

Duke of Edinburgh Award Timperley Centre

**Annual Report
December 2016**



TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE
ANNUAL REPORT – DECEMBER 2016

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TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE

1. Introduction

This report covers the period from registration of the Timperley Duke of Edinburgh Award Centre to 31st December 2016. It covers the first year of operation and set up of the centre and sets out the objectives for the second year of operation. The centre has grown from 60 to over 120 expedition participants and now has in excess of 150 members and over 30 volunteers.

The Parochial Church Council of the Ecclesiastical Parish of Christ Church Timperley (Timperley PCC) gave approval for the PCC to set up a centre in July 2015 and it became a Licenced Organisation on 1st October 2015.

2. The Duke of Edinburgh Award

The DofE Award provides a balanced programme of activities that develops the whole person – mind, body and soul – in an environment of social interaction and teamworking. Young people progress through three levels of DofE programmes to achieve a Bronze, Silver or Gold Award.

Taking part builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their DofE. It is open to participants aged between 14 and 24. Further information concerning the aims and objectives of the Award are set out on its website at:

<http://www.dofe.org/>

All participants are registered with the DofE through the eDofE website. This tracks participation in the three elements of the Award which comprise:

- Volunteering – this is about making a difference to other people's lives. From conservation to youth work to fundraising for charity or caring for animals – there is an extensive list of projects that the youths are involved in. Our community is benefiting from over 120 hours per week of volunteering through the Award
- Physical – through this section participants achieve greater physical fitness and become healthier through a wide range of activities both personal or through teamwork.
- Skills – this is all about developing practical and social skills and personal interests. There is an extensive list of skills which the young people may develop

In addition participants take part in expeditions which involve overnight camping for one night for the bronze award and two nights for silver.

The Award celebrated its 60th Anniversary in 2016, generating press extensive coverage and fundraising to improve the reach of the award through the Diamond Challenge programme.

3. Centre Development Plan

The long term aim of the volunteer supporters is to establish a sustainable DofE capability and to become self sufficient in the training and assessment of participants. The centre is half way through a two year development plan, the key stages of which are set out below cross referenced against the sections of this report:

Year 1 (2015/16)

- Promotion of centre – see section 9
- Licencing of centre and recruitment of volunteers
- Securing of funds and procurement of kit – see section 4
- Training of initial volunteers – Andy Allan completed the Basic Expedition Leaders Award (BELA) during the year
- Development of procedures and policies including risk assessments, insurance arrangements, behaviour policy and compliance with PCC policies for working with young people and safeguarding
- Development of training programme - during the year an extensive range of training materials have been developed to enable delivery of a syllabus comprising tent pitching, map reading, route planning, first aid, meal planning and other skills required to prepare participants for the expeditions.

Year 2 (2016/17)

- Recruitment of further volunteers and implementation of more comprehensive organisational structure – see Appendix 4
- Outreach to wider community – please refer to section 7
- Implementation of more pro-active brokering of volunteering opportunities with local charities and community including creation of opportunities to support the church
- Scale up to over 120 places and provision of Gold Award
- Further training of expedition leaders
- Further training pathways including weekend training to complement Thursday evenings
- Provision of alternate expedition modes including cycling and canoeing
- Extension of pastoral support function
- Creation of more comprehensive eDofE and mentoring support

Throughout this programme the DofE regional team have supported us through training programmes, open evenings and set up of the eDofE system. In particular thanks are due to Paul Griffiths, Steph Ashcroft and the team at DofE North for their inspiration and guidance.

4. Supporting infrastructure

Equipment & procurement

Equipment has been purchased in two phases:

- Phase 1 – Group equipment comprising tents, stoves, cooking pans, maps, compasses and first aid kits. This equipment was funded by donations from the Oglesby Charitable Trust, Manchester Airport Community Fund. A limited number of personal equipment including rucksacks was also funded at this stage part funded by the Newton Night School Charity
- Phase 2 – An extensive range of personal equipment was purchased in [date] following the award of a £3,600 grant from the Trafford Housing Trust (THT) Community Action Fund. The equipment includes waterproof jackets, overtrousers, sleeping bags, roll mats, and further rucksacks.

All equipment has been purchased from Go Outdoors. Go Outdoors have been very supportive of the centre, providing personnel to deliver a Kit Briefing Evening for participants and their parents, and discounts for members to buy their personal equipment. GO provide an extensive range of competitively priced outdoor equipment and we have obtained favourable discounts for volume orders for charitable purposes. Equipment purchased in phase 2 was subject to a formal competitive tender process.



Premises, storage & transport

Training, expedition planning and presentations take place at the Holy Cross Parish Hall. We are grateful to the PCC and the team at Holy Cross for their support – in particular to Cliff Carr and Elsie McMahon. During the year a donation was made from the DofE fund towards the cost of providing a defibrillator at the church.

Additional racking has been installed in the stores at the Holy Cross Church Hall so that the equipment may be safely stored. Further investment to improve security is planned. The equipment is covered by the Parish insurance policy. All equipment is labelled and numbered and participants have to sign for equipment which is checked in and out at kit distribution sessions before and after the expeditions.

Expeditions generally take place within a 60-90 minute drive from Altrincham and parents are responsible for transport arrangements. In September the provision of transport was trialled to ensure that expeditions can take place further afield in areas such as the Lake District. We are grateful for the support of Wellington School who allowed us to use a school minibus for an expedition.



5. Financial position

The project started with seed grant funding for capital equipment from the Manchester Airport Community Fund and the Oglesby Charitable Trust. The accounts for the first year of operation are set out below:

Timperley Duke of Edinburgh Award Centre - Accounts for the 2015/2016 Intake

	Total £	Capital £	Revenue £
Income			
Registration Fees	2,680		2,680
Expedition Fees paid	8,850		8,850
Grant - OCT	1,000	1,000	
Grant - Manchester Airport	2,000	2,000	
Grant - Newtown Night School	250	250	
Grant - Trafford Housing Trust *	3,339	3,339	
Refunds due	(80)		(80)
Kit Hire	100		100
Deposit returns	(690)		(690)
	<u>17,449</u>	<u>6,589</u>	<u>10,860</u>
Expenditure			
Licenced Organisation fee	(600)		(600)
Registration packs	(1,095)		(1,095)
Camping fees	(1,312)		(1,312)
Supervision fees	(2,760)		(2,760)
Maps	(466)		(466)
Printing & refreshments	(129)		(129)
Leader training	(497)		(497)
Equipment	(7,021)	(7,021)	
General expenses	(120)		(120)
Insurance	(312)		(312)
Holy Cross Hall Appeal	(325)		(325)
Transport	9		9
Leader training / R&M provision	(2,050)		(2,050)
Hardship fund provision	(700)		(700)
	<u>(17,378)</u>	<u>(7,021)</u>	<u>(10,357)</u>
Surplus to date	<u>71</u>	<u>(432)</u>	<u>503</u>

The centre made a surplus of £71 in total. The surplus arose because pricing was based upon a smaller planned size and the centre benefited from economies of scale and a greater proportion of expeditions being supervised by volunteers.

At the end of the year parents were offered the choice of a £50 refund or the opportunity to donate the balance in whole or in part to the centre and the majority of parents chose to make donations which have been set aside to create a fund to train volunteers and to subsidise places through our outreach programme. Provision has also been made for repairs and maintenance of equipment.

A Treasurer has now been appointed, Roz Swarbrick. Roz has extensive finance experience and has acted as treasurer to other charities in the past. The PCC has agreed to the set up of a new bank account specifically for management of the DofE Centre which will make keeping track of the financial position easier. We are very grateful to Tim Barlow, the PCC Treasurer for his support.

6. Participation & outputs

The cumulative total distance walked by participants on their expeditions is the equivalent of John O'Groats to Lands End and back.

The Timperley Centre is now the fastest growing centre in the North West. In recognition of this Andy and Kirsty Allan were invited to St James Palace for the Gold Award Presentation and Andy had the opportunity to discuss our plans for the centre with HRH Earl of Wessex.

[insert photo from November GAP presentation]



Award Completion

As at 15th January 2017 44 participants had successfully completed their Awards – see Appendix 1. The first batch of Awards will be presented by the Bishop of Stockport, Rev Libby Lane at an Awards Ceremony to be held at Christ Church on 17th January 2017. Nationally the proportion of DofE participants who complete their expeditions and go on to finish their awards is 52%. We have already achieved 73% for the Timperley Centre, and have targeted a success rate of at least 80% as our mentor and support team grows.

We are grateful to Steph Carter from the Bowdon Church DofE Centre for performing the role of independent verifier.

Volunteering and community outreach

The impact that participants have on their communities through volunteering activity is viewed by the Centre as an important output of the programme. During the first year young people were encouraged to identify their own volunteering opportunities. It was recognised that more could be done to promote the availability of volunteer resource to local charities and to help to signpost opportunities.

We are therefore pleased to have appointed Bev Stackhouse to head up our Volunteer & Community Liason activity. Bev can be contacted at community@dofetimperley.org.uk

It is intended that a greater contribution will be made by the young people to help with the church and the operation of the centre – planning for this will take place in early 2017.

A schedule of year 1 volunteering activity by type is set out in appendix 2.

The following table sets out participation data by Award level, gender, ethnicity and by school. Whilst participation remains skewed towards selective schools this is reflective of the local demographic and the Centre team is making every effort to widen its reach as set out in section 7.

Participation Statistics	Year 1	Year 2 *
Bronze	35	56
Silver	29	47
Gold	0	20
Participants by level	64	123
Altrincham Grammar School for Girls	7	10
Altrincham Grammar School for Boys	23	30
Sale Grammar School	7	42
Loretto	15	21
Wellington School	6	12
Other	6	8
Participants by school	64	123
Asian or Asian British - Indian	6	9
Asian or Asian British - Pakistani	2	1
Mixed - White and Asian	1	2
Mixed - White and Black caribbean	1	
Unknown		32
White - Other	2	1
White - English / N Ireland / Irish / Scottish / Welsh	52	55
Head Count by ethnicity	64	100
Male	35	49
Female	29	51
Head Count by Gender	64	100

* Year 2 data relates to 2016/17 direct entrants together with 2015/16 participants who have already progressed to the next level. Registration and progression to the next level is in progress so this data will be firmed up by 28th February 2017. The difference of 23 therefore relates to 2015/16 participants currently completing their award



Year 2 Launch Night – November 2016

7. Inclusivity & Outreach

Although Timperley is a relatively affluent area the church takes an inclusive 'everyone welcome' approach which encourages participation from a range of children from varying socio-economic and groups. The Centre is an Open Award centre promoted throughout Trafford. During the first year of operation participants were primarily drawn from local schools and came from the Timperley and Altrincham area.

For the second year of operation an extensive programme of promotion of outreach was undertaken including:

- Links to the Trafford Young Carers charity – a presentation to young people took place to promote the Award and we now have participants registered following promotion through this charity
- Trafford Centre for Independent Living – we now have a participant registered following promotion through this charity
- Promotion to residents in the Broadheath community through posters in local shops and utilising the Trafford Housing Trust Engagement Officer to promote through both THT and TMBC databases

The interaction between children from the local grammar schools with those from other schools from the state sector and friends from outside the parish creates a dynamic which is part of the success of the groups.

During the year one of the local DofE Centres, Team Maverick, which had been operating for 10 years closed leaving a number of people needing to transfer to another centre to progress to the next level of the Award. We were pleased to take 3 young people from this centre together with a further 5 from other centres.

Team Maverick historically had strong links with Sale Grammar School and the opportunity was taken to promote the centre through the school. This proved very effective and a significant number of applications were received from SGS students for the second year.

Following the second year launch night in November 2016 over 200 applications were received for places which had initially been planned at 105. Fortunately sufficient volunteers came forward to enable numbers to be increased to 123. Places were therefore allocated based upon the following principles:

- **Inclusivity** – available to a broad range of young people from all backgrounds
- **Adding value** – we are particularly keen to offer DofE to those young people for whom participation will have the greatest benefit
- **Sustainability** – we want to make DofE at Timperley a long term project with enough adult volunteers to ensure it can continue for many years to come

As noted above we wish to ensure that the centre remains accessible to children of all backgrounds. The cost of personal equipment required for the expedition in addition to the subscription fee can be prohibitive. The cost of personal equipment is c£250 so the pool of personal equipment funded by THT will be vital to ensuring that the Award remains affordable.

Through the use of an extensive group of volunteers and by managing expedition planning, risk assessment, insurance and training in house, rather than through the use of commercial providers we are able to keep costs to a minimum without compromising quality. The centre is one of the most affordable in the area.

8. Leadership Team & governance

The Centre was initially set up by a group of 10 volunteers. Numbers grew as the centre was promoted through the church and social media. We have been fortunate to secure assistance from experienced leaders from the Trafford MBC team who were made redundant when Trafford, like many local authorities, reduced its direct provision of the DofE Award. Les Gleave joined us from Trafford and his experience and support in the development of the training and expedition programme has been invaluable.

The centre also benefits from the support of a number of younger leaders who have more recent experience of completing the award at Silver and Gold levels, all of which helps the leadership group relate more to the challenges faced by participants.

All volunteers are recruited in accordance with the PCC policy for the safe recruitment of youth leaders and are subject to DBS checks. We are grateful for the support of David Bolton for whom the creation of the centre has generated a significant amount of additional paperwork.

As the centre scales up more expedition leaders are required. Five leaders are enrolled on the first of the DofE Expedition Skills (DES) courses which will take place in January and February 2017. The DES course is being run by the DofE North Team. DofE North will fund 2 places and the Timperley Centre will fund 3 places from the surplus generated in the first year.

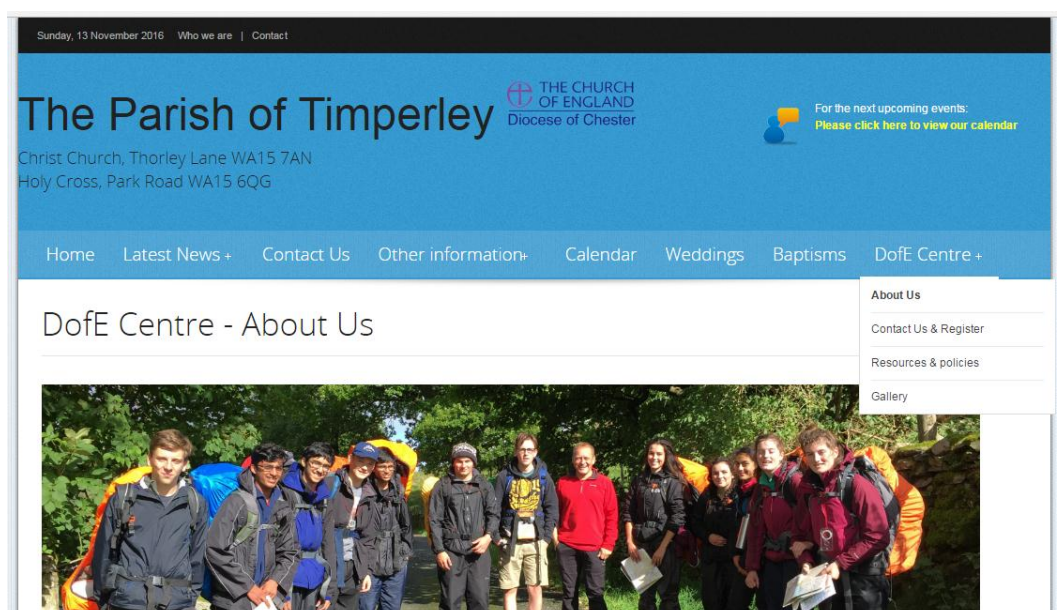


Volunteer leaders at a Silver practice expedition

9. Communications & marketing

The Centre benefited from local press coverage both at launch in November 2015 when Altrincham Today and the Sale & Altrincham Messenger ran articles. A social media presence was established on Facebook, Instagram and Twitter. The Facebook site has proved a particularly useful way to provide updates on expedition progress for parents – its reach ranging from 150 to over 900 hits.

The centre has a section on the parish website. This includes contact information, a resources and policies section with links to training materials and videos, the kit list and section ideas. The site also includes a gallery of expedition and training photos and can be accessed at: <http://www.timperleyparish.org.uk/>



10. Further Information

For further information please contact:

Membership Enquiries	All general enquiries	membership@dofetimperley.org.uk
Section comms (for members only)	Bronze Award	bronze@dofetimperley.org.uk
	Silver Award	silver@dofetimperley.org.uk
	Gold Award	gold@dofetimperley.org.uk
Andy Allan	Centre Manager	andy.allan@dofetimperley.org.uk
Roz Swarbrick	Treasurer	roz.swarbrick@dofetimperley.org.uk
Bev Stackhouse	Community & Volunteering	bev.stackhouse@dofetimperley.org.uk



APPENDIX 1 – AWARDS COMPLETED - to be presented at service 17th January 2017

Bronze 1

Thomas Bourne
Thomas Knowles
Alejandro Bradley Martinez
Sergio Mendez-Allende
Yousuf Shabbir
Alexander Street
Leo Swarbrick

Bronze 2

Hannah Allen
Aditya Lal Mukherjee
Olivia Nyunt
Lottie Warburton

Bronze 3

Niamh Browne
Amelia Malthouse
Annie McGoff
Millie Pottinger
Ruby Ray
Nell Thurstan

Bronze 4

Tushar Arun
Tom Carr
Ben Corbett
Eddie Harding
George Harris-Stelfox
Karan Josan

Bronze 5

Rachel Buckley
Ellie Hughes
Isabella Kearns
Lucy Magenis
Maeve McGoff
Hannah Wildman

Silver 1

Lucy O'Donnell
Hannah O'Donnell

Silver 2

Oliver Joyce
Steve Till
Callum Washington

Silver 3

Rahul Geetala
Luke Holland
Kabir Josan

Silver 4

Luke Burrows
Lucy Croft
Daniel Hart
Tessa Lindsay
Alex Mollard
Benjamin Watchorn
Emma Wilcox

APPENDIX 2 – VOLUNTEERING ACTIVITY

Volunteering Activity	No
Coaching teaching	29
After-school club	1
Beavers	1
Football coaching under 6s	1
Football mentoring	1
Girlguiding UK	2
Group Leadership	1
Multisports - helping coaches	1
Netball coaching	1
Outdoor Leadership	2
Rainbows	1
Scout Association	3
Sports Leadership	10
Supporting a lacrosse coach	2
Supporting a tennis coach	2
Community action	1
Peer Education	1
Helping a charity	18
Charity Shop	10
Faith communities	1
Helping at a Scout troop as a young leader	1
Helping out at Brownies	1
Helping out at scouts as a young leader	1
Park Run	1
Volunteering at a local garden centre	1
Volunteering at local Library	1
Volunteering in the Library	1
Helping people	13
Helping children	5
Helping children at badminton sessions	1
Helping out at an after school club.	1
Helping people in need	1
Helping people with special needs	3
Volunteer as Student Librarian	1
Washing my elderly neighbour's car	1
Working with the environment or animals	3
Animal Rescue Centre	1
Animal Welfare	1
Environment	1
Grand Total	64

APPENDIX 3 – PRESS COVERAGE

Award centre toasts milestone

Duke of Edinburgh hub celebrates first birthday and is set to expand

A DUKE of Edinburgh award centre in Timperley is celebrating a bumper first year – and it is set to go from strength to strength.

Some 60 young people have completed expeditions since the centre's launch in November last year.

And now the award hub has announced plans to increase its capacity to more than 100 as it prepares for a second year.

Participants at the centre at Holy Cross Church have collectively walked the equivalent of Land's End to John O' Groats and back to complete their practice and qualifying expeditions at bronze and silver level.

The centre also plans to offer both walking and cycling expeditions, and the opportunity for those completing the silver level to progress to gold in 2017.

Its work was given a further boost earlier this year with the award of a £3,000 grant from the Trafford Housing Trust Community Panel.

Paul Huxley, chairman of the Altrincham Panel, said: "We want to make a real difference in the places where we live and supporting this project means 1,700 hours of community volunteering will be delivered over the next year."

"Our funding will be used to purchase a pool of personal outdoor equipment required for the expeditions."

Centre manager Andy Allan said: "To increase capacity we need to expand our cohort of adult volunteers."

"We are looking for people who can work with the teams to train, mentor and supervise their expeditions, and for administrative support to help monitor the physical, skill and volunteering sections of the award."

"We have set aside funds to ensure that our adult leaders are fully trained and supported."

A meeting for young people, their parents and adults who are interested in volunteering to help at the centre will be held at 7.30pm on Sunday November 13, at Holy Cross Church Hall, Park Road, Timperley.

The Duke Award scheme is celebrating its 50th anniversary this year.

For more information, email doe@timperley@gmail.com, call 07343 122 144 or visit facebook.com/dofatimperley.



Andy Allan (centre) with two groups taking part in a silver expedition

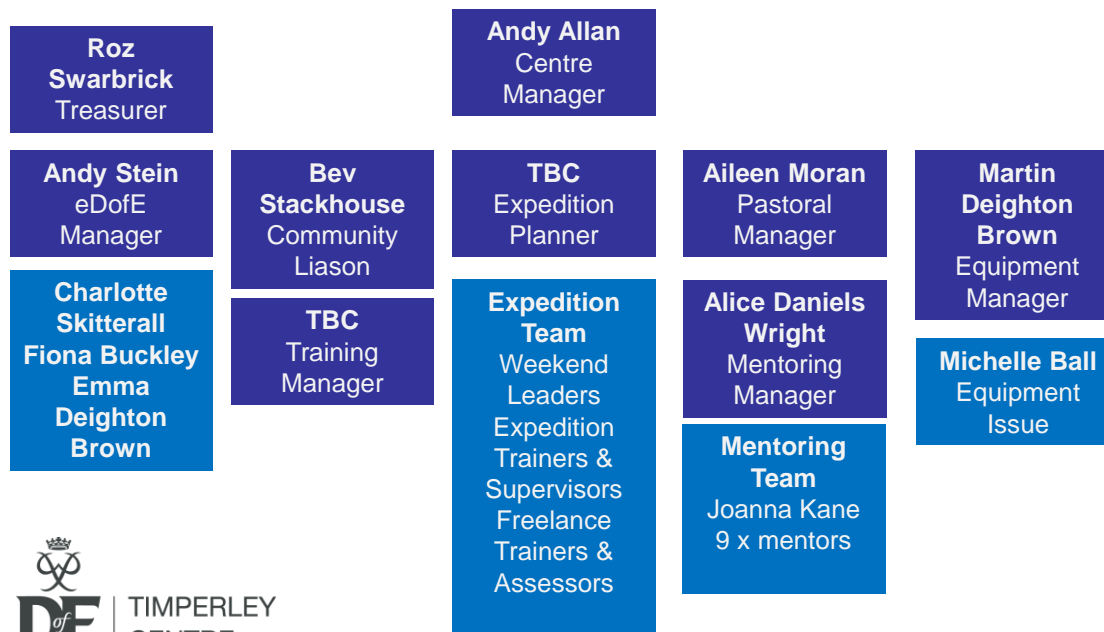
Online coverage:

http://www.messengernewspapers.co.uk/news/14029736.Duke_of_Edinburgh_scheme_launched_in_Timperley/

<http://altrincham.today/2015/11/09/duke-of-edinburgh-award-centre-opens-in-timperley/>

<http://altrincham.today/2016/10/28/timperley-duke-edinburgh-award-centre-expand-capacity-successful-first-year/>

APPENDIX 4



eDofE Manager Lead eDofE Team Liase with DofE North & independent approver Ordering of certificates & badges Manage team of Section Leaders & Financial Controller Manage Google database and control compliant access to data	Equipment Manager Maintain equipment to a high standard – hold young people accountable Ensure security of equipment Advise on type of equipment to be used Manage relationship with Go Outdoors including Annual Kit Night	Treasurer Maintain membership database Collect subscriptions Monitor expenditure Prepare accounts Liase with and reconcile accounts with PCC Treasurer Manage refunds to parents & deposit returns to young people Ensure insurance compliance
Community Liason Liason with parish & congregation Ensure DofE group contributes to parish community Build relationships with local charities and community organisations Provide pipeline of volunteering opportunities for young people and monitor participant contribution	Equipment Issue Maintain inventory of equipment and record of groups use; identified repairs Determine level of deposit return	
Pastoral Manager DBS & Parish policy compliance Support for young people with special needs	Expedition Planner Booking campsites Booking volunteer & freelance support Checking of Route Cards Green Form Notification to DofE Risk Assessment of weekend & routes	Other Roles Expedition Transport Awards Service organiser Website & PR Schools liason
Mentor Manager Mentor team recruitment Mentor team rota & coverage for training & expeditions	Expedition Supervisors & Assessors Maintain equipment to a high standard – hold young people accountable Ensure security of equipment Advise on type of equipment to be used Manage relationship with Go Outdoors including Annual Kit Night	Training Manager Managing programme of training Booking trainers for each module Running Map Reading Day Running Fastrack training weekend



Principal Supporters:

