

Project Initiation Document

Project Title:	Guide to being in care	Project Manager:	Lee Patterson
Lead Director: Deborah Driffield		Lead Cabinet Member: Cllr Hinchey	
External partners/collaborators:		Cardiff University – Computer Sciences (Dr Catherine Teehan) NYAS Cardiff Council Children’s Services – Jade Harrison Operational Manager	

Version Control:

Main Author:	Lee Patterson		
Version / date:	16 th November 2020	Reason updated:	Lee Patterson Comments

Background:	<p>Being a child or young person in care can be a daunting experience, particularly when lots of people are involved in the child’s life at different stages. A child in care may move home many times during their childhood, changing Social Workers and Personal Assistant multiple times along the way. There are care plan review meetings, personal education plan meetings, and health appointments that require organisation and attention. It is particularly difficult for a child or young person to document and have access to this information as and when they need.</p> <p>Many Local Authorities have developed a guide to being a Looked After Child which outlines the role of important adults in their life, and important meetings and documents they will encounter during their experience in care.</p>
Project objectives:	<p>The current lack of an accessible child friendly document or resource like those in other authorities has been highlighted in discussion between Child Friendly Cardiff and Children’s Services. There is a need to create a new child friendly resource for children looked after in Cardiff, collating key contacts; key meetings; and key documents, accessible at any time by children and young people in care.</p> <ul style="list-style-type: none"> Care experienced children and young people are central to creating the content for the guide. Cardiff University students have opportunities to develop skills and confidence as well as meaningful input in guide creation and design. Guide becomes widely available and accessible to Looked After Children.
Links to strategic goal(s):	<p>Child Friendly Cardiff Strategy</p> <p>Corporate Parenting Strategy</p>

Outputs:	<ul style="list-style-type: none"> Children's Services and NYAS to collate content for guide. Children's Services to ensure data protection and safeguarding are considered at all phases of development Cardiff University to assign a short project for students to support with digitising the guide to being in care. 	
Expected outcomes/indicators of success:	<ul style="list-style-type: none"> Looked After Children have easy access to key information regarding their placement, contacts, and key stakeholders. Looked After Children are better informed about their rights, next steps, and support services. Children Services are better equipped to support Looked After Children through use of digital resource. Reports can be drawn from resources to provide insight and feedback on Looked After Children usage, to better their experience and their care. 	
Method(s)		Resources required for each aspect of project (people and materials)
<ol style="list-style-type: none"> CFC create brief for Cardiff University computer sciences. (Brief converted into academic project by Cardiff University). CFC create steering group to include NYAS, Children's Services, and Cardiff University. Regular meetings with NYAS and Children's Services to tailor guide content. Student(s) allocated to project and resource created in winter term. Pilot guide with care experienced cohort (3 months). Review and evaluation after pilot. 		<ul style="list-style-type: none"> Children's Management Team support 1-2 Cardiff University students allocated to digital project in new year. Task group members NYAS Bright Sparks members
CYP Involvement	<p>Steering group to include care experienced young people.</p> <p>Care experienced cohort used in trialling resource.</p>	
Timescale, including key milestones:	<p>Nov 2020 – brief created/sent to Cardiff University. Converted into academic project by Dr Catherine Teehan.</p> <p>December 2020 – Students recruited to project</p> <p>Jan 2021 - Pilot cohort identified through NYAS and Children's Services.</p> <p>Jan – Feb 2021 – Content created with support from NYAS and Children's Services.</p> <p>Jan – March 2021 – Digital framework developed to host information</p> <p>March 2021 – Prototype/pilot digital resource created by Cardiff University & trialled out with identified cohort.</p> <p>April 2021 – Evaluate resource use and effectiveness. Present prototype to Children's Management Team</p>	

Key Risks and how these will be mitigated:	<ul style="list-style-type: none"> Lack of support from Children's Management Team – Secure support from Deborah Driffield, Assistant Director, CMT members on Task group with regular updates to CMT. Impact of Covid 19 – meetings held virtually unless COVID restrictions change to allow face to face. Resources implication to develop the prototype to next stage – aim to pitch next stage development at start of financial year 2021/22 		
Equality impact assessment, including Welsh language standards (summary of key points in action plan):	<p>Materials to be provided in Welsh.</p> <p>Accessible to those children with additional needs / disability.</p> <p>Consider data to see if translation into other community languages is required.</p>		
Responsibilities of Project Manager and project team members:	<p>Liaise and co-ordinate across the partnership.</p> <p>Quality assurance of process.</p> <p>Safeguarding GDPR.</p>		
Quality assurance arrangements (e.g. peer review of materials, consultation with advisory panel/s)	<p>Cardiff University supervision for student project.</p> <p>CFC team to engage with care experienced cohort and steering group.</p> <p>Updates to CFC C&YP Advisory Board</p>	Evaluation plan	Review April 2021 after 3-month pilot.

Budget: To develop governance, secure partnership through application, implement and coordinate & evaluate programme

Item:	Costs:
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Cardiff Council Staff Time		In kind – Education and Children's Services	
Young Person Recruitment and Support		In Kind – NYAS Participation Officer	
Student Support		In Kind – Cardiff University Staff	
Anticipated Start Date:		Completion Date:	
December 2020		April 2021	
Signature of Project Manager:		Signature of Senior Manager:	
<i>Thomas Pughsley</i>		<i>Lee Patterson</i>	