**The Kent Community Toolkit**

**for Resilience and Emotional Wellbeing**

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| --- | --- |
| Community organisation: |  |
| Lead contact name: |  |
| Email address: |  |
| \*Once you have completed the Assess and Plan stages, [apply for the HeadStart community toolkit grant of up to £500](https://kentresiliencehub.org.uk/community/community-resilience-toolkit/grants-for-community-organisations/) to support you with any key actions.\*  \*Once you have completed the Assess, Plan, and Outcome and Review stages, you will be ready to [apply for the Kent Community Award for Resilience and Emotional Wellbeing](https://kentresiliencehub.org.uk/community/community-resilience-toolkit/kent-community-award/).\* | |

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# **Leadership and Management**

Can you say… “our organisation has staff members who lead on promoting resilience and wellbeing”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| Who is your staff member who leads and/or champions resilience and wellbeing? What is their role?  How does this work? How do they champion resilience and wellbeing in your setting? | | *Examples could include…*  Team meeting notes. Sessions delivered and/or plans. Feedback and evaluation. Policies. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
|  | | |
| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Outcome and Review** – we can evidence we have filled the gaps through… | **Outcome and Review –** we know this now works because… | |
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| Date completed: | | |

# **Activities and Learning Opportunities**

Can you say… “our organisation provides activities and learning opportunities which focus on resilience, wellbeing and the development of social/emotional skills”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| What is your programme of activity? Does it include resilience and wellbeing? Do you give space and time to discuss wellbeing in group work / sessions? What key topics do you discuss and cover? | | *Examples could include…*  Session plans. Timetables. Group work. Activities in action. Photos. Noticeboards/displays. Arts/crafts. Case studies. Young people’s feedback. National campaigns. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
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| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Young People’s Voice

Can you say… “our organisation enables young people to influence decisions and express their views”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| How do you develop partnerships between young people, staff and volunteers? How do young people contribute and feedback? Do you have a youth voice group / forum / young people’s council? Do young people have the opportunity to develop and lead sessions / group work? Do you adhere to the Kent Youth Charter principles? | | *Examples could include…*  Youth inclusion groups, feedback boxes/boards, surveys, meeting notes, session plans produced by young people, photos, case studies, direct feedback or quotes from young people. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
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| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Staff Development and Wellbeing

Can you say… “our staff team are supported with their own health and wellbeing, and are able to support young people's wellbeing”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| Do you include wellbeing, resilience and mental health within team training? Does your team have access to supervision and support with their wellbeing? How is work/life balance addressed? How is team wellbeing promoted? What training opportunities and CPD opportunities do your team have access to? | | *Examples could include…*  Training and CPD record/programme. Training attended. Supervision, support and resources offered. Policies. Feedback from team (direct, surveys). Team days. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
|  | | |
| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Identifying Need and Monitoring Impact

Can you say… “our organisation understands the needs of young people. Our organisation monitors the impact of interventions with young people”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| How do you assess the needs of young people? How do you use this as a basis for planning your activities and provision? How do you respond to young people’s identified needs? How do you monitor impact and outcomes? | | *Examples could include…*  Demographic overview of your organisation. Staff discussions/briefs. Assessment tool/template. Resilience Conversation tool. Monitoring impact template. Activities which meet the needs of all young people. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
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| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Working with Parents and Carers

Can you say… “our organisation works with, and involves, parents and carers”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| How do you involve parents/carers? What activities/sessions/opportunities do you provide for parents/carers? How do you make parents/carers aware of resilience, wellbeing and mental health sessions/resources? | | *Examples could include…*  Events/activities. Surveys. Feedback. Photos. Communications (newsletter, website, social media). Parent/carer forum. Signposting to resources. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
|  | | |
| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Targeted Support and Appropriate Referral

Can you say… “our organisation provides targeted support and appropriate referrals when necessary”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| How do you identify young people who would benefit from targeted support and referrals to specialist services? How do you enable them to access support? What support/services do you offer? What external/partner agencies or organisations do you refer to and/or work with? How do you monitor the referral to an external organisation? | | *Examples could include…*  Pathways. Staff team meetings. External meetings. Organisations you work with and refer to. Communication channels with organisations/partners. Case study. Communications (newsletter, website, noticeboard) with services available. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
|  | | |
| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
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| Date completed: | | |

# Ethos and Environment

Can you say… “our organisation has an ethos and environment which promotes wellbeing, respect and diversity at its heart”?

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| **Assess** - this works in practice by… | | **Assess** – what is the evidence? |
| How do you promote and support a culture of wellbeing, respect and diversity? Is there a culture of talking about resilience, wellbeing and mental health? Is it a safe environment which promotes positive behaviours? How do you ensure young people, your team, parents/carers and the wider community understand the importance of wellbeing? | | *Examples could include…*  Session plans. Group work. Activities and events. Noticeboards/displays. National campaigns. Communications (website, newsletter, social media). A designated safe space for young people. Photos. Policies. Case studies. Feedback from young people, your team, parents/carers and visitors. |
| **Assess and Plan** – are there any gaps? How will you fill them? | | |
|  | | |
| \*Do not start the review stage until you have had time to implement any actions\* | | |
| **Review** – we can evidence we have filled the gaps through… | **Review –** we know this now works because… | |
|  |  | |
| Date completed: | | |