

# Appendix 1 - Area Committee Funding Application

## PART 1 - Overview

Short description of your project (Max 60 words)

Our Breaking Barriers service runs in Central Ipswich, as part of a wider programme in Suffolk, to provide support for children and young people affected by the imprisonment of a close family member. Tailored one-to-one support reduces anxiety around prison, supports emotional wellbeing and school attendance and reduces the risk that children and young people will engage in anti-social behaviour and go on to offend themselves.

Amount of funding requested

£4,000

## PART 2 - About your group

Name of Organisation/Group:

Ormiston Families

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

1015716

Company Number:

(if applicable)

2769307

Date organisation established:

1981

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

Ormiston Families works with children, young people and families facing difficult circumstances in Ipswich and the East of England, supporting them to build resilience and make choices that result in safer, happier, healthier lives. We take a targeted approach to help the most hard-to-reach and marginalised in society by identifying and responding to their needs through our services. Our work focuses on prevention and early intervention; we support families to improve their mental health and wellbeing before issues escalate, improve their welfare, reduce social exclusion, strengthen family ties, and enhance the life chances of children, young people and families. This allows us to fulfil our mission in ensuring young people feel safe, loved and valued and are on a path to a brighter future.

This proposal is concerned with our work supporting children and young people living in Ipswich Borough Council's central area and across the town, who are in distress due to having a parent in prison.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes ☒ (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes ☒

No ☐

Does the organisation have a bank account in the organisation/group's name?

Yes ☒

No ☐

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No ☒

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

We are registered with Infolink.

### PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

The children of prisoners are hidden victims of crime, left behind after the arrest to deal with complex emotions with no statutory support. They struggle and suffer emotional distress, disengage from school and are more likely to become engaged in anti-social behaviour and go on to offend themselves. Indeed, research shows that 60% of boys with a father in prison will become offenders. As a result, they are disadvantaged and deprived of future opportunity.

Our Breaking Barriers service supports them at this critical time.

This work aligns with the central area action plan because it addresses deprivation in the domain of crime and is aligned with the aim of the council to deliver safe communities.

We are asking for your support for the work of Breaking Barriers supporting children and young people living in Central Ipswich. In the 12 months to 31<sup>st</sup> March 2023 we supported 5 children and young people living in Central Ipswich, and at least 5 family members. The majority of these are referred to us by local schools including St Helens, Clifford Road and St Margarets.

What evidence do you have of this need?

*Please include results of any consultation*

The Farmer reviews of the Ministry of Justice highlighted that 63% of prisoners' sons go on to offend themselves if not supported and Crest Advisory and the University of Nottingham found that parental imprisonment results in increased risk of antisocial behaviour. Our early intervention service, Breaking Barriers, supports children and young people to reduce these risks.

The need for the work is further evidenced by the steady flow of referrals we receive from schools, such as St Helens in Woodbridge Road, and other partners which resulted in us supporting 30 children and young people living in Suffolk in the last 12 months. All those who had a goal to reduce negative behaviours showed an improvement and 95% reported improved wellbeing. Combined with a more supportive family environment, a support network extending into school and better family bonds, including with the parent in prison, these children and young people are at reduced risk of offending.

#### **PART 4 – How will your project work?**

Please describe your project and how it meets the need (max 500 words)

Breaking Barriers is an early intervention, preventative service that supports children and young people aged 4-19 years who are struggling to cope with the imprisonment of a close family member who live in the Ipswich central area and across the town and the East of England. We are asking for support for the work in Ipswich.

We provide free, non-judgmental mentoring from a dedicated practitioner, tailored to each child's individual needs. Sessions are delivered where beneficiaries feel safest, which can be at home, school, online, or outdoor 'walk and talk' sessions for 13yrs+. We provide 8 one-to-one sessions in which they identify and work towards achievable personal goals they set themselves.

During sessions, we use a range of methods including arts and crafts, play, or talking therapies to explore their feelings, fears, and identify coping strategies so they can manage their emotions in healthier ways. These coping strategies support the development of resilient children better able to cope with future adversity.

Goals are focused around:

- Improving emotional wellbeing
- Improving behaviour
- Improving knowledge of prison to reduce their anxiety
- Improving their relationship with their imprisoned relative where appropriate.

Our intervention is family-focused, with two additional sessions with the remaining parent/carer to build trust, share progress, and help them to link in with crucial services e.g. mental health services, food banks, financial aid, etc., to develop a more stable home life for the family. In response to feedback from parents that they felt isolated and lacked connection with others with shared experience, we are also currently piloting an 8-week online Parents' Support Group covering topics such as navigating the criminal justice system, how to talk to children about imprisonment, understanding their child's behaviour, and how to access support to reduce isolation.

We also work closely with schools, advocating for children by raising awareness of their needs and supporting the creation of in-school strategies to ensure they have a secure, understanding support network for their more difficult days.

By gaining this knowledge, children's families and schools are well-equipped to support the child beyond the conclusion of our sessions, ensuring resilience and continuation of their positive progress. This will enhance their overall development and social and academic experiences, improve the child's wellbeing and security, and reduce their feeling of isolation. This reduces the risk of children and young people getting involved in crime and anti-social behaviour as a negative way of dealing with having a parent in prison.

By supporting children to improve their relationship with their imprisoned relative where appropriate, we also lessen the likelihood of repeat offending by the imprisoned family member.

During our final session, we ask the child for suggestions of what they want going forward, so an action plan for their future, including the child's voice can be shared with their parent/guardian and referrer (often their school). Recently we have appointed a service user involvement officer who is looking at further ways we can include beneficiaries in the shaping of our service, for example creating a booklet for future service users.

What risks have you identified for your project and how will you manage them?

**Safeguarding:** We are always mindful that our priority is to safeguard the children, young people and families we support. Our safeguarding policy was reviewed in January 2023 and applies to all staff and volunteers. We have a Designated Safeguarding Trustee and four Designated Safeguarding Leads (DSL). Staff with responsibility for recruitment undertake Safer Recruitment Training. All staff who work with children and young people are DBS checked and attend child protection training. All staff and volunteers undergo regular mandatory safeguarding training. The policy outlines areas of abuse to be vigilant of and reporting procedures, protocols, forms, and data storage according to GDPR guidelines. If a safeguarding concern is identified or suspected, staff discuss this with the service user and, if relating to a child or young person, their parents or guardians, provided doing so would not place them at increased risk of harm. Staff ascertain whether their concerns are shared, and families can be appropriately challenged where necessary with the expectation they will demonstrate how the needs of the child or young person are being put first. If there are no immediate concerns for the service user's safety, staff use their knowledge, and the information available to decide whether the service user's health, well-being and/or safety is at risk. If there are immediate concerns for a service user's safety, emergency services should be contacted.

**Recruitment:** The work of Breaking Barriers in Ipswich and Suffolk is fully resourced but from our own experience in other parts of East Anglia, other services and the third sector, we know that recruitment is an ongoing concern. To mitigate this risk, we benchmark salaries using an independent tool and align our rates for practitioner roles. We regularly review job descriptions and roles to ensure they accurately reflect the needs of the service and that practitioners are trained and equipped correctly. We have a 'skilled managers' programme delivered in conjunction with ACAS and the universities of Westminster and Sheffield to ensure good management of staff and services. We have an employee wellbeing programme with access to external counselling and health benefits, mental health first aiders and events to support staff.

**Funding:** Our small fund-raising team operates a process in which we monitor the financial needs of services and their expenditure before approaching organisations whose objectives match our

own. We seek local funding specifically for the work in a particular town or county, but also regional funding, some of which can be allocated to the work in Ipswich. We do this continually to secure the funds we need to deliver Breaking Barriers in Ipswich.

Does the organisation/group have a safeguarding policy in place?

Yes ☒ (please attach) No ☐

Not applicable ☐

How many beneficiaries will benefit from the project?

We anticipate that approximately 6 children and young people living in central Ipswich will directly benefit from the work of Breaking Barriers and at least the same number of other family members. We plan to continue to support 3 schools in central Ipswich be better able to support their students who have a significant family member in prison.

This work is part of a larger programme of work which aims to support 44 children and young people across Suffolk of which half will live in Ipswich.

*One parent said: I provided lots of aids for my son to express himself but more importantly, she gave him the space to do so, in an environment outside of the family. I think it was important for him to have the cue from other adults, that it is okay to talk about his feelings and not have it just come from me. I would say, without a doubt, that all of the tools were so helpful to him. To this day, in fact, he uses the majority of them, especially the 'Feelings Bag' he was given at the end. This has been useful for my son in particular, as when he is feeling angry sad or frustrated, he actually tends to go mute (and withdraw). So for him to present me with a feeling face, to open up the conversation, has been a break through with how we manage his feelings, at home. He is able to express the resolution that he wants (he usually goes for the 'hug' ball, but sometimes the 'TV' ball as well). So even though he is too young to have an in-depth discussion about how he feels, now he can at least express to me what would make it better.*

*I have actually fed back to my FSP that I wish for families after us, that you receive referrals, sooner (and by the Police, since they not only initiate the separation from the child's parent, they spend so much on resources to deal with the parent; I think they can spend 10 seconds to send a referral email, to you, for the child/ren left behind).*

How will potential beneficiaries be made aware of the project?

Many of our referrals come from local schools, such as Clifford Road Primary, with whom we build relationships so that not only are they aware of the service, but also to increase their understanding and awareness of the issue and how they can better support children and young people themselves.

Our local practitioners will also visit and communicate with other local organisations such as GPs, the police and others.

Prison visitor centres also give us the opportunity to meet the needs of children, young people and their families. In some cases, we operate those visitor centres and deliver prison family services under contract to the Ministry of Justice. This includes HMP Hollesley Bay and HMP Warren Hill, both near Woodbridge, and HMP Highpoint, near Newmarket. Prisoners on remand from Ipswich are likely to be incarcerated in these local prisons.

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

We offer Breaking Barrers to any child or young person aged 4-18 who can benefit. Referrals come mainly from schools and other universal services, and everyone has the same opportunity of access, without discrimination or marginalisation. Our service is bespoke in that we adapt and tailor support to the needs of individual children and young people.

Please describe how you will minimise the environmental impact of your project

We are serious about the need to minimise the environmental impact of our work and have a working group chaired by our CEO tasked with this objective which is part of our strategy. We measure our carbon footprint and are taking steps to reduce emissions alongside other measures to improve our environmental credentials.

Breaking Barriers largest contribution to our carbon footprint is in our practitioners travelling to meet children, young people and their families. The intensive and personal nature of the service means that such travel will always be an indispensable aspect of the work. However, to reduce it we carefully plan the schedule of when we meet service users, so visits are clustered geographically, optimising travel and reducing mileage. We also offer remote sessions once we have built trust with a child or young person as some prefer that approach, but we are always led by the preferences of the individual.

## **PART 5 – Costs & Funding**

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

<b>Description of expenditure</b>	<b>Cost (£)</b>
Staff costs	54,914
Training and development	3,543
Travel and subsistence	4,857
Activities	521

Office, insurance and audit	1,170
IT and communications	4,056
Operational safety and quality	3,998
Core costs	18,265 <b>Note that any funds awarded by the committee will be restricted to direct costs incurred by the service and will not be used for core costs.</b>
Total project costs	91,325
Total amount requested from Area Committee	4,000

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Our small fund-raising team operates a process in which we monitor the financial needs of services and their expenditure before approaching organisations whose objectives match our own. We seek local funding specifically for the work in a particular town or county, but also regional funding, some of which can be allocated to the work in Ipswich. We do this continually to secure the funds we need to deliver the service.

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Regional funding, some of which can be allocated to Ipswich: The Prudence Trust Leslie Mary Carter Trust	£50,000 £5,000	Yes Yes	No No
Ipswich/Suffolk specific funding. Awaiting outcome from 7 organisations	£17,500	No	Yes
Regional funding, some of which can be allocated to	£926,000	No	Yes



Ipswich. Awaiting outcomes from 34 organisations			
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How will the project be sustained after the funding has been spent?

Ormiston Families is committed to the ongoing delivery of Breaking Barriers as one of our strategic services. The process described above will continue, as we seek and secure funding for the current and future years.

## PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

### All Grants

- ☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.\*
- ☒ Proof of bank account in the name of the organisation (e.g. bank statement or letter) \*
- ☐ Results of consultation (if applicable)
- ☒ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

### Medium & Large Grants (£1,000 over)

- ☒ Yearend accounts \*

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

### Large Grants (£5,000 and over)

- ☒ Business plan or similar document setting out your plan to sustain your organisation & project.\*

\* required, as appropriate to grant size.

## PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

Wellbeing assessments will be completed throughout sessions in order to measure a child's emotional wellbeing and feelings. Evaluations with schools and at home parents will be carried out at the end of the sessions to measure overall educational attainment, wellbeing and behaviour throughout the project.

We will use our individual goals-based outcomes to measure overall wellbeing and progress. We will encourage children to work towards goals that are important to them and provide them with a focus. We will then ask for feedback from schools and at home parents to evaluate this element of the project. We use a monitoring framework to track progress.

## **PART 8 – Terms & Conditions**

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

**Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.**

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

## Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

e: [communities@ipswich.gov.uk](mailto:communities@ipswich.gov.uk)