

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. The 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.

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



The 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 the Toolkit can take between three and twelve 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.

The Toolkit is designed to provide you with some key questions to support you as you work through. 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.

1. Leadership and Management

Can you say... "our organisation has staff members who lead on promoting resilience and wellbeing"?

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?	<i>Examples could include...</i> Team meeting notes. Sessions delivered and/or plans. Feedback and evaluation. Policies.

Focus on the 'Assess' stage as you work through each of the eight whole setting approach principles. There are suggested examples of evidence to help you.

Top Tip Please save your progress as you go as you will use this document at every stage.



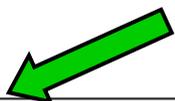
Stage 2: "Plan"



Using your discussions and findings from the 'Assess' stage, you are now ready to plan your next steps.

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 you want to put actions in place.

Use your Toolkit document to make notes and plan your actions:



Assess and Plan – are there any gaps? How will you fill them?

Think about who will be responsible for any actions, timescales and resources.



Stage 3: "Outcome and Review"

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 document to make notes:

<i>*Do not start the review stage until you have had time to implement any actions*</i>	
Outcome and Review – we can evidence we have filled the gaps through...	Outcome and Review – we know this now works because...
Date completed:	



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



Congratulations on working through all stages of the Toolkit and developing your whole setting approach! You are now 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 Toolkit.
2. Gather three pieces of evidence to support your application:
 - One from Young People's Voice
 - One from Working with Parents and Carers
 - One from Ethos and Environment

This could be photos, surveys, direct feedback/quotes from young people or families, your website, staff training records etc.

3. Submit your Toolkit document plus your evidence to headstart@kent.gov.uk.

Your application will then be reviewed by a moderation panel within 6 weeks of receiving it. Further evidence may be requested by the moderation panel; 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.

