & Bromley South Wards



Youth-related ASB - Summer 2012-2015



WARD CLUSTERS



PROGRAMME TIMETABLE (FORM TT1)

Please ensure you fully complete this timetable for each day of your entire programme.

| | | | |
|---|--|------------------|--|
| Organisation Name | | | |
| Address | | | |
| Postcode | | | |
| Telephone Number(s) | | Mobile Number(s) | |
| Named Link Worker(s) | | | |
| Start & end date of programme delivery: | | | |

Day & Date

| | | | | |
|-----------------------------|-------------------------------|--------------------------|--------------------------|---|
| | Morning Session (AM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available for Young People |
| | | | | |
| | Afternoon (PM) Session | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | | | | |
| Evening Session (PM) | | | | |
| Venue | Start & End Time | Activity / Workshop Name | Total Places available | |
| | | | | |

Day & Date

| | | | | |
|--|-----------------------------|------------------|--------------------------|------------------------|
| | Morning Session (AM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |

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| | | | | |
|--|-------------------------------|------------------|--------------------------|---|
| | | | | for Young People |
| | Afternoon (PM) Session | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Evening Session (PM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Morning Session (AM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available for Young People |
| | Afternoon (PM) Session | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Evening Session (PM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |

| | | | | |
|------------|-------------------------------|------------------|--------------------------|---|
| Day & Date | | | | |
| | Morning Session (AM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available for Young People |
| | Afternoon (PM) Session | | | |

| | | | | |
|--|-------------------------------|------------------|--------------------------|---|
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Evening Session (PM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Morning Session (AM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available for Young People |
| | Afternoon (PM) Session | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |
| | Evening Session (PM) | | | |
| | Venue | Start & End Time | Activity / Workshop Name | Total Places available |

APPENDIX 3 - GUIDANCE NOTES TO ACTIVITIES (HIGHER RISK ACTIVITIES)

Youth service has an obligation to ensure that Youth Groups and Youth work providers who want to provide trips and activities to young people can do so in reasonable safety. The arrangements that groups have in place must reflect the guidance offered by the DCFS. There is a responsibility on the Local Authority to ensure that these arrangements are capable of satisfying the DCFS requirements. (See HASPEV for outline of the requirements)

The primary responsibility for ensuring that young people on these activity trips are safe rests with the organisers who must ensure that procedures are in place. Guidance is available from the UAB, and the Outdoor Education Team will examine your proposed arrangements and make recommendations, however the responsibility remains with the organisation. The HASPEV guidance makes it clear that for many simple activities it is expected that any experienced youth worker could normally be assumed competent, although the group will be responsible for satisfying itself that this is correct.

PAYP requires that every delivery provider will need to provide a named officer from within the organisation who acts as their main Risk Assessment Officer. We will require the competence of the Risk Assessor in the organisation. Please also provide contact person we may get in touch with in the absence of the main contact. Please provide these details in section 2 of the application form.

PAYP will only fund activities that the risk is low or medium and has some educational value to it with learning outcomes, considered value for money and clearly meets PAYP Objectives.

Please refer to appendix 2 for a full but not exhaustive list of activities that PAYP may consider to fund as part of your application. This is categorised as:

GREEN

These activities are relatively low risk, potentially high in educational value and suitable for most young people.

Activity likely to be funded as it is low risk, has educational value to it with learning outcomes, is considered value for money and clearly meets PAYP Objectives.

AMBER

These activities will only be suitable for certain young people i.e. those with special educational needs, because they are either low in educational value or have a higher risk.

Activity is unlikely to be funded but will be only considered if a clear business case is submitted demonstrating the value for the targeted client group, educational value to it with learning outcomes, is considered value for money and clearly meets PAYP Objectives.

RED

These activities are either very low in educational value or of such high risk that they are not suitable as activities for Young People on organised trips. Activity will not be funded.

In the event that an activity is not listed in appendix 2, please contact Community Engagement Officer, Delwar Hussain – for advice and confirmation of the activity. A written confirmation from the team must be supplied with your application. Contact numbers are: 020 7364 3164

Key

1. If delivered by an external provider, that provider must be approved by, or work to standards set by, the appropriate National Governing Body.
2. The provider must have at least £5Million public liability insurance.

3. The manager must satisfy him/herself that this activity is being delivered to maximise outcomes and that the benefits outweigh the risks.
4. Where these activities are led by own staff, managers or Voluntary sector groups will need to satisfy themselves that they have the appropriate qualifications / experience and are up to date in their experience.
5. These activities must be delivered by a suitable competent external provider

Codes

- a) These are contact versions of 'fighting' related sports, as such the risks of physical injury will be significant. The manager must also consider the 'messages' relating to these type of sports. It is unlikely that the benefits of the physical exercise, discipline, competing etc will outweigh the risks. Only in exceptional circumstances will it be appropriate for a manager to approve such activities.
- b) These sports all have a high degree of 'residual risk'. That is to say that regardless of the educational outcomes the risk is such that these activities are not safe or appropriate vehicles for learning and development and other activities will be much more suitable.
- c) These activities involve no skills acquisition or technical input and as such have virtually no learning or developmental purpose. These activities will not be suitable for young people except in exceptional circumstances for example as sensory activities for those with special needs.
- d) Given the potential risks associated with fireworks young people will be taken to organised events only.
- e) These activities involve either shooting with guns or hunting. As such the Integrated Youth & Community Services has taken an ethical decision not to promote these activities or involve young people in them.

Exceptions: Occasionally an exception may arise, i.e. a young person on a familiarisation day with the Army in which shooting is offered. In such circumstances managers could consider if the young person can attend independently of the Integrated Youth & Community Services or whether the Service Head can offer an exemption.

| Activities | Codes | Suitability |
|---|----------|-------------|
| All require the approval of the Outdoor Education Manager. | | |
| Abseiling | 1.2.4. | |
| Amateur Boxing | 1.2.3.4. | a) |
| Angling or fishing | 4. | |
| Archery | 1.2.4. | |
| Ballooning | | b) |
| BMX | 1.2.4. | |
| Bouncy Castle | 1.2.3.5. | c) |
| Bungee jumping | | b) |
| Bungee run | 1.2.3.5. | c) |
| Camping out of borough. | 1.2.4. | |

| | | |
|---|----------|----|
| Canal Boating | 1.2.4. | |
| Canoeing | 1.2.4. | |
| Caving (other than tourist caves) | 1.2.4. | |
| Climbing (indoor & outdoor) | 1.2.4. | |
| Coasteering | 1.2.4. | |
| Conservation work involving tools | 1.2.4. | |
| Cycling on road (see mountain biking) | 1.2.4. | |
| Diving (high) | | b) |
| Dragon Boating | 1.2.4. | |
| Earth balling | 1.2.3.5. | c) |
| Expeditions | 1.2.4. | |
| Fell/Hill Walking | 1.2.4. | |
| Fencing (with swords) | 1.2.4. | |
| Fireworks | | d) |
| Flying in light aircraft, power and gliders | 1.2.3.5. | |
| Go-Karting (See motor sports) | 1.2.3.5. | |
| Gorge Walking (ghyll scrambling canyoning) | 1.2.4. | |
| Hang-gliding | | b) |
| High Ropes Courses | 1.2.5. | |
| Horse Riding and Pony Trekking | 1.2.5. | |
| Hunting any form guns or dogs | | e) |
| Initiative/Low ropes/Assault courses | 1.2.4. | |
| Improvised rafting | 1.2.4. | |
| Jet Ski | 1.2.3.5. | |
| Kite Surfing | | b) |
| Martial Arts (limited contact) | 1.2.4. | |
| Martial Arts (full contact) | 1.2.3.5. | a) |
| Motor Sports excluding racing | 1.2.3.5. | |
| Motor Racing (except Karting) | | b) |
| Mountain Biking | 1.2.4. | |
| Mountaineering | 1.2.4. | |
| Orienteering | 1.2.4. | |

| | | |
|---|----------|----|
| Paddling in the sea, rivers and lakes | 1.2.4. | |
| Paintball Guns & Games | | e) |
| Parachuting | | b) |
| Parkour (free-running) | 1.2.4. | |
| Pot-holing (in mines etc) | 1.2.4. | |
| Power boating (training or recreation) | 1.2.4. | |
| Power Boating (racing) | | b) |
| Power kiting (no jumping or body dragging) | 1.2.4. | |
| Quad Bikes | 1.2.3.5. | |
| Rowing | 1.2.4. | |
| Sailing | 1.2.4. | |
| Beach activities including paddling | 4 | |
| Shooting with guns | | e) |
| Skiing /snowboarding (dry slopes and snow) | 1.2.4. | |
| Sub-Aqua, scuba & snorkelling | 1.2.4. | |
| Surfing | 1.2.4. | |
| Swimming in open water | 1.2.4. | |
| Tyrolean traverses and bosun's chair | 1.2.4. | |
| Theme Parks e.g. Thorpe Park, Alton Towers, Chessington | | c) |
| Water Skiing | 1.2.5. | |
| White Water Canoeing and Rafting | 1.2.4. | |
| Wind Surfing | 1.2.4. | |
| Wrestling and other contact sports | 1.2.3.4. | a) |
| Zipwire | 1.2.5. | |
| Zorbing | 1.2.3.5. | c) |

APPENDIX 4 -WHAT IS DATA PROTECTION?

The Data Protection Act 1998 came into force on 1 March 2000. It regulates the holding and processing of personal data that is information relating to living individuals, which is held either on computer or in some cases in manual form. The Act gives legally enforceable rights of individuals (data subjects) and places obligations on those legal persons who control the manner and the purpose of the processing of personal data (data controllers). Data controllers must notify the Commissioner of the details of their processing. These details are published by the Commissioner in the register of notifications. Data controllers must also comply with eight data protection principles which together form a framework for the proper handling of personal data.

Compliance with the first Data Protection Principle

The first Data Protection Principle states that; *“Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless -*

a) at least one of the conditions in Schedule 2 is met, and

b) in the case of sensitive data, at least one of the conditions in Schedule 3 is also met.”

Thus this Principle has two elements; firstly that there is a legitimate basis for the processing and, secondly, that the information is processed fairly and lawfully.

Schedules 2 and 3

In order to process data legitimately, data users must be able to satisfy at least one of the conditions set out in Schedule 2 and, in the case of sensitive personal data, at least one of the conditions set out in Schedule 3 of the Act. ‘Sensitive’ data are those relating to ethnic origin, political or religious beliefs, trade union membership, physical or mental health, sexual life and criminal offences. So far as local authorities are concerned Schedule 2.5(d) will usually be relevant in that most of the processing carried out is necessary *“for the exercise of any other functions of a public nature exercised in the public interest by any person.”* Schedule 3 has a similar condition at 7(1)(b) which refers to processing necessary *“for the exercise of any functions conferred on any person by or under an enactment ...”*. For further information about the possible conditions for the processing of personal data, see *The Data Protection Act 1998 – An Introduction*.

Fair processing

The interpretation of the First Principle in the Data Protection Act 1998 states that in order for the data to be processed fairly, when individuals (data subjects) provide information about themselves they must be told the identity of the data controller and the purposes for which their data are to be processed. They should also be provided with *“any further information which is necessary, having regard to the specific circumstances in which the data are or are to be processed, to enable processing in respect of the data subject to be fair”*. In simple terms this means that individuals should be made aware of any ‘non-obvious’ purposes for which the information about them may be used or disclosed. This can normally be achieved by the inclusion of a notification on forms and other documents explaining any non-obvious uses and disclosures of personal data.

Lawful processing

No statutory interpretation is contained in the Act as to the meaning of the requirement to process personal data ‘lawfully’. In the absence of this the advice given by the Commissioner is that a data user who obtains information by unlawful means or processes information without any justification in law will breach the requirements of the Principle. For public bodies such as local authorities this

means that if personal data are processed for purposes which are prohibited by statute or which are *ultra vires* then that processing will automatically breach the First Data Protection Principle. Similarly, if personal data are processed in breach of an obligation of confidence (which would be unlawful) then that processing would also breach the First Data Protection Principle. The issue for a local authority is, therefore, whether it has the powers to process personal data obtained for one statutory purpose for another purpose, or whether it is prevented from doing so by virtue of an obligation of confidence or any statutory prohibition on processing (including disclosure). These are not fundamentally data protection questions and local authorities must take their own legal advice as to their powers and as to statutory restrictions on uses or disclosures of data. The Information Commissioner is not able to advise local authorities on the general law although clearly there will be occasions when she may decide to seek her own legal advice. This is only likely to occur in the context of prospective enforcement action.

Compliance with the second Data Protection Principle

Even when a local authority is able to comply with the terms of the first Data Protection Principle in respect of a further use of personal data the second Data Protection Principle should also be considered. This states *“Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in a manner incompatible with that purpose or those purposes.”*

Enforcement action by the Information Commissioner

Although the Commissioner may serve an enforcement notice on any data controller she considers to have contravened or be contravening any of the Data Protection Principles she has discretion as to whether to serve these notices or not. In making that decision she will take into account the effect of the breach of the Principle on any data subjects.

All organisations involved with PAYP should have their own protocols in place which comply with the DPA, as they already work with young people, and they should be aware of the eight basic principles of the DPA. They say that data must be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Not transferred to countries without adequate protection.

FOR FURTHER INFORMATION:

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OFFICIAL-SENSITIVE



INTEGRATED YOUTH & COMMUNITY SERVICES
Enhanced DBS Check Confirmation

Since Tower Hamlets Integrated Youth & Community Service are not able to check DBS certificates on an individual basis, please ensure that your organisation’s Safeguarding/Child Protection Co-ordinator (as identified in your Safeguarding/Child Protection Policy) signs this form to confirm that they have seen the applicant’s enhanced DBS certificate (not a copy) and that it is satisfactory in accordance with your organisation’s Safeguarding/Child Protection policy.

Applicant Details - Please use BLOCK LETTERS

| | | | |
|----------------|--|--|--|
| Applicant Name | | | |
| Job Title | | | |
| Work Address | | | |
| Postcode | | | |

DBS Disclosure Details

| | | | |
|-------------------|--|------------|--|
| Disclosure Number | | Issue Date | |
|-------------------|--|------------|--|

Safeguarding/Child Protection Co-ordinator – your organisation’s named Child Protection person

| | | | |
|-------------------|--|----------------|--|
| Name | | | |
| Job Title | | | |
| Contact Telephone | | Contact Mobile | |

I confirm that the above named applicant has a current & satisfactory Enhanced DBS disclosure:

Child Protection
 Coordinator Signature

Date
