

[REDACTED]

From: [REDACTED]
Sent: 20 March 2013 13:57
To: [REDACTED]
Subject: RE: Age Profile

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 20 March 2013 12:31
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Age Profile

[REDACTED]

It has been agreed to accommodate the over 19's until the end of year (may/June).

Recruitment in September will only be for people who are below the age of 19.

We will talk further at Support and supervision on Friday

Thanks

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 19 March 2013 11:11
To: [REDACTED]
Subject: Age Profile

[REDACTED]

Attached is the age profile breakdown you requested.

Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ballymagee Youth Centre

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 16 October 2013 13:05
To: [REDACTED]
Cc: [REDACTED]
Subject: SEN Group (Thurs) - Parent letter

[REDACTED]

I have left parent letters in your tray at Conlig. As requested by [REDACTED] these letters have to be hand delivered to all parents on Thursday evening. A name list would need to be completed and ticked beside each parent receiving their letter and forwarded to [REDACTED] in order for the others to be posted out.

Hope all is going well and if I don't see you by the end of the week have a good weekend!

Regards

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 17 September 2013 15:42
To: [REDACTED]
Cc: [REDACTED]
Subject: Inclusion - Ballymagee

[REDACTED]

Further to recent conversations (re: Inclusion) – I have been asked if [REDACTED] can be assigned to Co-work with [REDACTED] in Ballymagee YC's Thursday evening project in the medium/long term in order to:

- Provide support to [REDACTED] in the 'junior' section of the Thursday club
- To develop, with [REDACTED] support, a 'senior' section to the Thursday club
- To review current programme options
 - To develop and implement innovations
- To support the identification and training of key staff/volunteers

I have indicated to [REDACTED] that I would be supportive of this proposal.

I have also indicated that, as this is a sensitive area and one in which [REDACTED] [REDACTED] I would be more than happy to provide additional, ongoing advice and support.

[REDACTED]

[REDACTED]

[REDACTED]

SEELB Inclusion Unit

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 08 October 2013 15:12
To: [REDACTED]
Cc: [REDACTED]
Subject: Clifton

[REDACTED]
[REDACTED]

I have spoken to [REDACTED] Clifton and have organised to meeting the classroom assistants tomorrow at 3.30pm to brief them.

[REDACTED] has confirmed the meeting I have had with [REDACTED] March and again reiterated her support for the decision

Can we meet at North Down to go across to Clifton together and formulate the parents letter.

Thanks


[REDACTED]


Appendix 7



Moderation Report

PART A Visit Preparation (SEELB Visiting Officer)

1	Name of Unit	Ballymagee Youth Centre	
2	Visiting Officer		
3	Proposed Date/Time	Thursday 11 th April 2013	7pm - 9.30pm
4	Area of Enquiry	<p>Quality Assurance re One Year Action Plan 2013 – 14</p> <p>Key Areas:</p> <ul style="list-style-type: none">• Inclusion Development• Senior Provision offered against targets• Integration within other Ballymagee Provision• Evidence Base	
Potential Indicators			
<ul style="list-style-type: none">• Observations regarding levels of engagement• Talking to staff/young people• Numbers of participating young people• Staff briefing/debriefing by YSW In Charge• Evidence available re session plans, evaluations, etc• Observation of programme and its suitability to participants			
Evidence to be gathered			



- Numbers/age groups in line with agreed targets
- Records of evidence base re completion of session plans/evaluations etc to measure quality of planning/delivery/measurement of progress
- Programme delivered



PART B Visit Moderation

Staff Present ; Full Time: M ☒ F ☒ Part Time Paid: M ☒ F ☒ Vol: M ☒ F ☒

1 Student

1 Crossroads Care Staff Member

Attendances; M ___ F ___ Age Range: 13-25 years Moderator Present; From 7.10pm – 9.45pm

Leadership and Management:

(Strategic leadership, action to promote improvement, staffing, value for money)

- The YSWIC managed the session well, with volunteers having delegated duties which were clarified during the briefing session and recorded on the nightly session plan
- The YSWIC displayed a good awareness of how the session was progressing and at times adapted the programme to suit needs
- During staff de-briefing the YSWIC engaged all volunteers in constructive and positive discussion. Targets for the session were discussed /reviewed and key points noted for follow up.

The Quality of Provision for Learning:

(Quality of planning, practice, assessment, curriculum, external links, pastoral care and ethos, child protection and equality of opportunity)

- Excellent co-operation and support between YSWIC, Clifton staff, Positive Futures and Crossroads
- Shared knowledge regarding specific needs of members ensured positive interventions were made as required
- Good provision for learning was evident through how well the range of program options responded to the varying capabilities of individual young people

[Redacted signature]

Achievements and Standards:

(Targets, personal development and social development)

Targets will continue to be set for this program but need to remain flexible to accommodate the specialist nature of the provision and its members.

Measuring progress in relation to personal and social development is key here, particularly in relation to ensuring equity for members in terms of adopting leadership or trainee leadership roles.

PART C**Review of Visit****Review of Visit and Evidence Gathered :**

(Discussion to feedback on observations)

- Positive visit with staff and young people interacting well and high levels of participation evident. Age groups in line with agreed targets although numbers below those specified for F/T centres.
- Programme delivered received positive feedback from young people (during each of the 2 group work sessions) and staff (during de-briefing). Content matched targets in Action Plan in terms of consultation and was appropriately pitched to meet needs of young people participating.
- Evidence completed as appropriate and available on file

Response to Issues Highlighted :

(Agreed action/issues to be addressed)



- The programme focuses solely on those young people with special needs, rather than the previously agreed 'inclusive' provision, which aimed at bringing young people with and without special needs together. Although this is a move away from previous objectives, it appears to be a positive progression through being needs driven, with parents and young people indicating they feel much more comfortable in this type of environment. On the other hand, there is no opportunity to develop the themes of "accepting difference, diversity, inclusion" etc for all young people. Further discussion and review will be required in relation to taking this programme forward.
- Numbers continue to be an issue and need further development if targets are to be achieved.

Signed: _____ Youth Worker in Charge

Signed: _____ Visiting Officer

Dated: __15 / 04 / 13_____

Copy to:

Area Youth Officer

Youth Worker in Charge

Management Committee

[REDACTED]
From:

Sent:

[REDACTED]
19 March 2013 11:11

To:

Subject:

[REDACTED]
Age Profile

Attachments:

Current Age Profile for young people attending Ballymagee Youth Centre through Partnerships with Positive Futures and Clifton Special School.doc

[REDACTED]
Attached is the age profile breakdown you requested.

Regards

[REDACTED]
[REDACTED]
[REDACTED]
Ballymagee Youth Centre
[REDACTED]
[REDACTED]
[REDACTED]

Current Age Profile for young people attending Ballymagee Youth Centre through Partnerships with Positive Futures and Clifton Special School.

AGE	MALE	AGE	FEMALE
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18	7	18	
19		19	
20		20	
21		21	
22		22	
23		23	
24		24	
25		25	
26		26	
27		27	
28		28	

Up to the Clifton catchments age of 19 yrs old we have 25 Male & 11 Female. Above the age of 19 yrs old we have 7 Male (6 of which have completed their OCN and would like to volunteer) & 7 Female.

Numbers removed to protect the identity of individuals

~~_____~~

Youth Section SEELB
 Record of Supervision/Support

Name

Date: Tuesday 10th September 2013

Extracted from Supervision
notes 10/9/15

Agenda:

- # 12up club
- # Staffing
- # Programmes Margy will deliver Sept - Dec
- # PR and recruitment

Item	Discussion	Action
12 up club.	The 12 up club is currently undergoing a review which will affect the age ranges of those who participate within the programme. The [redacted] for safe guarding has stated that the age range for the Thursday session should cater for those young people 19 years and under. [redacted] has forwarded a list of concerns from parents in relation to this to [redacted]. [redacted] informed [redacted] that he had discussed the concerns with the [redacted] and forwarded all the information to [redacted]. [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]	[redacted] will discuss the 12up programme with the [redacted] and agree a way forward. [redacted] will be informed of any developments in relation to this. [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]

ONE YEAR ACTION PLAN 2013 – 2014

Please refer to the Guidance Notes when completing the One Year Action Plan, which must relate to the SEELB Area Plan and the Unit Needs Assessment

PRIORITY 1 - RAISING STANDARDS FOR ALL

Area for Action	Objectives /Targets	Expected Outcomes	Success Indicators (How do you know this will be successful?)	Curriculum Resource Requests from SEELB Sponsorship	Progress
Senior Youth Provision	<p>To deliver purposeful and educational needs led programmes. This will include</p> <ul style="list-style-type: none"> Global Awareness Prog - Exploring the diversity of culture & law Music Prog – Development of House Band. Issue Based Drama – Using Drama as a medium to explore Bullying, Friendship & Values. 	<p>Increased knowledge and understanding of difference.</p> <p>Increased and developed skill in areas of communication and creativity.</p> <p>For young people to feel valued whilst participating in the Senior Youth Provision.</p>	<p>Levels of Participation</p> <p>Young People sharing their gained knowledge and understanding with peers</p> <p>No. of competent public performances by House Band</p> <p>No. of young people remaining at Ballymagee and participating in further programmes.</p>	<p>Staffing (Youth Work & Auxillary)</p> <p>CRED Funding</p> <p>Venue Maintenance – Ballymagee YC</p>	
Intermediate Youth Provision	<p>To deliver purposeful and educational needs led programmes. This will include</p> <ul style="list-style-type: none"> Young Adult Development Prog – to 	<p>Increased skill base in communication.</p> <p>Young people to have established and understood components of a healthy</p>	<p>Levels of Participation</p> <p>Young People sharing their gained knowledge and understanding with peers</p>	<p>Staffing (Youth Work & Auxillary)</p> <p>Curriculum Prog Funding</p>	

	<p>support transition.</p> <ul style="list-style-type: none"> • Healthy Relationships Prog – Peers, Parents and Adults. • Sports Coaching – Introducing new sports. 	relationship. Young people to be aware of their own health and well-being.	No. of young people to complete Sports coaching endorsement. No. of young people remaining at Ballymagee and participating in further programmes.	Venue Maintenance – Ballymagee YC	
Junior Youth Provision	<p>To deliver purposeful and educational needs led programmes. This will include</p> <ul style="list-style-type: none"> • Gender Progs – to explore identity. • Peer Group Progs – to allow age appropriate group work processes to be established. • Sports Prog (including Dance) – Sport and recreation is an effective vehicle to develop appropriate relationships and encourage confidence. • Themed Art & Craft – to develop skills and promote confidence, creativity and ownership. 	<p>Increased skill base in communication. Confident to speak in front of others.</p> <p>Young people to have established and understood components of group work and teamwork</p> <p>Raised self-esteem through creative expression.</p>	<p>Levels of Participation</p> <p>Young People sharing their gained knowledge and understanding with peers</p> <p>No. of young people to complete group progs.</p> <p>No. of young people remaining at Ballymagee and participating in further programmes.</p>	<p>Staffing (Youth Work & Auxillary)</p> <p>Specialist staffing – Art, Dance & Sport</p> <p>Curriculum Prog Funding</p> <p>Venue Maintenance – Ballymagee YC</p>	
12 Up Club	To deliver purposeful and	Young people to be aware	Levels of Participation	Staffing (Youth	

	educational needs led programmes. This will include Independent life skills for young people 19-25yrs Leadership Training/Advocacy Creative Dance & Drama Friendship Peer Support Pack-How to speak to someone with learning difficulties	of their own health and well-being. Young people will feel safe and nurtured in a stimulating environment Leadership potential will be identified and encouraged Young people will feel empowered.	Young People sharing their gained knowledge and understanding with peers No. of young people to complete leadership training. No. of young people remaining at Ballymagee and participating in further programmes.	Work & Auxiliary) Specialist staffing – Dance & Drama Curriculum Prog Funding Venue Maintenance – Ballymagee YC	
Active Zone – After School Provision	To maintain a controlled membership of this group which is split into Key Stage 1 and Key Stage 2. To deliver a Personal Social Development Programme that explores the themes of – Friendship Responsibility Sharing Social Skills Identity Throughout the programme and the themes, skill, creativity, imagination and positive attitude will all be encouraged and celebrated.	Communication skills in active listening and speaking in front of others. An understanding of responsibility. Sense of enjoyment.	Levels of participation Level of contribution to evaluation and planning No. of young people remaining and applying for future terms. Feedback from parents and teachers.	Staffing (Youth Work) Curriculum Prog Funding Venue Maintenance – Ballymagee YC	

ONE YEAR ACTION PLAN2013 – 2014

PRIORITY 2 - CLOSING THE GAP, INCREASING ACCESS AND EQUITY

Area for Action	Objectives /Targets	Expected Outcomes	Success Indicators (How do you know this will be successful?)	Curriculum Resource Request from SEELB Sponsorship	Progress
Participation	To establish a progressive means for young people to foster ownership and a sense of belonging.	Sustained membership Young people feeling empowered and valued. Leadership progression	Levels of participation Range of programmes young people involved in and completing	Staffing (Youth Work & Auxillary) Curriculum Prog Funding	
Disability Inclusion	To raise awareness and promote an inclusive environment. To increase the mixed ability of the 12 Up Club.	Shared and experiential learning. Shared resources and non duplication of services Young people having a safe stimulating environment to participate in youth work based activities.	Sustained and increased membership Development and delivery of an inclusive Summer Provision in 2013	Venue Maintenance – Ballymagee YC Staffing (Youth Work & Auxillary) Curriculum Prog and CRED Funding	
Summer Provision	To develop the partnership with Positive Futures and identify Summer Provision opportunities. Deliver a needs led 4 week Summer Prog.	An opportunity to intensify the on-going programmes through daytime and evening provision and	Levels of participation No. of registered and attended members	Venue Maintenance – Ballymagee YC Staffing (Youth Work & Auxillary)	

		longer opening hours. Increased social and life skills for young people. Diverging young people from risk taking behaviours	Variety of the programme Feedback from young people, parents and community stakeholders	Curriculum Prog and CRED Funding Venue Maintenance – Ballymagee YC	
Schools Work	Deliver New Beginnings Prog. Deliver Buddy Training Prog	Increased support for young people in transitions. Raised awareness and anti-bullying promotion.	Levels of participation No.s of young people to complete progs Feedback from young people, parents and teachers	Venue Maintenance – Ballymagee YC	
Celebrating Achievement	To create and develop a 'Star Board' that recognises and celebrates the contribution of young people. To host an annual Celebration of Achievement evening.	A sense of achievement and recognition. Celebration of talent, skill, knowledge and attitude as well as commitment and participation.	Feedback from young people and parents. No of young people to perform and receive awards at the evening.	Staffing (Youth Work & Auxillary) Curriculum Prog Funding Venue Maintenance – Ballymagee YC	

ONE YEAR ACTION PLAN 2013 – 2014

PRIORITY 3 –DEVELOPING THE EDUCATION WORKFORCE

PRIORITY 3 –DEVELOPING THE EDUCATION WORKFORCE					
Area for Action	Objectives /Targets	Expected Outcomes	Success Indicators (How do you know this will be successful?)	Curriculum Resource Request from SEELB Sponsorship	Progress
Staff Development & Training	To inform staff and volunteers of SEELB training opportunities	An informed, motivated and supported staff team.	No.s of staff to complete training	Staff recruitment	
	To encourage staff to apply for appropriate training opportunities	Quality of service for young people. Staff will have skills, knowledge and understanding on youth work methodologies, policy and practice.	Development and delivery of programmes and interventions Retained staff team	Training Programme	
	To support staff who are successful at gaining a place on training progs.				
Policy and Procedures	Disability Awareness – to enable staff to deliver youth work programmes for young people with disabilities.				
	Ensure effective setting of boundaries, expectations and safe guarding.	Awareness and understanding of role and responsibility Follow policy and procedures effectively Safe environment for staff	Completed induction process Any issues or concerns reported through agreed procedures All staff completed Child Protection Training	Staff recruitment Training Prog	

		and young people to engage in youth work	Designated and Deputy Designated workers in place.		
		Clear guidelines and frameworks for dealing with issues and concerns			
		Clear code of conduct for staff and young people			
Volunteer Recruitment	To maintain and increase volunteers numbers to support the delivery of youth work.	Opportunity to increase and extend provision.	No. volunteers maintained or recruited	Training Progs	
	To encourage and develop youth leadership progression with young people.	Capacity build within the community	No. volunteers moved into paid positions		
		Enthusied and motivated workforce	No. young people to apply for volunteering		

ONE YEAR ACTION PLAN 2013 – 2014

PRIORITY 4 - IMPROVING THE LEARNING ENVIRONMENT

Area for Action	Objectives /Targets	Expected Outcomes	Success Indicators (How do you know this will be successful?)	Curriculum Resource Request from SEELB Sponsorship	Progress
Estate and Facility Management	To ensure safe and well maintained facilities for young people.	Safe and stimulating learning environment for young people. Increased life span of facilities and buildings Facilities fit for purpose.	Health & Safety inspections Completed Risk Assessments Maintenance completed, monitored and maintained.	Staff (Youth work & Auxiliary) Rates, electricity, water and heating.	
Finance and Resources	Adhere to SEELB financial procedures regarding the recording and lodgement of money. Fundraise through appropriate applications and in house. Ensure value for money.	Financial procedures adhered to. Increased resources. Effective monitoring of spend. Value for money for young people	Full completion of YS21 Lodgement and cheque books kept up 2 date Financial Ledger completed and monitored	Staff (Youth work & Auxiliary)	

UNIT ONE YEAR ACTION PLAN 2013 – 2014

PRIORITY 5 - TRANSFORMING THE GOVERNANCE AND MANAGEMENT OF EDUCATION

Area for Action	Objectives /Targets	Expected Outcomes	Success Indicators (How do you know this will be successful?)	Curriculum Resource Request from SEELB Sponsorship	Progress
Ballymagee Youth Forum	Development of a participative structure. To allow young people the opportunity an input at a local level as well as an area level.	Motivated young people within their unit, community and wider area. An attitude of civic responsibility nurtured. Active participation increased with effective youth led projects.	No of youth forums meetings No of youth led projects/events Young people representing Ballymagee at an area and wider level.	Staff (Youth work & Auxiliary)	
Advisory Committee	To support the development of youth provision.	Effective communication with the local community and key stakeholders. An understanding of what is being offered and delivered at Ballymagee Youth Centre.	Completed needs assessment. No of meetings. Level of engagement and roles and responsibilities of the committee members agreed.	Staff (Youth work & Auxiliary)	
Partnership Working	Develop current partnerships with Ballymagee Primary	A transparent process to identify need. Shared resources, knowledge and experience to promote	Number of initiatives created and the no. of young people this involves.	Staffing (Youth Work & Auxiliary)	

	School, Clifton Special School and Positive Futures.	and enhance the delivery of youth work for young people.	No of meetings or methods of communication.	Curriculum Prog Funding	
	Establish contact with Kilmaine Primary School.	To raise promotion of Ballymagee Youth Centre.	Shared opportunities and gained funding, either financial or in kind.	Venue Maintenance – Ballymagee YC	
	Re-establish links with Cedar and St Comgalls Youth Parish.	Shared learning and development opportunities.			

BALLYMAGEE YOUTH CENTRE Eii INSPECTION REPORT - FOLLOW UP ACTION PLAN
NOVEMBER 2013-MARCH 2014

Area for Improvement	Objective	Action	Who and When	Outcomes	Evaluation/Progress
The centre staff and management to prioritise the objectives in the annual action plan, including the need to increase the senior membership;	To prioritise the objectives in the annual action plan to help youth work staff and managers ensure that key objectives for the unit are achieved By December 2013	Review objectives for 2013-2014	Centre Staff and SYW3 By Dec 2013	Annual Action Plan amended to meet priority objectives	
		Prioritise objectives to be achieved up to March 2014	Centre Staff and SYW3 By Dec 2013	Key priorities identified	
		Ongoing review of key objectives	Centre Staff and SYW3 By March 2014	Staff briefed on revised priorities	
				Curriculum programmes agreed to meet priority objectives	
				Staff supported to understand and deliver on agreed objectives	
				Increased number of senior members by 20%	

	Prioritised objectives in annual action plan 2014-2015	Complete one year action plan 2014-2015 with prioritised objectives	SYW 3 & Leader in Charge By Feb 2014	Annual action plan with priorities identified	
		Ongoing review of key objectives	SYW 3 & Leader in Charge Quarterly	Ongoing monitoring of key objectives and targets achieved	
Increase senior membership	To increase the Senior membership age 14+ by 40%	Recruitment strategy developed and in place by Feb 2014 Monitoring of membership and attendances Quarterly Development of age appropriate curriculum programmes to meet the needs of young people age 14+ By March 2014	SYW 3 & Leader in Charge SYW 3 & Leader in Charge Leader in Charge	Strategy in place to target young people age 14+ Increased awareness of youth provision within Ballymagee YC Increased attendances by Senior Members Delivery of engagement programme for young people age 14+	

Area for Improvement	Objective	Action	Who and When	Outcomes	Evaluation/Progress
More effective provision to meet the wide range of ability and needs of the young people	Delivery of youth provision which meets the wide range of members needs	Baseline and detailed assessment of the needs of individual young people By March 2014 Assessment of the needs of groups of young people By March 2014 Development Plans in place for specific young people with additional needs April 2014	SYW 3 & Leader in Charge SYW 3 & Leader in Charge SYW 3 & Leader in Charge	Individual needs of young people will be identified Group needs will be identified Development plans in place for specific young people to support their personal and social development within the unit	