

Partnership Group Mapping

Name of organisation:		Date Completed:							
Delivery address:		Contact name:							
		Total membership	Age 0-10		Age 11-19		Age 20-25		Age 25+
		Av attendance per session							
Contact Tel No		Email							
Main activities provided and frequency (e.g. weekly etc)								Funding end date	
								Insurance* Y/N	
								On FIS database?	

Areas of focus – please circle one box (A to E) in each row (1 to 9) based on the one that most closely matches what you do. S = ✓ for advice/support

	A	B	C	D	E	S
1. Young peoples' participation	Sessions are totally managed by the adults with no involvement of young people in the organisation of the sessions	Sessions are managed by the adults with some limited involvement of young people in expressing their views about the planning of the sessions	Sessions are managed by the adults with regular involvement of young people in expressing their views about the planning of the sessions and session reviews	Young people have an active and ongoing involvement in how their sessions are planned, delivered and reviewed	Young people have an active and ongoing involvement in how their sessions are planned, delivered and reviewed including often leading on sessions.	
2. Keeping young people safe *	No knowledge of Safeguarding nor any policies or procedures in place. No CRBs carried out for any adults	Policies and procedures in place but limited knowledge of these within adults and young people. Relevant CRB checks carried out and in place.	Policies and procedures in place and all adults aware of issues and how to report concerns. Relevant CRB checks carried out and in place.	As in C plus young people aware of issues and how to report concerns.	Adults and young people actively involved in promoting safeguarding agenda via a range of initiatives and programmes.	
3. Non – Formal Learning- structured learning that does not typically lead to accredited qualifications	No process to record any learning that may take place in any session/activity	Awareness of learning is acknowledged through verbal discussion.	Group/Individual learning outcomes are recorded.	Planned learning outcomes and achievements are recognised by internal processes (certs/awards etc)	Planned learning outcomes are recorded as part of a learning programme. Achievements are recognised by external	

	A	B	C	D	E	S
					bodies	
4. Formal learning - structured learning leading to accredited qualifications	No formal learning processes taking place.	Awareness of formal learning process but none in place.	Young people take part in a planned programme of learning	Young people's achievements are recognised through a planned programme of learning with a progression pathway.	Young people's achievements are accredited by a standardised process of external verification by an awarding body.	
5. Reading, writing and numeracy	No knowledge or awareness of basic skills levels within regular members	Some knowledge of basic skill levels through incidental contact, activities, discussions etc.	Basic skills needs within membership identified through targeted projects / activities	Basic skills levels identified through targeted projects / activities and young people advised re specialist services	Ongoing process of assessment (formal or informal), signposting and follow through support within activities and other agreed strategies	
6. Welsh language and culture (Non Welsh speaking groups)	No recognition of issues related to Welsh language and culture within adults or young people	Some recognition of issues related to Welsh language and culture within adult team	Clear recognition of issues related to Welsh language and culture within adults and some strategies in place in terms of programme	High level of awareness amongst adults and young people and strategies and responses in place.	As D plus encouraged on a daily basis within context of their cultural background, their community and their preferences	
7. Equality, diversity and inclusion (EDI)	No knowledge or recognition of issues related to EDI within adults or young people	Recognition of issues related to EDI within some adults	Clear recognition of issues related to EDI within adults and planned strategies in place in response	Clear recognition of issues related to EDI within adults and young people and planned strategies in place	High level of awareness amongst young people and staff and jointly owned/delivered strategies and responses in place.	
8. Volunteer and staff support *	No processes of adult support or training in place at a formal or informal level	Informal conversations with adults about their work. Occasional training takes place	Agreed formal process of one to one support but not documented. Formal programme of regular training	Formal documented one to one support and ongoing programme of training	As in D together with formal programme of review to evaluate effectiveness and impact	
9. Info and Communication Technology	No ICT resources	ICT resources available but no planned use. No safeguarding policies / procedures in place	Planned use of ICT within sessions to aid learning. Safeguarding policies / proc in place	Non accredited progs of learning on use of ICT and other accredited learning through ICT. Pol/proc in place	Accredited programmes of learning on use of ICT and other accredited learning through ICT. Pol/proc in place	
10. Review and evaluation	No review of activities / sessions in terms of 'quality' and effectiveness	Informal discussions amongst adults about quality and effectiveness	Formal recorded reviews of sessions by adults	As in C but with formal evaluation including feedback from young people	As in D but with other types of external evaluation such as peer observation etc.	

Completed by (org)..... Supported by

Appendix 3

Denbighshire Resource Mapping – Activity Profile Guidance - To be read in conjunction with the Activity Profile checklist

Common Questions and Answers

What is it?

The Activity Profile helps Denbighshire County Council and its partners (Children and Young People's Partnership – CYPSP) know who is providing services to young people in the County and a little bit more about what they focus on during their sessions (Area of Focus).

What is it for?

It is intended to assist the Partnership in planning for services in the future. For example, if there are a lot of services providing similar things within the same area, the Partnership will know they do not need to plan for additional similar services in that area. However, if we discover there is a big gap in an area, we can plan for that and try and support services to develop.

How were the Areas of Focus chosen?

Areas such as 'Participation' and 'Learning' were chosen after consultation by partner organisations, based on knowledge about the sorts of things that are important for young people and their development. They are areas that the Partnership think are important and areas that are looked at by the Welsh Government and inspectorates. There are other areas that are important too, but the areas listed are the priorities.

What if we don't do any of these things?

You might be simply offering young people a place to meet together and socialise in a safe place – that is important and valuable, it would not be seen as 'inadequate' in any way because you were not contributing to some of the listed Areas of Focus.

Again however, if the Partnership knows what you are doing, it helps us to plan for other services in your area that do provide some of the areas of focus listed.

Why aren't other important areas covered such as health and wellbeing?

We are aware that organisations are providing a whole range of activities and services to young people. These might be focused on health and wellbeing (e.g. exercise, diet etc) or other areas such as advice and counselling. These areas will be listed in the 'main activities provided' section at the beginning of the Activity Profile sheet.

The 'Areas of Focus' cover elements that could be applicable to any activity or session – e.g. the promotion of 'Welsh language and culture' or 'participation' could apply to any activity.

Where do I return this form and information and what happens to it?

Please return the form to Heather Morris, Family Information Service (FIS), Denbighshire County Council, The Old Gaol, 46 Clwyd Street, Ruthin, LL15 1HP. Somebody will then contact you to discuss the information you have provided and see if you want to be listed on the FIS website.

How to complete the form

1. Name of organisation

The name of the organisation or group that runs the service/activity. If this is not an organisation or group and just one person enter that person's name

2. Date completed

Date this form was completed

3. Delivery Address

The address where the activities are held. If more than one address could you please complete a form for each address

4. Contact name

Name of main contact person for the service/activity

5. Total membership

The approximate number of people in each age group who attend your sessions on a regular basis. If you have an actual membership the approximate numbers of members within each age group. We do not need exact numbers unless these are easily accessible.

6. Average attendance per session (11-25)

The approximate number of young people aged 11-25 who typically attend sessions/activities.

7. Contact tel no

The contact telephone number of the 'Contact name' on the form.

8. Email

The email address of the person named as the 'Contact name' on the form or, if they don't have one, of somebody else within the organisation / group.

9. Main activities

The main activities that are supported and how often they take place. Activities might include sports, social, hobbies, support etc. Record on an additional blank sheet if more space is required.

10. Funding end date

If you have grant funding the date that this expires. If you have funding from a number of sources the date your main funding expires.

11. Insurance

Do you have public liability insurance to cover your activities? If you use somebody else's building they will usually provide this.

12. On FIS database?

Are you already listed on the Denbighshire Family Information Service (FIS) website at www.fisdenbighshire.co.uk?