

SERVICE LEVEL AGREEMENT BETWEEN CHANCTONBURY CHURCHES, ASHINGTON PARISH COUNCIL & FOR CHANCTONBURY CHURCHES YOUTH WORK PROJECT

This agreement dated 24th April 2014 is made between Chanctonbury Churches & Ashington Parish Council for the provision of youthwork in Ashington. This agreement is valid for 3 years but reviewed annually in April.

Chanctonbury Churches will:

- employ a full time (37 hrs/wk) Youth Worker for Ashington, Washington & Wiston with Buncton.
- be responsible for all salary administration, including payment & National Insurance, Employers Liability Insurance, Employees Personal Accident Insurance and administrative support
- provide line management and supervision for the youth worker from the Rector
- ensure a minimum of 2 regular sessions, over 2 different days a week, non-denominational youth activities are run according to identified needs
- report monthly the numbers of young people attending clubs & the themes covered at the clubs to Ashington Parish Council
- ensure Ashington Parish Council are kept informed of the actions & outcomes of the Community and Chanctonbury Churches Partnership Group meetings
- establish and run a Community Partnership Group which aims to meet monthly for the first year, to ensure good communication and relationships amongst funders and community
- invoice Ashington Parish Council quarterly in advance for staff hours

Ashington Parish Council will:

- contribute £13,000/yr to Chanctonbury Churches towards youth work project all the time there is a Youth Worker in post
- expect a minimum of 2 regular sessions, over 2 different days a week, non-denominational youth activities by Chanctonbury Churches youth work project specifically for Ashington resident youths according to identified needs



- appoint representatives to sit on the Community Partnership Group alongside representatives from Ashington Youth Club Committee and other representatives as required eg community reps, Neighbourhood Warden etc
- receive monthly the numbers of young people attending clubs & the themes covered at the clubs to Ashington Parish Council.
- Are kept informed of the actions & outcomes of the Community and Chanctonbury Churches Partnership Group
- share appropriate information with the youth worker relating to issues around young people through the Management Structure
- encourage volunteers to support the youth worker
- publicise any events and activities for young people

This agreement does not make allowance for any other costs associated with delivery of activities (e.g. food, consumable resources, equipment and venue hire), publicity or for any training that may be required.

Variation and Termination

The details of the services to be provide under this agreement may be varied by mutual agreement at any time and any party may terminate this agreement with the provision of 3 month's written notice to the others.

Conditions

1. Any requests for youth work will be made to the Rector rather than the Youth Worker directly eg a single point of supervision & line management.
2. Where Chanctonbury Churches is providing Youth Work staff/Youth Work volunteers alongside existing staff/volunteers from the Youth Club/Parish Council these staff/volunteers will agree to abide by the policies and procedures of Chanctonbury Churches. These include:
 - Safeguarding
 - Discipline and acceptable behaviour (both for staff/volunteer and young people)
 - Health & Safety and dealing with accidents /injuries
 - Supervision of staff/volunteers
 - Practical support on issues
 - Information, advice & guidance



Staff, including Volunteers

All staff, including volunteers in youth activities must have:

- Two references that have been satisfactorily checked,
- A DBS check that has been carried out within the last three years
- Been working for the organisation regularly since the last DBS check
- Received basic safeguarding training
- Signed a code of conduct governing acceptable behaviour for staff and volunteers
- Have an understanding of the clubs policies and procedures as outlined in governing document
- Arrangement for supervision in place

Signed (Chanctonbury Churches)

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Job Title

Dated:

Signed (Ashington Parish Council)

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Job Title

Dated:

CONTACT DETAILS

CHANCTONBURY CHURCHES:

Name of appointed contact: James di Castiglione

Address: Unit 2 (office 1), North Farm, London Road, Washington, West Sussex RH20 4BB

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ASHINGTON PARISH COUNCIL:

Name of appointed contact: Karen Dare

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Telephone: 01903 893740 (home)

Mobile: 07851 009655 (Parish Council)

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