



With Youth in Mind

An activity-based peer support group for young people who have been victims of crime.

Terms of Reference

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1. Aims

For young people who have been victims of crime

- Build confidence and self-esteem
- Be with people they can trust and relate to
- Make friends & reduce feelings of isolation
- Provide a safe and comfortable environment where young people can 'be themselves'
- Provide ongoing support and a regular point of contact
- Increased participation in Restorative Approaches

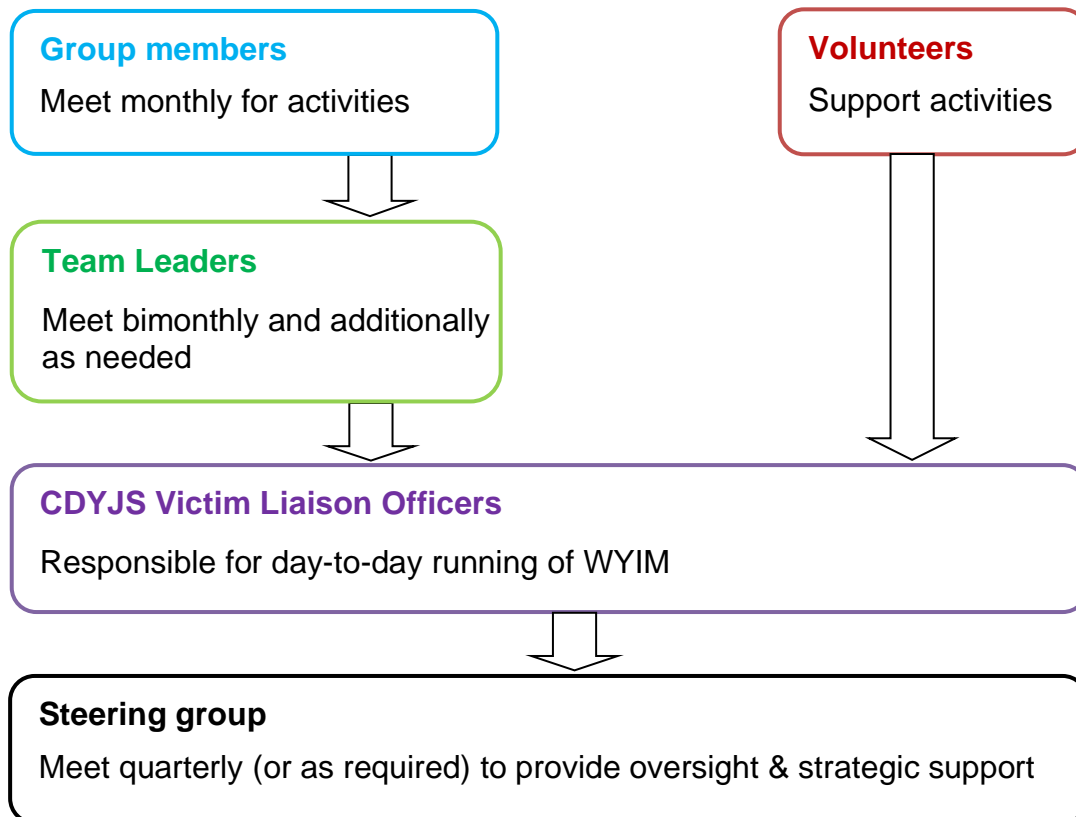
For the community

- Increased confidence in County Durham Youth Justice Service (CDYJS) and partners
- Improved awareness that CDYJS offers support to victims

For staff & service

- Improved awareness and understanding of victim's needs and how to meet them
- User group to go to for views and feedback
- Referral pathway for young people in need of support
- Recruitment pathway for adult volunteers

2. Structure



2.1 Group membership

Criteria

- Aged 10-18yrs
- Living in County Durham
- Direct or indirect victim of a reported crime
- Health or wellbeing has suffered as a result of the crime

Young people who have committed offences can be referred if they meet the above criteria.

Referrals from external agencies

Referrals are currently accepted from Victim Care & Advice Service (VCAS) – see [Appendix B](#) for process. If the group has capacity, referrals will be considered from other agencies if the above criteria are met.

Referral and assessment process

Referrals will be primarily identified through the CDYJS Victim Liaison Officer (VLO) and VCAS Victim Care Officer (VCO) caseloads.

All referrals will be recorded on the WYIM Group List. VLOs will meet on a weekly basis to consider new referrals. The maximum number of young people 'active' at any one time will be 30. This is due to group dynamics as well as staffing and transport. A waiting list will be kept.

Strengths and Difficulties questionnaires (measure of emotional wellbeing – see [Appendix E](#)) will be completed with the young person and their parent / carer for all new referrals. This can be used to prioritise if needed.

Consent and medical forms will be completed for each young person and stored in a shared folder which the VLOs and CDYJS management have access to.

Review of membership

Young people's membership of WYIM can be reviewed at any time. This may be triggered by:

- Missing three activities without good reason
- Poor behaviour
- Improved emotional wellbeing so support is no longer needed

Once a young person has attended WYIM for 6 months, Strengths and Difficulties questionnaires will be completed by a VLO to help establish whether the young person still needs support.

Any final decisions about membership will rest with the VLOs and CDYJS management.

Exit strategy

In most cases, after a young person has attended WYIM for one year, they will either leave or be asked to become a Team Leader (see below). Where appropriate, an exit strategy will be planned.

Support provided to young people who leave might include:

- Help to access other groups or activity providers
- Signposting or referral to other services

Strengths and Difficulties questionnaires will be completed when a young person leaves WYIM.

2.2 Team Leaders

Team Leaders lead WYIM with the support of the VLOs.

Criteria

- Up to 20yrs old
- Attended WYIM for at least 6 months
- Willing and able to support others

Role

- Attend activities and meetings to support other group members
- Help review, develop and promote WYIM
- Meet (with VLOs) and support other young people who are interested in attending
- Attend and contribute to other activities and events, including publicity and awareness-raising sessions

Expectations

- Attend a minimum 9 out of 12 activities annually
- Attend Team Leader meetings regularly
- Complete initial training and subsequent development sessions as needed
- Take turn representing Team Leaders at Steering Group meetings
- Complete a Disclosure and Barring Service (DBS) check if 16yrs or over

Behaviour

Team Leaders are expected to be good role models. Involvement in the below will lead to their role being reviewed:

- Anti-social behaviour
- Crime
- Bullying
- Poor behaviour in the community including school and home

Team Leaders and their parents (if under 18) will sign a Team Leaders Agreement ([Appendix D](#)).

Training

Training will be provided to Team Leaders covering:

- Confidentiality / Data Protection
- First Aid
- Peer Mentoring and the role of a Team Leader
- Children and young people's mental health
- Safeguarding
- Communication and listening skills
- Any other relevant training

Team Leaders will be asked to identify any other training they feel would be useful and will take the lead on delivering some of the above to new Team Leaders.

Supervision

Team Leaders will raise any concerns or training needs at Team Leaders meetings.

All Team Leaders will have contact details for VLOs and CDYJS office in case of issues arising between group meetings or activities.

One-to-one supervision and welfare checks will be carried out by VLOs or CDYJS management if required.

Parents (where Team Leader is under 18)

VLOs will meet with the parents of any team leaders who are under 18yrs to ensure they understand expectations and give consent for their child to be involved. Parents will be asked to sign the Team Leader's Agreement and can contact the VLOs with any concerns or questions.

Moving on

Once Team Leaders reach 18yrs, they will be given the opportunity to complete additional training to become CDYJS adult volunteers. Roles could include:

- Referral Order Panel Member
- Mentoring (eg. Independent Visitor for Looked After Children)
- Independent scrutiny of CDYJS processes

Once a Team Leader turns 20yrs, they must complete the above training if they wish to continue supporting the group as an adult volunteer (see 2.3).

2.3 Volunteers

WYIM will be supported by CDYJS volunteers as well as volunteers from other agencies (eg. Police) as appropriate.

The volunteer role will include:

- Supporting and engaging with young people during activities
- Transporting young people to and from activities

- Sharing feedback with the VLOs on any positive or negative behaviour observed

Volunteers will be given the option of taking part in activities, although this is not obligatory.

CDYJS volunteers will be supervised primarily by the CDYJS Reducing Re-Offending Coordinator and will also have a representative on the Steering Group.

2.4 Steering Group

The Steering Group will meet quarterly or as required.

Purpose

- Receive updates and reports on WYIM including numbers of young people accessing the group and related statistical information (e.g., gender, offence type)
- Help in promoting and publicising WYIM including good news stories
- Provide additional support, advice and expertise as needed

Membership

Victim Liaison Officers	CDYJS
WYIM Team Leaders representative	CDYJS
WYIM Volunteer representative	CDYJS
CDYJS Management representative	CDYJS
Reducing Re-Offending Coordinator	CDYJS
Community Peer Mentor Project Coordinator	PCVC
Project Manager	Investors in Children
Manager	VCAS

4. Activities

WYIM offers monthly activities. Sessions will be provided exclusively for WYIM. All activities will contribute towards the aims of the group, with a particular emphasis on team building.

Activities may include sport, outdoor pursuits, arts/crafts and cookery.

After each activity young people will be asked for feedback and suggestions on future activities.

VLOs are responsible for ensuring that all activities are risk-assessed and appropriately insured.

5. Budget

2020/21 £4000

To cover:

Activity cost
Refreshments/ food
Venue hire if required for Team Leader meetings
Any other expenses

6. Appendices

Appendix A – Background to WYIM

Appendix B – VCAS referral process

Appendix C – WYIM Ground Rules

Appendix D – Team Leaders Agreement

Appendix E - Goodman 'Strengths and Difficulties' Questionnaires

Appendix A Background to WYIM

Initial meeting with young people, October 2014

Five young people attended, aged 16-18yrs, who had been victims of a wide range of offences and lived across County Durham. All received support from the CDYOS Victim Liaison Officer (VLO) or through the CDYOS Mentors and found this to be a positive experience; they were keen to support other young people going through similar experiences.

We asked them to think back to when they were in need of support and think about what would have been useful for them. Suggestions included:

- Group sessions with other young people who had also been victims
- Activities – cinema, outdoor pursuits, boxing, café/ cooking
- Promotion through social media (Facebook and texts)

All the group identified schools as an issue; they felt they had not been supported or taken seriously.

The group were happy to become 'Team Leaders' and take the lead on the support group as well as be consulted on resources and best practice for CDYOS.

Further meeting, March 2015

Attended by the same five young people. Consultation and agreement on name of group, structure, activities and aims.

First activity session took place May 2015.

Appendix B VCAS: referral process

Criteria

With Youth in Mind (WYIM)	Mental Health & Wellbeing Pathway (MHWP)
young victim (10-18yrs) of a reported crime	
direct or indirect victim	
living in County Durham	
health / wellbeing has suffered as a result of the crime	emotional resilience / low level mental health needs
	suitable for low level intervention (ie. not in crisis / does not require specialist services) – this to be determined by VCAS through needs assessment

Referral pathway

See **VCAS CDYJS: request for intervention** form.

Goodman (strengths & difficulties) assessment

To be completed before CDYJS deliver any interventions.

- **WYIM:** VCO/ VLO to agree who is best placed to complete or whether this should be done jointly.
- **MHWP:** can be completed by allocated worker if not already complete.

Allocation

- **WYIM:** area VLO will inform VCO of likely waiting time (if any).
- **MHWP:** area VLO will take referral to monthly CDYJS health & victims meeting. Area VLO will update VCO on whether referral is accepted/ declined (and reason) and who will be completing the work.

Feedback & closure

Allocated VLO / worker and VCO will update each other as required, including:

- ✓ significant events
- ✓ safeguarding issues
- ✓ changes to risk / vulnerability
- ✓ reviews of Goodman assessment
- ✓ identification of new support needs
- ✓ closure of referral

Appendix C WYIM Ground Rules

With Youth In Mind Group Groundrules

Please Do:



Please do listen to all team leaders and staff



Please do show respect

Please Don't:



Please don't swear or say anything that might upset other people



Please don't litter

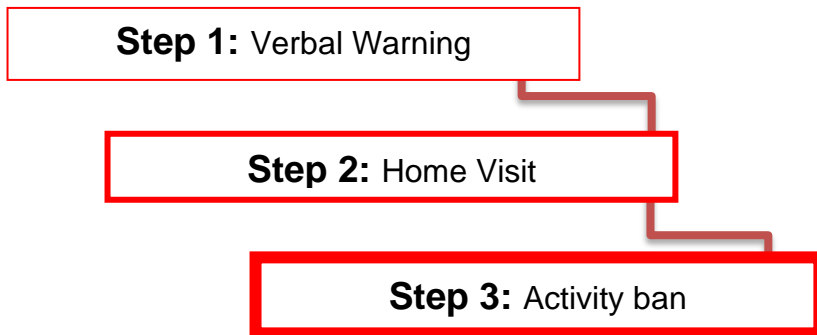


Please don't smoke if you are under 16



Please don't hit, nip, kick or hurt other people

Process for dealing with bad behaviour:



I agree to try and use these rules in the group

Signed young person:.....

Signed parent / carer:

Signed staff: Date:

Appendix D

Team Leader Agreement



I will try to:

- ✓ Be kind to people on the group
- ✓ Help other people to be part of the group – especially if they are new and don't know anyone
- ✓ Listen to others
- ✓ Tell Caroline, Claire or Debbie (or another adult who helps with the group) if I am worried about anyone
- ✓ Tell Caroline, Claire or Debbie (or another adult who helps with the group) if anyone in the group has hurt or upset someone
- ✓ Have fun

I will try not to:

- ✗ Talk about people behind their back
- ✗ Put things on social media (like Instagram or Snapchat) about people in the group
- ✗ Be nasty or unkind to people in the group
- ✗ Hurt people in the group
- ✗ Get into trouble with the Police
- ✗ Get into trouble at school or home



Signature of young person

Signature of parent/ carer

Signature of CDYJS staff



Date

Appendix E

Strengths and Difficulties Questionnaire (young person)

Name:

Male / Female

Age:

Please read each sentence then tick the box for **Not true**, **A bit true** or **Totally true**.
It will help us if you answer everything as best you can even if you're not sure.

Please give your answers thinking about how things have been over the last six months.



Not true



A bit true



Totally true

1. I try to be nice to other people. I care about their feelings.

2. I am restless, I cannot stay still for long.

3. I get a lot of headaches, stomach-aches or sickness.

4. I usually share with others (food, games, pens etc.)

5. I get very angry and often lose my temper.

6. I am usually on my own. I generally play alone or keep to myself.

7. I usually do as I am told.

8. I worry a lot.

9. I am helpful if someone is hurt, upset or feeling ill.

10. I am constantly fidgeting or squirming.

11. I have one good friend or more.

12. I fight a lot. I can make other people do what I want.



Not true



A bit true



Totally true

13. I am often unhappy, down-hearted or tearful.

14. Other people my age generally like me.

15. I am easily distracted, I find it difficult to concentrate.

16. I am nervous in new situations. I easily lose confidence.

17. I am kind to younger children.

18. I am often accused of lying or cheating.

19. Other children or young people pick on me or bully me.

20. I often volunteer to help others (parents, teachers, children).

21. I think before I do things.

22. I take things that are not mine from home, school or elsewhere.

23. I get on better with adults than with people my own age.

24. I have many fears, I am easily scared.

25. I finish the work I'm doing. My attention is good.

Do you find any of these hard?

- Your feelings
- Being able to concentrate
- Your behaviour
- Being able to get on with people

No

Yes, a bit

Yes, a lot

Yes, all the time

If you have answered **yes**, please answer these questions (on the next page):

How long have you found these things hard?

Less than
a month

1-5
months

6-12
months

Over a year

Do the things you find hard upset you?

Not at all

Only a little

Quite a bit

A lot

Do the things you find hard cause problems in the following areas?

	Not at all	Only a little	Quite a bit	A lot
Home life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Things you do in your free time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do the things you find hard make it harder for those around you (family, friends, teachers etc)?

Not at all

Only a little

Quite a bit

A lot

Use this space to write anything else you would like to say.

Can we show this to your mam / dad / carer?

Yes

No

Sign your name: Today's date:

Thank you for answering the questions.

Strengths and Difficulties Questionnaire (parent / carer)

Young person's name:

Your name:

Please read each sentence then tick the box for **Not true**, **A bit true** or **Totally true**.
It will help us if you answer everything as best you can even if you're not sure.

Please give your answers thinking about how your young person has been over about the last six months.



Not true



A bit true



Totally true

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. They try to be nice to other people & care about their feelings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. They are restless, cannot stay still for long. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. They get a lot of headaches, stomach-aches or sickness. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. They usually share with others (food, games, pens etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. They get very angry & often lose their temper. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. They are usually on their own and keep to themselves. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. They usually do as they're told. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. They worry a lot. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. They are helpful if someone is hurt, upset or feeling ill. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. They are constantly fidgeting or squirming. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. They have one good friend or more. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. They often fight with other children or bully them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Not true



A bit true



Totally true

13. They are often unhappy, down-hearted or tearful.

14. Children their own age generally like them.

15. They are easily distracted and find it difficult to concentrate.

16. They are nervous in new situations and easily lose confidence.

17. They are kind to younger children.

18. They often lie or cheat.

19. They are picked on or bullied by other children.

20. They often volunteer to help others (parents, teachers, children).

21. They think before they do things.

22. They steal from home, school or elsewhere.

23. They get on better with adults than with other children.

24. They have many fears and are easily scared.

25. They finish tasks. Their attention is good.

Do you think your young person finds any of these hard?

- Their feelings
- Being able to concentrate
- Their behaviour
- Being able to get on with people

No

Yes, a bit

Yes, a lot

Yes, all the time

If you have answered **yes**, please answer these questions (on the next page):

How long has your young person found these things hard?

Less than
a month

1-5
months

6-12
months

Over a year

Is your young person upset by the things they find hard?

Not at all

Only a little

Quite a bit

A lot

Do the things your young person finds hard cause problems in the following areas?

	Not at all	Only a little	Quite a bit	A lot
Home life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Things you do in your free time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do the things your young person finds hard make it difficult for you or your family?

Not at all

Only a little

Quite a bit

A lot

Use this space to write anything else you would like to say.

Can we show this to your young person?

Yes

No

Sign your name: Today's date:

Thank you for answering the questions.