



YouthBorders Network Guide 2021



“Our Vision is of a voluntary and community based youth work sector which is connected, collaborative, respected and recognised; working together to improve the lives of young people in the Scottish Borders.”



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Welcome to the 2021 YouthBorders Network Guide

We have created this guide to inform organisations within the YouthBorders network of the opportunities and support we can offer during 2021. In this guide you will find information about how to contact YouthBorders; an overview of our membership development support; workforce development and training; networks and events; and our PVG support services.

This guide is here to support you to get the most out of your membership of our network. We continue to keep our social media up to date and this is the best place to go for keeping informed about new opportunities and events. In 2021 you will also experience changes to our weekly e-bulletin, which will now be exclusively for organisations, staff, trustees and volunteers within our network. We will also be launching YouthBorders News to keep our wider network and stakeholders updated about our organisational progress, achievements and updates.

Before you read any further in to this guide we wanted to remind you of our strategic ambitions for YouthBorders in 2021:

- **Collaboration and Partnerships:** a youth work sector which collaborates
- **Voice and Community:** a membership which is connected, empowered and represented
- **Workforce Development:** a membership which is supported, confident and competent

YouthBorders is your network and we look forward to working with you to improve the lives of young people through youth work – and collectively we can share and celebrate the message that Youth Work Changes Lives.



Contact and Connect

We love to hear from our members. You can contact us in a number of ways:

Phone **01896 808 968**

Email info@youthborders.org.uk

Our Staff Team

To contact a specific member of staff it is best to do this by email.



Susan Hunter (Chief Officer)
susan@youthborders.org.uk
07725 075 458



Ayliffe Rose (Membership Development Officer)
ayliffe@youthborders.org.uk



Jemma Laidlaw (Business Support Officer)
jemma@youthborders.org.uk
01896 808 968



Carly McAllan (Project Coordinator – Partnerships)
carly@youthborders.org.uk

Get Social

Please connect with us on our social media channels – we use these to keep you up to date with news, information, events and funding opportunities. Our social media is also a space for us to recognise and celebrate great youth work which is happening across the Scottish Borders.



facebook.com/YouthBorders



[@Youth.Borders](https://www.instagram.com/Youth.Borders)



[@YouthBorders](https://twitter.com/YouthBorders)

www.youthborders.org.uk

Feedback and Complaints

We welcome feedback from our network and partners, we use feedback to help us to develop and improve as an organisation. Feedback can be shared with our Chief Officer. We will also create regular opportunities for our network to tell us their views about our support and services. If you wish to make a complaint about YouthBorders this should be addressed to our Chairperson by email chair@youthborders.org.uk

Member Trustees

YouthBorders is a membership led and informed organisation. Our Members and Subscribers can make a nomination to stand as a Member Trustee of YouthBorders. A call for nominations is made in advance of our Annual General Meeting each year, however we welcome nominations from our network to apply to join our Board at any time. Trustees are asked to work to an agreed Code of Conduct and attend up to 10 board meetings each year. For more information please contact susan@youthborders.org.uk



Membership Development and Support

YouthBorders is informed by the needs of our network, and through our insights, experiences and emerging trends we offer support to our Members and Subscribers. New for 2021 is a proactive programme of policy support and youth work governance workshops. We continue to be available to respond to your needs particularly at times when things in your organisation are challenging or difficult. Please keep connected so that we can support you and your organisation.

YouthBorders Information Padlet

We have put together an online collection of useful information, resources and guidance to assist the YouthBorders network and their trustees or management committee to support Covid-19 recovery. Please take the time to have a look at the information available. This is an evolving document and will be updated as more information becomes available. Scan this QR code on your smart phone camera to access the Padlet or click the link below.



<https://bit.ly/2J8Bn4k>

Youth Work Policy and Governance Support

New! YouthBorders are delighted to be able to offer Policy Support and Youth Work Governance Workshops for 2021. This programme focuses on set topics and policy areas for every four months of the year. This focused work aims to direct our support so that organisations within our network can feel confident and prepared on these specific areas. We hope that it will assist your organisation to engage in regular review and update of youth work organisational policies.

The [Youth Work Governance Workshops](#) will offer up to date information on the chosen topics, advice, the space for reflective questioning and signposting in a group setting. These workshops are aimed at lead volunteers, managers and trustees or management committee members. We would encourage you to not rely on a single person from your organisation to engage with this programme so that the responsibility for these areas of policy and governance is shared.

Our Members can attend themed [Policy Support Sessions](#) throughout the year with our Membership Development Officer. You will receive support to develop, update and review the selected areas of policy, with an option to follow up 1:1 to think through the specific context of your organisation. This will include an online group session with our membership officer and the option of follow up 1:1 support. (*Please note we will not write a policy for you and you must commit time to policy development as this is a capacity building process*).

1:1 Membership Support Sessions

We can provide [1:1 Membership Support](#) sessions for YouthBorders Members to assist you to work through questions or challenges you are facing about the future of your youth work delivery and organisation. We are in a position to assist you with areas including: risk assessments, recruitment, volunteer or staff development, fundraising, evaluation, and strategy. This support is not time limited so please do get in touch whenever you need our support, advice or assistance. Support is confidential. This support will be provided by either Ayliffe or Susan.



Network Support Planner 2021

Policy Support and Governance Workshops for lead volunteers, managers, trustees or management committee members.

January – April 2021	May – August 2021	September – December 2021
Policy Support Session <ul style="list-style-type: none"> Child Protection Policies and Procedures Volunteer Recruitment and Induction 	Policy Support Session <ul style="list-style-type: none"> Health and Safety Policies and Procedures Risk Assessments 	Policy Support Session <ul style="list-style-type: none"> Equal Opportunities
Governance Workshops <ul style="list-style-type: none"> Developing and implementing policies in your youth organisation Trustee recruitment, board diversity and trustee inductions for youth organisations 	Governance Workshops <ul style="list-style-type: none"> Top tips for Fundraising The role of a youth organisation trustee 	Governance Workshops <ul style="list-style-type: none"> Developing the aims, vision and strategy of your organisation Gathering evidence for evaluation

The following Governance Workshops will take place 6pm – 8pm on Zoom

The **Youth Work Governance Workshops** will offer up to date information on the chosen topics, advice, the space for reflective questioning and signposting in a group setting. These workshops are aimed at lead volunteers, managers and trustees or management committee members. *Members and Subscribers only.*

Date	Governance Workshop
Thursday 11 th February 2021	Gov 1: Developing and implementing policies in your youth organisation
Tuesday 16 th March 2021	Gov 2: Trustee recruitment, board diversity and trustee inductions for youth organisations
Thursday 13 th May 2021	Gov 3: Top tips for Fundraising
Tuesday 15 th June 2021	Gov 4: The role of a youth organisation trustee
Tuesday 26 th October 2021	Gov 5: Developing the aims, vision and strategy of your organisation
Thursday 18 th November 2021	Gov 6: Gathering evidence for evaluation



The following Policy Support Session will take place 5.30pm-7pm on Zoom

The **Policy Support Sessions** will offer an overview and introduction to these policy areas and will provide you with high level suggestions for areas of inclusion in your organisational policy. The sessions can be followed up with 1:1 policy development support specific to your group. Participants should bring along their current policy to the session. *Members only.*

Date	Policy Support Session
Thursday 28 th January 2021	Pol 1: Child Protection Policies and Procedures; and Volunteer Recruitment and Induction
Thursday 22 nd April 2021	Pol 2: Health and Safety Policies and Procedures; and Risk Assessments
Thursday 9 th September 2021	Pol 3: Equal Opportunities

To book for any of the above sessions or workshops please visit:

<http://YouthBorders.eventbrite.com>



Networks, Partnership and Events

Youth and Families Specialist Network

YouthBorders convenes the Youth and Families Specialist Network – which brings together organisations who have specialist service provisions such as for young carers, mental health, trauma recovery, equalities, or employability; or where they use a particular approach to working such as befriending or mentoring. This network is a space for peer discussion and sharing of information. The network is a key opportunity to inform YouthBorders to support our role in strategic representation; and for YouthBorders to feedback or seek view on areas of strategic development such as child poverty, commissioning, or other regional or national priorities impacting the sector.

Scottish Borders Youth Work Partnership and Youth Work Managers Group

YouthBorders is one of eight partners in the Scottish Borders Youth Work Partnership. The Partnership was established over 10 years ago and brings together the seven locality community-based youth work organisations in the Scottish Borders. This Partnership meets as a Strategic Group (manager and trustee of each partner) twice each year; and the Youth Work Managers Group currently meets fortnightly for operational purposes and peer support.

Dates for meetings of the above networks are sent by email. For further information about our Networks and Partnership please contact Susan Hunter, susan@youthborders.org.uk

Focused Mailing Lists

In addition to ‘real’ networks – we also have three ‘virtual’ networks which are mailing groups that we contact with targeted information.

- **Workforce Practitioners Forum** – for youth work practitioners who are interested in training, youth work resources, opportunities for professional development and opportunities for young people
- **Wee Groups** – for small and volunteer led groups in our network to receive tailored information and support from our Membership Officer
- **Public Protection Digest** – for managers and child protection officers to receive updates related to child and adult protection and violence against women and girls.

If you aren't already a member of these Focused Mailing Lists but would like to be, please email info@youthborders.org.uk

Events

YouthBorders All Network Event and YouthBorders Annual General Meeting – Thursday 23rd September 2021



Workforce Development and Training

YouthBorders is a network of more than 40 youth organisations in the Scottish Borders. Our network reaches nearly 5000 young people (8-25 years) through their involvement with youth groups and organisations. To support our network to improve young people's lives through youth work, YouthBorders offer our network workforce access to high quality training, learning, and development opportunities. Our membership census tells us that there are 499 volunteers and 201 paid staff in our network, we ask you to make sure that your staff team and volunteers are aware of the training opportunities that they can access via YouthBorders.

In 2021, for the first time, we have published an annual Training Planner – we hope that this will help you to identify training opportunities for yourself and your team. This is our starting point and we encourage you to continue to check our e-bulletin, social media, and Eventbrite pages for any additional training opportunities. Equally if you have a need that is not met from the current offer we would love to hear from you to inform our future plans.

Cost

We are hugely appreciative of partnership with Youth Scotland – and YouthBorders and Youth Scotland joint members can access training at no additional cost to your annual membership fee.

We have secured investment from NHS Borders for our Training Programme for 2021 and this has enabled us to add new content and where possible this will be free for our network or offered at a subsidised cost. We are appreciative of their continued support to our workforce development.

Our training offer is prioritised for Members and Subscribers. Non-members will be charged to attend all training.

Cost of each training opportunity is detailed in the Eventbrite listing. Please also see our booking and cancellations policy contained within this pack.

All training related enquiries should be sent to info@youthborders.org.uk

Specialised and further training

We are fortunate that in the Scottish Borders we have strong partnership relationships and opportunities for multi-agency learning and development. YouthBorders will continue to signpost and promote opportunities to our network from the following forums:

- Youth Scotland National Training Programme
- Scottish Borders Alcohol and Drugs Partnership
- Scottish Borders Public Protection Training
- Joint Health Improvement Team Training
- Youth Awards in partnership with SBC CLD Service and Youth Scotland

Youth Work SVQ

Borders College are approved to provide the Youth Work SVQ at SCQF Levels 5 and 6. This is workplace based learning with regular visits from an assessor with personalised guidance and support. For further information email bdu@borderscollege.ac.uk



Training Planner 2021

January – April 2021	May – August 2021	September – December 2021
<ul style="list-style-type: none"> • Emergency First Aid at Work • Child Protection Awareness Raising • Social Media Surgery • Children's Rights for Managers and Decision Makers • Scotland's Youth Work Outcomes and Youth Work Skills Framework • No Excuses! (SBRCC) 	<ul style="list-style-type: none"> • Child Protection Officers Training • Outdoor Youth Work • Mindfulness – self-care for Youth Workers and Managers • Children's Rights for Youth Workers • Sexual Health • Health and Safety for Managers and Senior Youth Workers • Grief, Loss and Bereavement • Autism and inclusive youth work 	<ul style="list-style-type: none"> • Child Protection Awareness Raising • Mental Health and Emotional Wellbeing • Emergency First Aid at Work • Session Planning, Review and Evaluation • Communicating your impact • Understanding and Managing Behaviour that Challenges • Trusted Adults • STEM Toolkit Training/Hi-5 Awards

For dates and to book please visit: <http://YouthBorders.eventbrite.com>



Protection of Vulnerable Groups Support Service

The PVG membership scheme, managed and delivered by Disclosure Scotland, is key to the protection of children and young people within the youth work setting. The scheme ensures that those unsuitable to work with children and/or protected adults, can't take part in 'regulated work' with these vulnerable groups.

YouthBorders has a PVG Support Service in partnership with Volunteer Scotland, to assist groups in our network with the administration of PVG Membership and Updates.

Key Facts about the PVG Scheme

- The scheme is for people who work directly with or for children and/or protected adults, for example, volunteer youth workers, members of staff or board members of organisations working directly with children and/or protected adults.
- When someone joins the PVG scheme they become a scheme member. Membership can be carried from role to role within the organisation, or externally to another organisation, however a Scheme Record Update is required when a change of role or organisation is made. Members must inform Disclosure Scotland of any changes to their role.
- The PVG scheme is linked to lists of people barred from working with children and/or protected adults. If a person's eligibility to work with children or protected adults' changes, all registered organisations that they work for will be informed by Disclosure Scotland within 24 hours.
- YouthBorders recommends that Scheme Record Updates are completed every 3 years for existing staff and volunteers, who are existing PVG members.

Application process for YouthBorders member organisations

YouthBorders works in partnership with Volunteer Scotland to provide our member organisations access to the PVG scheme and are here to help and guide you through the application process. PVG Membership is free for volunteers, but Disclosure Scotland do charge for paid members of staff.

Please note: YouthBorders provide the administration of your PVG application for free for YouthBorders Members and for a small fee for YouthBorders Subscribers.

When your organisation joins the YouthBorders PVG Support Service, we will ask you to identify a named PVG person from within your organisation. This must be someone agreed by your board and / or management group and is usually your Chairperson, Child Protection Officer, or Lead Youth Worker. Your named contact is then responsible for liaising with us regarding PVG applications and will be asked to sign a contract with YouthBorders and Volunteer Scotland, to ensure that all the requirements of the role are met. It is your responsibility to keep us informed of any changes including change of PVG person, change of email, address, phone numbers etc.

We will send you out a supply of self-declaration forms which should be completed by applicants before filling in an actual scheme membership application form. When completed and returned to YouthBorders, we will retain these until the PVG certificate is received, at which point they are securely destroyed. This ensures that the correct form is completed, and allows the applicant to start working in the role (under supervision) while their PVG membership application is being processed.



Applications to join the PVG scheme and Scheme Updates require us to carry out a formal identity check. **These checks currently take place online via Microsoft Teams or Zoom and will be by appointment only** (please email info@youthborders.org.uk to request an appointment). If your organisation has a number of applications to complete at one time, for example a new volunteer group, we can arrange to come to you to do the necessary checks, subject to Covid-19 restrictions.

Once processed, PVG certificates are sent directly to applicants usually within three weeks (longer during busy periods). A copy of each certificate also comes directly to YouthBorders which we record the PVG certificate number and date we received it on our tracker. We then report back to your named person when we receive a PVG certificate. A copy of this tracker can be obtained from a member of the team.

All PVG scheme members are legally obligated to update Disclosure Scotland if their situation changes, this notification should be made within three months. Member organisations who sign up to the YouthBorders PVG Support Service must keep us informed of any changes to staff, volunteers, or to the organisation.

Membership of the PVG scheme lasts for life, unless you choose to leave the scheme, however in terms of best practice we recommend that Scheme Records are updated every three years to ensure that circumstances have not changed.

If you have any questions regarding the PVG scheme, please contact Jemma Laidlaw via email jemma@youthborders.org.uk

COVID-19 and PVG Applications

There are some changes to the process for PVG Applications and Scheme Updates due to home working arrangements for YouthBorders, Volunteer Scotland and Disclosure Scotland.

- The application form you receive will be electronic
- ID checks can take place using Teams or Zoom (by appointment)
- Payment will be made by the named person through an online payment portal for employees who are in a paid position.

Quick Guide for applicants

Step 1	- Contact your organisation's named person, or YouthBorders direct, for a self-declaration form. Return your completed form to YouthBorders.
Step 2	- YouthBorders will send you the relevant PVG application form. Complete this form and store securely.
Step 3	- Contact YouthBorders to arrange an ID check meeting. We will arrange a suitable time for you to complete this online via Teams or Zoom.
Step 4	- Provide three forms of ID along with your completed PVG application form to your ID check meeting: <ul style="list-style-type: none"> - 1 x with photo - 1 x address - 1 x date of birth
Step 5	- Wait for confirmation from Volunteer Scotland that the process has been successful. This can take up to three weeks (longer during busy periods).
Step 6	- Your PVG certificate will be sent direct to your home address. Keep this copy for your records. YouthBorders will receive a copy of your certificate and will inform your named person when it arrives. We will store the PVG certificate number securely on behalf of your organisation.



Important Info: Events and Training Booking, Payment and Cancellation Policy

Registration and Booking

Event (workshop or training) registration should be made using the YouthBorders Eventbrite. Please include names and contact information for each person that you are booking the place for. We will no longer accept group booking which do not include specific names for the places booked.

Once you have registered on Eventbrite you will receive confirmation of your place from Jemma Laidlaw. Your place is not confirmed until you receive this email. This will enable us to review your registration and to ensure that you are eligible for the event and we can request payment if required. This confirmation and subsequent emails associated with the event you have registered for will provide you with joining instructions and any pre-event requirements.

Payment

YouthBorders Members (joint with Youth Scotland) can access Youth Scotland training for free (unless it is a chargeable course which is common for accredited learning opportunities in which case the costs is included in the specific event promotion/booking)

YouthBorders Subscribers will be required to pay £30 for attending training which is delivered by Youth Scotland.

YouthBorders Subscribers have three free places per year for non-Youth Scotland events in our training programme, they will be chargeable at £15 per person per opportunity thereafter.

Some courses have a subsidised cost for Members due to the significant cost we have to incur to offer this opportunity, such as First Aid. Details of any charges for courses are included in the Eventbrite listing.

Payment will be requested by invoice and should be paid promptly, and where possible in advance of the training date.

Cancellation

If you need to cancel your place at any YouthBorders event (workshop or training), please let us know as soon as possible as there may be a waiting list. No cost will be incurred for all cancellations up to 24 hours before the event, any cancellations made after this will be subject to a £15 cancellation fee, including for free events. We may waive the cancellation fee if the cancelled place can be allocated to someone on the waiting list.

Non-attendance at any chargeable events will not be refunded unless 24 hours' notice has been given.



Acknowledgements

YouthBorders would like to thank our funders Gannochy Trust, Scottish Borders Council and NHS Borders for their financial investment which enables us to provide membership development support and workforce development and training.

YouthBorders would like to thank our partners at Youth Scotland for their continued support and contribution to the delivery of our workforce developing and training offer to our joint members.



YouthBorders is a Company Ltd by Guarantee with Charitable Status: SC313338. Scottish Charity Number: SC037680. **Address:** Langlee Complex, Marigold Drive, Galashiels, TD1 2LP. **Phone:** 01896 808968 **Email:** info@youthborders.org.uk
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