

Title	Creative Wellbeing: Child and Parent 12-week programme
Commissioners	0 to 19 Torbay
Contract period	October 2021 to March 2022
<b>Deadline for submissions</b>	<b>5:00pm Monday 11th October 2021</b>
Contact details	Cat Radford email: cattyradford@gmail.com

## 1 The commission

0-19 Torbay has received funding to commission a **Creative Wellbeing** project to work with a group of 5-year-olds and their parents/carers to improve emotional health and wellbeing by building self-efficacy, better understand and express emotions and to improve behaviours, including improvements to poor sleep.

## 2 Background and context of commission

**0-19 Torbay is** a universal (available to all) and early help service that aims for all children and young people in Torbay to have the best start in life, stay well, become independent and thrive.

0-19 Torbay is a partnership between:

- Torbay & South Devon Foundation Trust Health visiting & School Nursing Service;
- Action for Children, Children's Centres; and
- The Children's Society, Checkpoint Services.

The three partners have been commissioned by Torbay Council to work together to provide a range of services to support children, families and young people from pregnancy to 19 across Torbay. Torbay is committed to change and therefore this contract is ambitious. The contract should be delivered in the context of building upon the transformation of local services already initiated and developing an integrated early help service with prevention at its core. The use of community groups, peer support and volunteers (including people with lived experience) is a core element of expected delivery models.

The service delivers mental and physical wellbeing activities and initiatives that encourage families, children and young people to make positive choices and influence their own futures. Some activities and services are targeted to address Torbay's key Public Health priorities to reduce future poor health and wellbeing and to reduce the level of demand that would otherwise be escalated to more specialist provision.

The **Creative Wellbeing** project builds on the growth of Arts and Health commissioning in Torbay, exploring the role of arts, heritage and culture in contributing to the prevention and self-care agenda. This project provides 0-19 Torbay the opportunity to trial a creative/play strand as part of its service with a view to learn more about delivering more aspects of its services through creative activities in the future.

COVID has had a disproportionate effect on socialisation and developmental activities for children and families, which affects social and emotional wellbeing. There is a strong evidence base linking poor emotional health with short term behaviour disruption, e.g.: sleep issues, lack of impulse control and with longer term health and social difficulties e.g.: poor attainment in school, self-harm and longer-term behaviour difficulties and mental health issues. This trial will be focused on delivering a creative 12-week prevention project working with children and families seeking support for behaviour and poor sleep. Evaluation and learning from this project will provide the evidence base for further sustainable commissioning activity in play and creative services for children and young people.

### **3 The Brief**

#### **3.1 Key Task**

To facilitate the engagement of a group of 8-10 children aged 5/6 (school Year 1) each accompanied by a parent/carer in a creative project focussed on building resilience, confidence and self-efficacy and to introduce techniques and strategies for healthy sleep habits. Projects will be responsive to the interests, needs and desires of the children and their parent/carer and make use of play, creativity and the natural environment.

#### **3.2 Activities and outputs**

We are looking to commission creative practitioners with a strong track record in participatory, co-designed creative practice and with experience in applying that practice to a health and wellbeing context to:

- 3.2.1 Design and deliver 12 weeks of weekly flexible and responsive arts based/creative sessions for a target number of 8 -10 young people.
- 3.2.2 Support evaluation (see point 3.4).

#### **3.3 Purpose and intended outcomes**

The project has the following desired outcomes for participants and project partners:

- 3.3.1 Participating children and their parents/carers will have increased skills and knowledge to be able to understand and express their emotions.
- 3.3.2 Participating children and their parents/carers will have increased skills, knowledge and confidence to better manage healthy sleep routines at home.
- 3.3.3 Participating children and their parents/carers will improve confidence, self-efficacy and enjoyment of life.
- 3.3.4 Participant will feel as though they've had their say and have been listened to.
- 3.3.5 Strong, equal, trusting relationships will be built between group participants to build resilience and provide support to one another.
- 3.3.6 The project will inform 0-19 service learning around what works alongside children and young people and families.
- 3.3.7 For the 0-19 service to better understand opportunities and barriers for imbedding more collaborative arts and culture into prevention programmes.

#### **3.4 Evaluation**

The commissioned creative practitioner(s) will be required to contribute to and participate in evaluation, overseen by the commissioner, to monitor outcomes. The commissioned creative practitioner(s) will be expected to:

- 3.4.1 Design and facilitate regular opportunities for participants to reflect throughout the project on benefits, successes and challenges in a way that can be documented and shared with the commissioner.
- 3.4.2 Allocate time and support the completion of formalised evaluation measures provided by the commissioner.
- 3.4.3 Participate in evaluation meetings and discussions as arranged.
- 3.4.4 Provide photographic/visual documentation of the work in practice, of a quality that can be shared with the commissioner and funders others as part of the evidence of the work being undertaken and with appropriate permissions/consents secured.
- 3.4.5 Provide regular written updates of work in progress.
- 3.4.6 Provide a concise evaluative report to the commissioner to evaluate the of experience of delivering the project with recommendations for the commissioner on future delivery, should it be resourced.

## 4 Key Relationships

### 4.1 Contract management

The successful organisation/practitioner will enter into a contract with 0-19 Torbay. The 0-19 Torbay Project manager will have oversight of contract management.

0-19 Torbay is working with producer Cat Radford to support the Creative Wellbeing Project and who will be the first point of contact for the commissioned organisation/lead practitioner.

### 4.2 Supporting best conditions for success

4.2.1 A **reference group** will be made up of key members 0-19 Torbay and representatives of the participants. The purpose of the reference group is to provide support and challenge to the contracted creative practitioners to help create the best conditions for success. It is expected that once appointed, the commissioned creative practitioners will:

- further develop their workplan to incorporate comment and/or advice of the reference group;
- provide regular updates to the reference group, and ask for advice or feedback to support aspects of delivery, should this be required; and
- engage in reflective discussion with the reference group to evaluate the project.

Meetings with the reference group may take place in person in Torbay or online using Zoom or Microsoft Teams.

4.2.2 School nurses will provide support materials on a range of topics, including sleep, as a resource for practitioners to draw from when planning sessions.

4.2.3 The project will provide a named contact within 0-19 Torbay for the commissioned practitioner(s) to raise any concerns relating to children/families.

4.2.4 Safeguarding concerns should follow the Torbay safeguarding procedures through MASH. Guidance on procedures will be provided in advance of the project launch.

### 4.3 Participants

The **Creative Wellbeing** project will be offered to a group of 8 -10 children who will each attend with a parent/carer. The referral process will be managed by 0-19 Torbay Partners. Participants will be children and families on referral for sleep support, behavioural and emotional regulation challenges. It is acknowledged that applicant creative practitioners are not therapists and so the project will not be referred to children diagnosed with ASD, with a Child Protection Plan or Child In Need plan in place, or children who are excluded from school.

Children and their parents/carers will be asked to commit to the programme for a period of 3 months, attending regular/weekly sessions. Appropriate day of the week, time and length of sessions will be discussed with parents/carers.

## 5 Timeframe

The contract period will be between October 2021 to March 2022, with session delivery starting in November and an evaluation report submitted in the following March. See expectations for delivery in the timeframe below:

Activity	Description	Dates (estimated)
Induction meeting	Inaugural meeting with commissioned creative practitioner(s) and reference group, clarifying roles, giving greater depth to context of the project and how it intersects with other projects in process.	11am Monday 25 <sup>th</sup> October
Project sign off	The creative practitioner(s)/organisation will liaise with the steering group each shared understanding and agree approach to delivery of the project, in the form of a <b>Final Project Plan</b> . This plan is to be written by the commissioned creative practitioner.	Week beginning 1 <sup>st</sup> November
Delivery	Delivery commences in line with <b>Project Plan</b> as signed off above.	Week beginning 8 <sup>th</sup> November
Progress reporting	Monthly progress meetings with reference group	November January February
Project completion	Evaluation submitted	11 <sup>th</sup> March 2021

## 6 Covid-19

It is hoped that the challenges to face to face group work throughout the pandemic have stabilised.

Should there be further reason to reduce face to face contact, it may be appropriate to consider a more flexible approach to regular contact time and 0-19 Torbay will be open to proposals from applicants as to how this will be managed. It will remain a priority that regular contact is established and maintained – however the timetable and how this is managed may be more open to interpretation.

## 7 Fee and contractual requirements

The maximum budget available for the **Creative Wellbeing** project is £5000 to include all materials, expenses, and VAT where applicable. The agreed fee will be paid at intervals according to an agreed delivery plan and on receipt of associated invoices.

The successful organisation or lead creative practitioner is required to the following in place:

- relevant insurances including Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law.
- An up to date Safeguarding Policy and recent (within 3 years) safeguarding training. Level 1 training can be arranged through the Local Authority.
- An enhanced DBS
- a statement about how the organisation or lead practitioner manages personal data to GDPR standards.

## 8 Submission and selection process

- 8.1 **To apply:** Please submit the following by email to: Cat Radford cattyradford@gmail.com:
- Name and whether applying as sole trader, limited company, partnership, etc. If appropriate, include company name, company address, company registration number.
  - A written statement, maximum 3 sides of A4, detailing:
    - your approach to delivering the brief – including a proposed work plan
    - evidence of your successful track record in delivering similar work elsewhere and with young people who have behavioural/emotional regulation challenges
    - your capacity to deliver the brief, including estimated time commitment and confirmation of your availability
    - your experience of managing projects during COVID-19, should it be required to reduce face to face contact during the project period
  - CVs of the key individuals to be involved
  - A budget outlining costs for delivery of the brief, bearing in mind the total fee available
  - Confirmation of insurances held
  - Confirmation of GDPR compliance and any relevant data protection policies
  - Confirmation of enhanced DBS checks in place for practitioners who will be working with participants
  - At least 2 testimonials/references that relate your experience in this field.

For clarity, it is only the written statement that is restricted to 3 sides of A4. It is acknowledged that CVs, budgets etc will be compiled in addition.

Please note in ‘selection process and timetable’ below that all submissions will be reviewed by a panel that includes project participants, some of whom may also participate in the interview process. It is important to 0-19 Torbay that participating young people and their parents/carers are involved in the selection process and that they have the opportunity to choose the projects that they would like to participate in.

Any questions or further information needed pre-submission please contact Cat Radford.

### 8.2 Selection process and timetable

Activity	Description	Dates
Brief issued		Monday 6th September 2021
Closing date for submissions	Applications to be sent by email to cattyradford@gmail.com. Please state “Submission to Creative Wellbeing Project” in the title of the email.	5pm Monday 11 <sup>th</sup> October 2021
Shortlisting	To ensure that the project selected will best suit the participating group, submissions will be evaluated against the brief and shortlisted by a panel that will include representative participants.	Week beginning 11 <sup>th</sup> October
Interview	Shortlisted applicants are invited to interview by the selection panel (panel members TBC) in Torbay.	<b>3pm – 5pm 18<sup>th</sup> October &amp; 21<sup>st</sup> October</b>
Contract award and induction meeting		<b>11am 25<sup>th</sup> October</b>

Please make a note of the scheduled dates interview and induction meeting should your application go to the next stage.