

# The Kent Community Toolkit for Resilience and Emotional Wellbeing – Guidance



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## Introduction

Welcome to the Kent Community Toolkit for Resilience and Emotional Wellbeing. This Toolkit will guide you through the process of celebrating your community organisation's good practice and what you are already doing well to support resilience and wellbeing. It will also help you put actions in place to develop this even further. At the end of the process, you can apply for the Kent Community Award for Resilience and Emotional Wellbeing to recognise all your hard work.

This Toolkit was developed by HeadStart Kent – find out more about the HeadStart programme [here](#).



This Community Toolkit will take you through the process of assessing your community organisation using eight whole setting approach principles:

1. Leadership and Management
2. Activities and Learning Opportunities
3. Young People's Voice
4. Staff Development and Wellbeing
5. Monitoring Need and Impact
6. Working with Parents and Carers
7. Targeted Support and Appropriate Referral
8. Ethos and Environment.

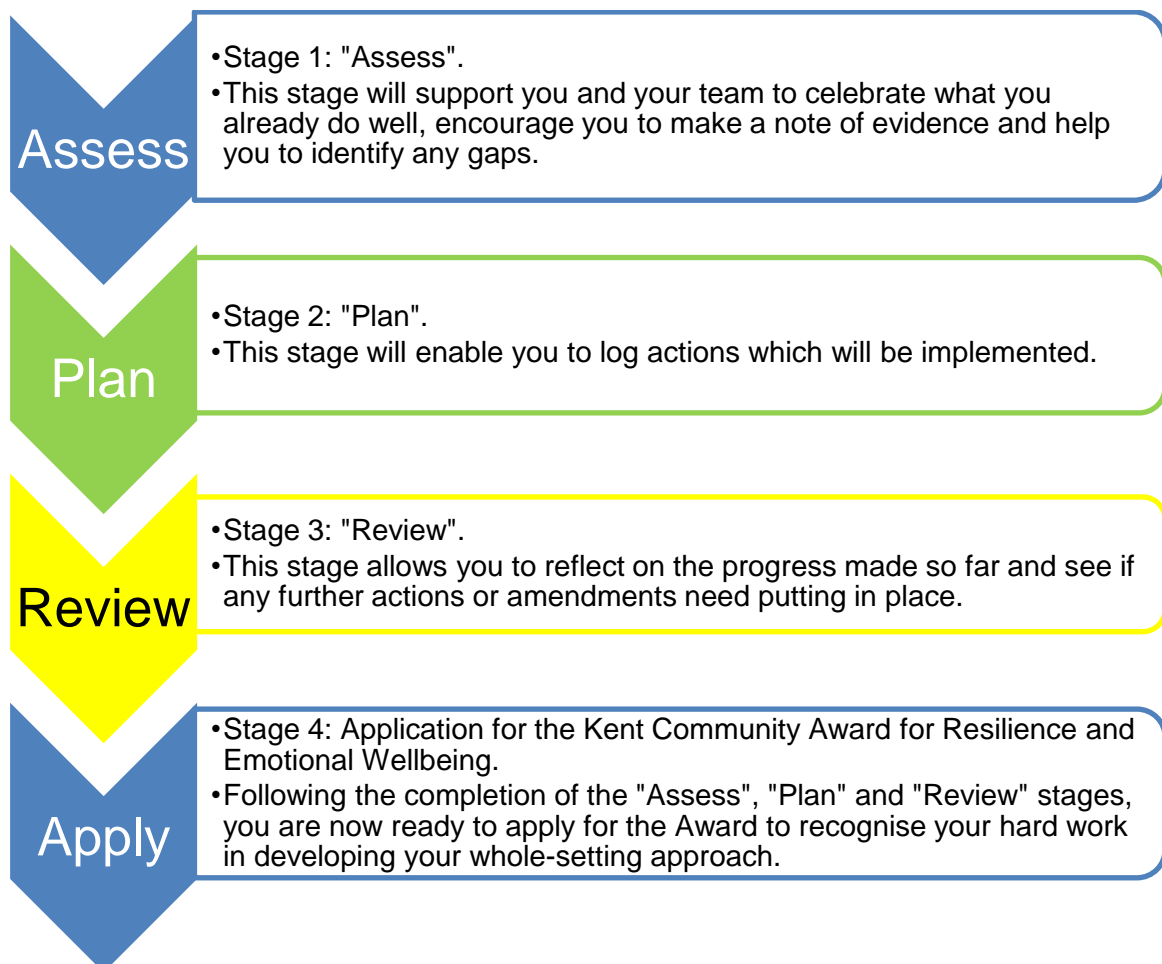
These principles have been adapted from the Public Health England paper [“Promoting children and young people's emotional health and wellbeing: a whole school and college approach”](#) (2015).



# Toolkit Stages

Working through all stages of this Toolkit can take between 3 and 12 months, but this can vary depending on individual organisations. The Toolkit is designed to be completed by a team so that ideas can be shared, and actions allocated amongst the team.

HeadStart has developed a [Community Resilience and Emotional Wellbeing Record](#) to guide you through the stages of this Toolkit. The Record is designed to provide you with some key questions which need addressing whilst working through the Toolkit. However, please feel free to be creative when working through each Toolkit stage and ensure young people are involved wherever possible. Ultimately, the Community Toolkit and Award application should demonstrate the quality of your community provision and whole setting approach to wellbeing. There are useful resources to help you on the [Kent Resilience Hub website](#).



## Stage 1: “Assess”



This is the stage where you will self-assess your community organisation’s approach to resilience and wellbeing. Your team will come together to consider what you already do well, where the evidence is found, and what the gaps are.

Within the Community Resilience and Emotional Wellbeing Record, focus on the blue “Assess” buttons as you work through each of the eight whole setting approach principles. There are suggested examples of evidence to help you.

### 1. Leadership and Management

**Aim / Outcome:** Our community setting has staff members who lead on promoting resilience and emotional wellbeing.

Can you say “our community setting...”

Has an identified lead staff member who supports and champions resilience, wellbeing and social and emotional skills for young people and the wider community.

Examples of evidence

Has a lead Trustee (or similar role) who is knowledgeable and champions resilience, wellbeing and social and emotional skills for young people in all aspects of the community setting.

Examples of evidence

Places the development of resilience, wellbeing and social and emotional skills for young people high on the agenda. This work is closely monitored and reviewed to ensure we are successful in our approach.

Examples of evidence



1.1 Assess

1.2 Plan

1.3 Outcome & Review



You should make notes within the “Assess” pop-up (this can be bullet point notes and a list of any supporting evidence):

Principle 1. Leadership and Management

**Our organisation has staff members who lead on promoting resilience and wellbeing.**

Assessment

**Assess: this works in practice by...**

**Assess: the gaps we have found are...**

You can refer to the key questions and examples of evidence to help you by clicking on the buttons for a reminder:

Assessment Questions	Evidence Examples
Lead Staff Member	Evidence
Lead Trustee	Evidence
Resilience High on Agenda	Evidence

These notes in the “Assess” stage will be carried over into the “Plan” stage.

**\*Top Tip\*** Please save your Resilience and Emotional Wellbeing Record as you go as you will use this document at every stage.





## Stage 2: “Plan”



Using your discussions and findings from the “Assess” stage, you are now ready to plan actions and outcomes. The “Plan” stage will enable you to plan any actions you would like to implement and consider what the evidence will be.

Use your Community Resilience and Emotional Wellbeing Record to make notes and plan your actions using the green “Plan” button for each principle:

### 4. Staff Development and Wellbeing

**Aim / Outcome:** Our staff team are supported in their own health and wellbeing, and are able to support young people's wellbeing.

Can you say "our community setting..."

Includes resilience, wellbeing and social and emotional skills development for young people within staff training.

Examples of evidence

Ensures staff have the opportunity to implement their knowledge and skills to develop young people's social and emotional wellbeing.

Examples of evidence

Our staff team are supported to reflect on and take action to support their own wellbeing and consider a work-life balance.

Examples of evidence

4.1 Assess

4.2 Plan

4.3 Outcome & Review



You will see a section to fill in your ideas, as well as a reminder of what you included within the “Assess” stage to help you:

<b>Planning</b> <b>Plan: to fill the gaps we will...</b> <div></div>
<b>Details carried over from Assessment</b> <b>Assess: this works in practice by...</b> <div></div> <b>Assess: the gaps we have found are...</b> <div></div>

These notes in the “Plan” stage will be carried over into the “Review” stage.

**\*Top Tip\*** You may not need to put actions in place relating to every whole setting approach principle. Your discussions during the “Assess” stage may have highlighted areas which are your strengths, and other areas where actions can be implemented.

**\*Top Tip\*** Remember to save your Resilience and Emotional Wellbeing Record as you go.





## Stage 3: "Review"



The "Review" stage is where you will reflect on and evaluate the impact and outcome of your actions.

**\*Top Tip\*** Do not start the "Review" stage until you have fully implemented your actions and have evidence to support this.

Use your Community Resilience and Emotional Wellbeing Record to make notes in the yellow "Review" stage:

**6. Working with Parents and Carers**

**Aim / Outcome:** Our community setting works with parents and carers.

Can you say "our community setting..."

Involves parents and carers.	Examples of evidence	<div>6.1 Assess</div> <div>6.2 Plan</div> <div>6.3 Outcome &amp; Review</div>
Provides opportunities for parents and carers to be aware of activities used to promote resilience, wellbeing and social and emotional skills for young people.	Examples of evidence	
Provides parents and carers with accessible resources to support their young people.	Examples of evidence	

You will see a section to complete with evidence and why this now works, as well as a reminder of what you included within the “Assess” and “Plan” stages to help you:

Outcome & Review	
Date Completed <input type="text"/>	
Review: we can evidence we have filled the gaps through...	Review: we know this now works because...
<input type="text"/>	<input type="text"/>

Planning
What are the outcomes you want to achieve?
<input type="text"/>

Assessment	
Where is the data/information found?	What are the gaps?
<input type="text"/>	<input type="text"/>

**\*Top Tip\*** Remember to fill in the Date Completed section before you save your Record:

Outcome & Review
Date Completed <input type="text"/>



## Stage 4: Apply for the Kent Community Award for Resilience and Emotional Wellbeing



Congratulations on working through all stages of this Toolkit and developing your whole setting approach! Once you have completed the “Assess”, “Plan” and “Review” stages you are ready to apply for the Kent Community Award for Resilience and Emotional Wellbeing. The Award is a recognition of your community organisation’s hard work and commitment to a whole setting approach to resilience and wellbeing. It is awarded by Kent County Council and The National Lottery Community Fund.

You can apply for the Award by following these steps:

1. Please ensure you have completed the name of your organisation and lead contact name at the top of the Record:

### Community Resilience and Emotional Wellbeing Record

Print Whole Document

Save & Email to HeadStart



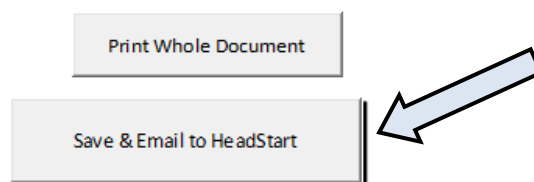
Community Organisation: \_\_\_\_\_

Lead Contact Name: \_\_\_\_\_



2. You can then click the “Save and Email to HeadStart” button to send your completed Record to the HeadStart team:

## Community Resilience and Emotional Wellbeing Record



Community Organisation: \_\_\_\_\_

Lead Contact Name: \_\_\_\_\_

Your application will then be reviewed using the criteria by a moderation panel within 6 weeks of receiving it. As a minimum requirement HeadStart will need to receive evidence for Young People’s Voice, Parents and Carers and Ethos and Environment which will be reviewed. Further evidence may also be requested by the moderation panel which will be reviewed; however, this will not exceed 6 pieces of evidence in total.

HeadStart will keep you informed throughout the process, will notify you of any evidence requests and will contact you regarding the outcome of your application.

Once successful, a date will be arranged for your community organisation to receive the Kent Award for Resilience and Emotional Wellbeing. This will include a plaque for display and logo to include and promote on letterheads and/or a website.

