



Associate Practice Partners Brief - Online Workshops

About Kinship:

We are a national charity supporting kinship carers across England and Wales. Kinship carers are relatives or friends who raise children who cannot safely remain with their parents. They are the hidden community of amazing people who take on caring for children to stop them going into care. And more importantly give them love, family and permanence.

Our advisors help kinship carers get on top of their problems and feel more in control. Our kinship community and network of local support groups connects carers together to share experiences, so they don't have to face the fight alone. We help professionals understand kinship families and improve support for them.

Our research and campaigns strive to make sure kinship carers are heard, and that their needs are listened to by Governments and other statutory organisations.

Website: <https://kinship.org.uk/>

Our vision:

A society in which kinship carers and the children they care for are recognised, valued and supported.

Our mission:

To ensure that kinship carers and the children they care for get the support and recognition they need.

About the Peer Support Service:

The Peer-to-Peer Support Service is a new national service for kinship carers in England. It includes:

- the set-up of 100 new peer support groups
- resources and support for new and established peer support groups
- a new microsite, e-Learning platform and free online workshops with experts
- a new online peer chat service.

The service builds on Kinship's experience of developing peer support services since 2012 with the addition of new digital products.

Kinship carers from across England are helping to shape the key elements through focus groups, surveys and one-to-one feedback. Funded by the Department for Education for 12 months from January – December 2022 with potential expansion into 2023 for a further year.

Associate Practice Partners:

As part of the Peer Support Service, we will offer kinship carers a **menu of free online workshops** which they can book as individual kinship carers, or as a peer support group. We are currently developing a digital calendar booking system which will integrate into a virtual online platform to provide kinship carers with a seamless user experience. Currently workshops will take place through Zoom.

Some workshops will be delivered by our own Advice Team. More specialist topics will be delivered by **Associate Practice Partners** - experts in specialised areas in which kinship carers would like to develop their knowledge and skills so they can better support the children they love. We anticipate working with up to **six Associate Practice Partners** who will be delivering discrete themed workshops from September until December 2022.

Workshop themes:

The themes of the workshops have been developed with kinship carers and are based on what they say would help them in their caring role. These are:

1. **Positive behaviour management.** Covering the basics of managing behaviour including topics like consistency, an approach to fit the child, boundaries, communication, rewards.
2. **Understanding trauma and attachment in children.** An overview of trauma and attachment, with some tips for supporting children and what help might be available.
3. **Tackling difficult conversations with kinship children.** Examples might include how to talk to children to help them cope with contact with parents, talking to others, bereavement, separation and managing emotions.
4. **Building more positive relationship with parents and wider family.** Top tips for positive communication with parents, other family members and friends about your unique situation. Preparing for conversations, setting boundaries and reflecting on relationships with others.
5. **Building a positive relationship with your kinship child as they grow up.** As kinship children reach their teenage years and grow into adults, how you might work as a family through adolescence and beyond.
6. **Understanding Special Educational Needs and Disability (SEND), Education Health and Care Plan (EHCP) and the virtual school.** Essential information and what next.

Length of workshop and supporting materials:

Each workshop should be up to **90 minutes in total** including any Q&A. An ideal length would be 60 mins to fit in with the busy lives of kinship carers.

Supporting materials should be clear, concise and easy to understand. A short PDF or word document will be sent with the PowerPoint presentation with each workshop as a reference for participants.

Number of participants:

We anticipate each workshop should be able to support up to **12 kinship carers** and the content and facilitation should be developed around this number.

Location:

All workshops will be delivered online.

Outputs / deliverables:

Each Associate Practice Partner will be responsible for:

- Development and delivery of a high-quality workshop and supporting materials (handouts), these will need to be Kinship branded.

- Facilitating and creating a workshop which meets the needs of our kinship carer audiences, the workshops should be jargon free with engaging and informative delivery and content.
- Ongoing development of workshop/s based on live feedback from kinship carers attending the workshops.
- Working with the Peer Support Team to ensure planning and delivery run smoothly

Associate Practice Partners responsibilities:

Alongside the workshop/s delivery Associate Practice Partner will need to be able to:

- Manage their workshop calendar and book up to a month in advance dates for workshops for kinship carers to be able to book onto.
- Provide an up-to-date profile and photo that will be used to promote workshop/s.
- Feel confident managing any technical aspects of the calendar booking system (with support and training from Kinship staff).
- Ensure ongoing quality and development of the workshop based on participant feedback and quality assurance.
- Adhere to Kinship's policies particularly around safeguarding, confidentiality and data protection.
- Ensure workshops are culturally sensitive and engaging for everyone, with EDI at their heart.
- Be willing to take part in an independent process evaluation

Kinship responsibilities:

As part of the Peer Support Service, we will support Associate Practice Partners (APPs) by:

- Supporting APPs to test and pilot the workshop before it goes live (with kinship carers).
- Providing feedback and support during pilot and testing phase.
- Manage communication with kinship carers.
- Training around 'who is Kinship – the charity' as introduction to workshop/s.
- Providing support and training to the APPs on using systems, ensuring materials are branded as Kinship.
- Managing and feeding back on quality assurance, post workshop surveys.
- Ensuring workshop materials and supporting handouts are sent out post workshop.
- Quarterly check-ins with Kinship Implementation Project Manager.
- Feedback to the Department for Education on impact of workshops.
- Promoting the workshops and APP profiles to kinship community.

Fees and intellectual property:

There is a flat fee for each workshop and handout developed, which is **£1,100** incl VAT. This includes:

- Final delivery of Kinship branded workshop content, PowerPoint, facilitators notes and handout for kinship carers after feedback from Implementation Project Manager and team at Kinship.
- Feedback from kinship carers from a pilot workshop as part of the workshop development.

Further workshops will be paid at **£100 incl VAT** for 60-90 min workshop. This includes any admin either side of the workshop and feedback to Kinship staff.

We anticipate each Associate Practice Partner delivering 10-15 workshops up until the end of Dec 2022.

Kinship will own the IP for each workshop and will reuse the content as part of the service.

Proposed timeline for Associate Practice Partners:

The following timetable is for guidance. All proposals will be scored and approach will be evaluated by a practising social worker. Kinship carers will be part of the interview process and will be looking at facilitation skills.

Release date	Wednesday 22 June
Proposals received	Monday 11 July 22
Invitation to interview with presentation task	Wednesday 13 July 22
Interviews with potential Associate Practice Partners (with examples of facilitation)	Thurs / Fri 21 & 22 July
Confirmation of result and contract issued	W/c 25 July
Development of workshop/s and handout	W/c 25 July to w/c 8 Aug
Testing of workshop, pilot workshop with kinship carers and feedback	w/c 15 Aug
Final workshop and supporting materials delivered and signed off	W/c 22 Aug
Training and set-up of workshops	From w/c 22 Aug
Workshops calendar and delivery ongoing	From 5 Sept

Request for proposal and references:

Please submit a proposal to **Kinship's Associate Director of Peer Support, Sarah Clarke** by **Wednesday 11 July at 12pm**, including the following:

- **Approach:** Title of the workshop or workshops you would like to develop and deliver. This includes a two-page proposal on your approach to developing content for the workshop, examples of what you would include.
- **Skills and experience:** Provide evidence of the skills and experience by attaching an up-to-date CV - maximum of 2 pages.
- **References:** Please provide two references, their contact details, and brief description of the services or outcomes delivered.

Considerations:

We welcome applications on one, several or all workshops delivery. We are open to merging, re-naming, restructuring, or adding themes according to expert views. We prefer to work with consistent partners and this work cannot be contracted out further.

We have an independent process evaluation taking place as part of the Peer Support Service, we would ask Associate Practice Partners to be willing to give feedback as part of this evaluation. Our evaluation partner is Coram.

Contact information:

For an initial discussion about this brief, or to receive supplementary information to support your understanding, please contact:

- Emma Wrafter, Director of Service Design & Impact – emma.wrafter@kinship.org.uk or
- Sarah Clarke, Associate Director of Peer Support - Sarah.Clarke@kinship.org.uk