

Family Hub Network - Volunteer Grant.

Criteria

Applications are invited from organisations who actively work with children and families, from pregnancy and beyond, 0-19 yrs. (25 with SEND), organisations that are committed to being a member of the Sheffield Family Hub Network.

Successful applicants will host, recruit, supervise, provide training, risk assess and support Family Hub Network – volunteers. As a routine, all volunteers will participate in the free offer of Early Help training, to gain current knowledge of the services available to families and how to sign-post to these. Volunteers will actively promote the Family Hub and Start for Life service offer to families who attend local community-based activity, engaging Parent/Carers with children's play

The Family Hub (FH) Network – Volunteer grant, is a key element of the Family Hub Network, the FH Network aims to deliver sustainable 'better connection,' by proactively linking community partners to the Family Hub (FH) and Start for Life (SfL) offer. Working together to ensure that all families are signposted to the right information at the right time, at the earliest opportunity, providing seamless support, a great start in life. Peer support will provide a key element of 'better connection,' providing the opportunity for adults; to volunteer, to share their knowledge and understanding, learn new skills, access training, and become an advocate of the Family Hub and Start for Life service offer.

Priority will be given to community partners who deliver services not for profit, local community partners, that deliver free, open access, inclusive play activity sessions for children, young people, and their parent/carers actively engaging Parent/Carers with children's play.

1. Introduction

What is a Sheffield Family Hub?

Sheffield Family Hubs provide a key access point to services for children and families in Sheffield. Family Hubs are accessible, welcoming, and warm spaces. Sheffield's Family Hub and its Start for Life services are committed to enabling and supporting expectant parents, babies, children, and their families to have a great start in life by providing services as early as possible. They deliver activities for children aged 0-5 and offer help, signposting, and support to parents/carers of children aged 0-19, or up to 25 for those with special educational needs and disabilities. *For further information please follow this link; [sheffield-start-for-life-offer-booklet.pdf \(sheffielddirectory.org.uk\)](https://www.sheffielddirectory.org.uk/booklet.pdf)*

Sheffield is identified as one of seventy-five local authority areas delivering the Family Hub and Start for Life programme between 2022-25. One of only fourteen areas successful in securing trailblazer status. [Family Hubs and Start for Life programme: local authority guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/family-hubs-and-start-for-life-programme-local-authority-guide) This programme is jointly overseen by the Department for Education (DfE) and the Department of Health and Social Care (DHSC). The programme will support meeting the commitments as set out in, The Best Start for Life: A vision for the 1,001 Critical days [The best start for Life: a vision for the 1,001 critical days.](https://www.beststartforlife.org.uk/)



2. Purpose

The Family Hub (FH) and Start for Life (SfL) program aims to deliver a joined-up approach, delivered through a Family Hub Network able to drive progress by joining Family Hub services with the local voluntary, community, and faith sector. The Family Hub Network aims to provide an effective mechanism by which to harness a long-term sustainable pathway to share information and work collaboratively together, to signpost families to clear, accessible and seamless, whole family support, at the earliest opportunity (working together to deliver the right information to families at the right time).

The Family Hub Network - volunteer role will become a key building block in shaping a *successful sustainable* Family Hub Network, supporting the development of an effective peer support system, delivered through the local voluntary community sector (VCS) partners. Working together to build better connection, with the aim that all who work with and or volunteer, understand what services are available to support families living in Sheffield, and embrace sign-posting families to these services, together we will support a great start in life for Sheffield families through access to earliest help.

Successful Voluntary Community Sector (VCS) applicants will demonstrate a commitment to being a Family Hub Network Member, actively communicating the Family Hub and Start for Life offer across local communities, to partners, parents, and carers, linking both staff and volunteers working with families to attend routine free Early Help training opportunities, routinely signposting families to the Family Hub and Start for Life offer, whilst building a broader understanding of the local service offer to families. The Family Hub Network and its volunteer role will support Sheffield Values [Our values | Sheffield City Council](#), with the aim of delivering;

1. Accessible Services

- Staff and volunteers will communicate key messages and signpost families to Family Hub services.
- Focus on building upon the trusted relationship's community partners hold with diverse communities, including seldom heard groups, young parents, parents with care experience, families with protected characteristics, LGBTQIA+ parents, families with SEND (Special Educational Needs and Disabilities), Black, Asian, and Minority Ethnic (BAME) parent/carers, building a diverse, inclusive volunteer cohort which aims to align to the demographic of Sheffield.

2. Better Connected Services

- Volunteers will share Sheffield Family Hub leaflets, QR codes and link with families accessing VCS services offered to Families to the Family Hub and Start for Life offer. [sheffield-start-for-life-offer-booklet.pdf \(sheffielddirectory.org.uk\)](#)
- Volunteers will actively link families to register with the Family Hub. [Register with Sheffield family hubs.](#)
- Volunteers will routinely access the free Early Help training offer.
- Volunteers will remain updated regarding Safeguarding training. [Sheffield Children Safeguarding Partnership - scsp \(safeguardingsheffieldchildren.org\)](#)

3. Relationship-focused:

- Staff will promote the Family Hub and Start for Life volunteer opportunities to local parents and carers.
- Staff and volunteers will promote the Family Hub - Parent Carer panel and Parent/Carer forums to families.
- Provide routine (quarterly) feedback, including volunteer journeys/case studies.
- Engage in consultation around the development of future Family Hub services.

The value of peer support is widely recognised, it is able to support health and well-being, can actively connect people to their community, combat loneliness, provide the ability to develop new skills and lead to employment. Volunteering is a great way to get involved with your local community and make a real difference. Volunteering provides a person with the chance to.

- Make a positive difference to people's lives.
- Improve self-esteem, wellbeing, and confidence.
- Gain work experience which can support volunteers into work, if desired.
- Receive training and develop new skills.
- Utilise their lived experience for the benefit of others.
- Meet new people, have fun, and feel valued.
- Be part of a team.
- Make a difference in your community.
- Influence the way things work for the better.

3. Length of opportunity (timescale)

One year from the grant agreement date.

4. Delivery Approach.

The scope of the work will include hosting, recruiting, inducting, supervising, risk assessing and supporting volunteers; The aim of funding is to host and support volunteers to support parent and baby/toddler activities.

As an organisation you will provide the following.

- Consult with the local Family Hub Co-ordinator about placing volunteers, supporting families and activities.
- Provide day to day practical support to volunteers including expenses, support with time management and organisation.
- Provide volunteers with a full induction which covers the hazards identified in risk assessments and safe working practices alongside training so that they feel equipped to deal with most situations.
- Risk assessments must be produced for each activity that the volunteers are undertaking.
- Induction will include each new volunteer, volunteering at the Family Hub site. This will enable volunteers to meet their local Family Hub team and further understand the FH & SFL offer.
- Volunteers will be provided with knowledge and understanding of the Family Hub and Start for life offer by routinely attending the free Early Help Training. This will include as a minimum, briefings on the Family Hub offer including, Infant Feeding, Parenting hub and the Perinatal Mental Health service.
- Volunteers will actively signpost families to Family Hub services.

- Volunteers will signpost Parent/Carers to register with their local Family Hub.
- Volunteers will receive a reasonable level of supervision.
- Oversee and organise DBS checks.
- Ensure ongoing training and development for the volunteer. *Including Safeguarding and routine time to access free Early help training opportunities.*

Volunteers will need to have the following qualities:

- Flexible
- Non-judgmental
- Committed to personal development.
- Committed to attend and complete training.
- Passionate about helping young-people and families.
- Able to effectively communicate, be caring, fun-loving and approachable.
- Respect confidentiality and the agreed information sharing process.
- Work well as part of a team.
- Committed to giving time to volunteer weekly. (Approx. 2 hrs per week/ 40 wk. per year).

The Family Hub Network – Volunteer grant fund

The Family Hub Network – Volunteer fund will be distributed as outlined in the chart below. You can find your closest Family Hub on our Family Hubs [map](#).

Please note: Priority will be given to areas identified in the list below. This fund provides the opportunity to apply for up to a maximum of twelve volunteer places. In your application, please identify the number of volunteer places alongside the Family Hub locality and neighbourhood area. Please provide an overview of the type of activity you deliver in this area. Note: Successful grant applicants from round one, applying for further volunteer grant places in round two will also align to a total of twelve volunteer places overall. (Twelve as a maximum total from round one and two of this fund).

<u>North Family Hubs</u>	Check the neighbourhood areas covered here: North Family Hubs Sheffield (sheffielddirectory.org.uk)
A - Early Days Family Hub	2 Volunteers @ £1,600 each = total £3,200
B - First Start Family Hub	3 Volunteers @ £1,600 each = total £4,800
<u>East Family Hubs</u>	Check the neighbourhood areas covered here: East Family Hubs Sheffield (sheffielddirectory.org.uk)
C - Darnall Family Hub	7 Volunteers @ £1,600 each = total £11,200 Note: Priority will be given to Arbourthorne, Gleadless & Norfolk Park & Tinsley Neighbourhoods.
D - Shortbrook Family Hub	6 Volunteers @ £1,600 each = total £9,600 Note: Priority will be given to Woodhouse ward;

	Handsworth, Beighton ward; Beighton, Sothall, Owlthorpe neighbourhoods.
<u>West Family Hubs</u>	Check the neighbourhood areas covered here: <u>West Family Hubs Sheffield (sheffielddirectory.org.uk)</u>
E - Valley Park Family Hub	5 Volunteers @ £1,600 each = total £8000
F - Sharrow Family Hub	6 Volunteers @ £1,600 each = total £9600 Note: Priority will be given to Dore & Totley ward; Bents Green, Bradway, Dore, Totley, Whirlow & Abbeydale. Fulwood ward; Bents Green, Endcliffe, Fulwood, Lodge Moor & Ranmoor, Crookes and Crosspool.
G - Primrose Family Hub	Allocation met – no further funding available. (£11,200 allocated).

5. Monitoring Requirements

You will be expected to report on:

- Occupation rate of the volunteering places, on a quarterly basis.
- 1 case study per volunteering place on a quarterly basis.
- A minimum 200-word narrative report highlighting; Accessibility/ Inclusion, Better Connection and Relationship focus, per organisation, on a quarterly basis.

6. The Council will expect the successful grant recipient to have the following organisational policies, procedures, and processes in place.

- Employment policies and processes adhering to current legislation and aligned to Sheffield City council policies and values¹, covering advertising, recruitment and selection, supervision, and training, conduct and behaviour, disciplinary and grievance procedures, and equal opportunities.
- A diversity plan and an equal opportunities policy to ensure all protected groups can access and benefit from the service.
- Systems for safeguarding adults, children and young people including training, DBS checks and any other legal requirement as set out by legislation and the Sheffield safeguarding children's board (www.safeguardingsheffieldchildren.org).
- Ensure all staff and volunteers are engaged by following safer recruitment practices².
- Annual accounts prepared in accordance with legislation and where appropriate charity law which you may be asked for sight of annually.
- Business continuity arrangements in place demonstrate how you will manage a threat to the delivery of funded project and any mitigation and recovery

actions/proposals should this happen. Threats should include but not be limited to a health outbreak.

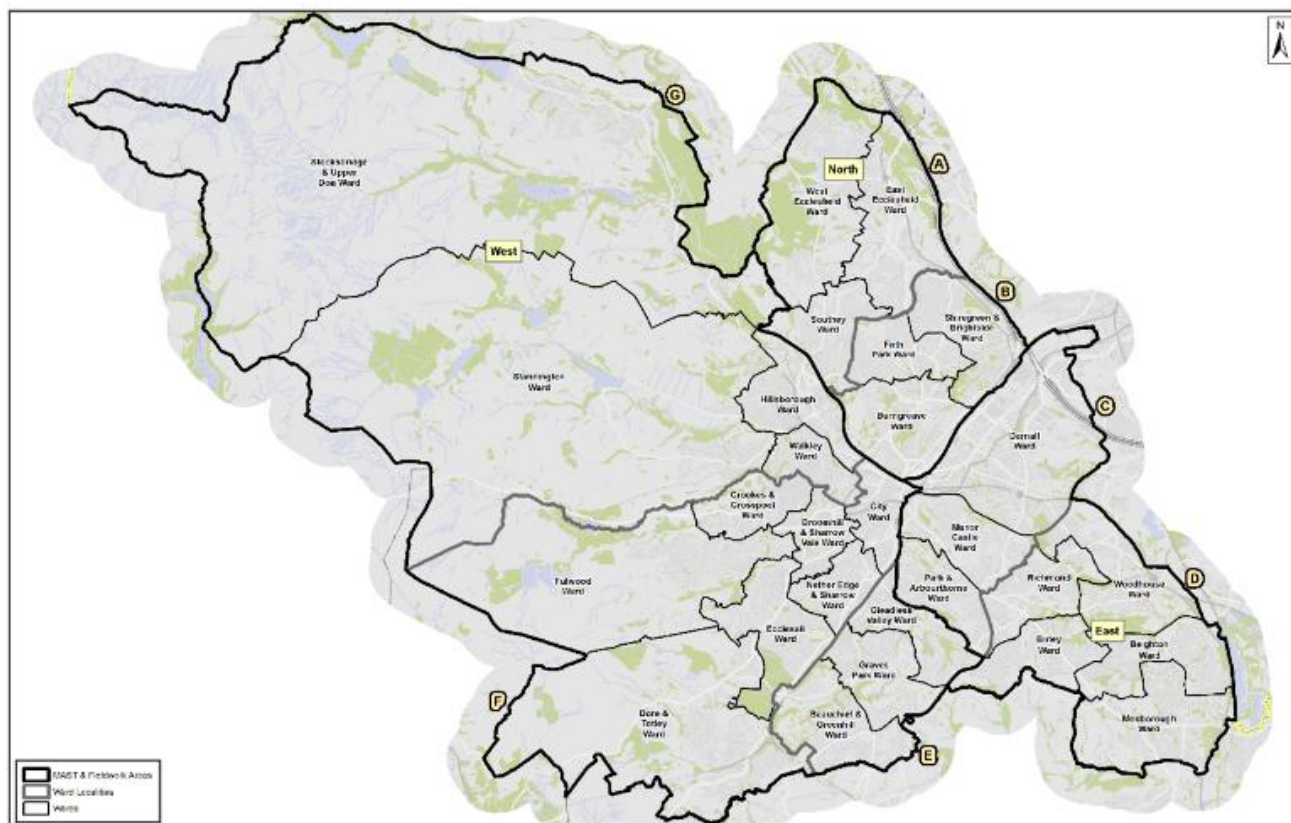
- Required level of insurance in place and evidenced.
- A complaints and feedback procedure for service users that is communicated and published on the website.
- A data protection policy and a data protection lead in place, with **Data Protection** or UK GDPR covering the data protection principles. **Record Management:** information in any format, especially related to vulnerable children, young people and adults are maintained securely, professionally and in line with legislation on retention and disposal. This also applies to other records connected to the service, such as financial and personal.

7. Following your application

Applications will be considered by an evaluation panel who will make the final decisions on allocation of funding. *Please note all panel members will be asked to declare any conflict of interest and where conflict of interest exists, the panel member will not be eligible to contribute, and another panel member will be selected.*

1. [Our values | Sheffield City Council](#),
2. [Supporting safer recruitment in the early years and education sector - GOV.UK \(www.gov.uk\)](#)

Appendix 1 – Additional information regarding geographical wards/Neighbourhoods



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Please note: Appendix 2 The terms and conditions of the grant.

