

# NCS

## SUMMER 21

**National Citizen Service (NCS) is an opportunity that helps 16-17 year olds build skills for work and life, embark on new challenges, meet new people and contribute to your local community.**

### **NCS SUMMER**

We'll help them realise that big, exciting things can come from feeling a little bit overwhelmed! We want them to know how incredible they are and show the world and themselves, exactly what they're made of!

NCS can boost their CVs, college applications and UCAS statements, showing that they have a wider range of skills and experience.

### **WHAT IS IT?**

The NCS programme is an outlet for your teenager to come out of their comfort zone and take on new challenges. Your teen will have the chance to stay away from home\* and learn new skills to increase their independence.

### **WHY ARE WE TELLING YOU THIS?**

NCS will be presenting to your teen to let them know what NCS is all about and give them the opportunity to take part in this life changing programme.

### **We will be talking to your teen virtually:**

**SCHOOL:**

**DATE:**



\*Only on three week programmes

# WHAT'S IN THIS BOOKLET

(Click the links below to jump to the page you want)



**BENEFITS OF NCS**

**PROGRAMME OVERVIEW**

**COST**

**HOW TO SIGN UP**

**WHAT HAPPENS AFTER SIGN UP**

**SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

**COVID-19**

**REFUNDS**

**MORE INFORMATION**

**PARENT INFORMATION VIDEO**

**CONTACT US**

**SOCIAL MEDIA**

**SAFETY AND SUPERVISION**

**SAFEGUARDING**

**PHOTOGRAPHY**

**HOW WE ARE MANAGING COVID-19**

**FREQUENTLY ASKED QUESTIONS**

Want to get back to this page? Bottom right of every page is a button to bring you back here.



## THE PROGRAMME AT A GLANCE



Your teenager will get the buzz of achieving something they thought was impossible. That's what the 1st phase is about. They will meet new people and take on new challenges. They will even live away from home for a few days. (On three week programmes)



Your teen will learn the skills needed for work, further education and independent living. Completing various workshops to enhance their skills and increase their self confidence, your teen will pick up a lot in this phase.



Armed with new skills, this is their chance to use them for good. They will create a social action project to make a lasting impact on the community. Working with their new team to really make a difference.



We're not going to sugarcoat it, some parts of NCS can be pretty tough. This is why we want young people to be recognised. They will receive a certificate signed by the PM to remind them of all the wins they've had and celebrate with a bang.

## STAYING AWAY

This year we are offering two and three week NCS programmes. The Three week programme will give your teen the chance to stay at home.

Your teen will still get an amazing experience in the two week programme but allows them to remain at home for the evenings.

## HOW MUCH?

National Citizen Service is a Government funded programme that was started in 2011. The cost of the entire programme is £1500 but as NCS is heavily subsidised all we ask from you is a contribution of £50!

If £50 is too much in these current times then we have bursaries available for you to apply for.

**Get all your activities plus food and transport for only £50**

## HOW TO SIGN UP



Call us

**0800 197 8010**



## WHAT HAPPENS AFTER YOU SIGN UP?

### Important Forms

You will receive communications to get you logged in to your own personal NCS portal. Here you will need to fill in your teens medical form.

### We'll be in touch

You will be contacted by our team to run through things in more detail and invited to attend virtual parent sessions.

### You'll receive a welcome pack and all the info you need

Make sure you check your emails for this information.

If your teen took part in the programmes delivered by NCS in 2020, they will still be able to take part in NCS Summer 2021 providing that they don't turn 18 before 1st September.

**"When my son came back he had just blossomed, his confidence had grown so much it was incredible, I would highly encourage parents to get their teens on NCS, it teaches them to have conversations they wouldn't normally have the confidence to have."**

**- NCS Parent**

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

When your teen signs up let us know of any medical conditions, special educational needs or disabilities. We will then contact you to work with you to develop a care plan and make necessary reasonable adjustments to maximise their NCS experience and opportunities.



## COVID-19

We are taking all the necessary precautions to keep your teen safe. Rules are ever changing so to get the most up to date information please visit [wearencs.com](http://wearencs.com). In this document we have provided our COVID-19 response details.



## REFUNDS

In the unlikely event that NCS is cancelled this summer you will be presented with the following options;

**A full refund**

**To move to an  
Autumn Programme**

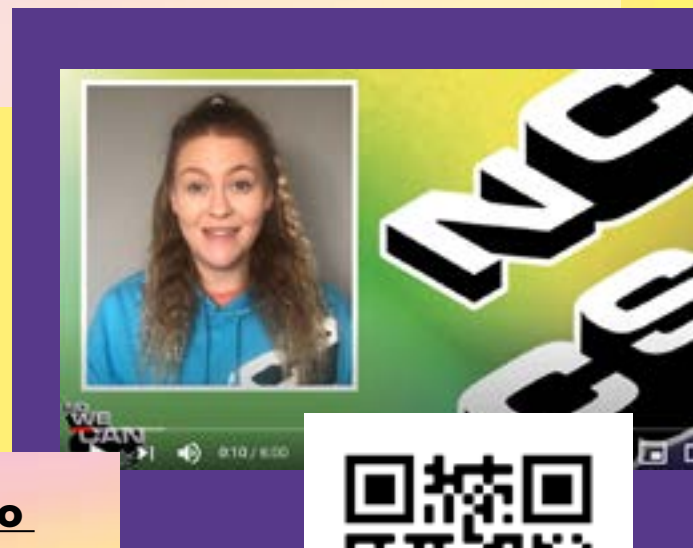
**To move to  
Summer 2022 (Age  
dependant)**

## MORE INFORMATION

You can get more information on the NCS programme by visiting [wearencs.com](http://wearencs.com).

## PARENT INFORMATION VIDEO

Our team have put together a video for parents/guardians to help you understand what NCS is all about, what the benefits are and how we work with your teen to get them the best results for their future.



**[Watch the video here!](#)**



## HOW TO GET IN TOUCH

If you want to ask us a question why not give us a call on **0800 197 8010** or email us at **[askncs@ingeus.co.uk](mailto:askncs@ingeus.co.uk)**

## FOLLOW US ON SOCIAL MEDIA

NCS in your area will be delivered by a company called Ingeus UK. For all the latest updates on events, your local programmes and photos, follow us on **Twitter @IngeusYouth**

For all NCS updates SEARCH NCS on these platforms.





## **SAFETY AND SUPERVISION**

Your young person's safety and wellbeing is our top priority.

Our comprehensive policies and procedures provide quality assured training for our NCS teams, and we are fully insured.

To ensure all of our NCS programmes are safe, all staff undergo the following checks and training:

- Enhanced DBS check (Disclosure and Barring Service)
- First Aid (certified)
- Safeguarding
- Equality & Diversity

Our staff also hold qualifications in behaviour management, risk management and leadership.

## **SAFEGUARDING**

Safeguarding relates to action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working Together to Safeguard Children 2013 as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes

As an organisation that works with people of all ages and backgrounds, we are committed to acting in the best interests of vulnerable people including children, and ensuring that all reasonable steps are taken to prevent them from harm.

Safeguarding training is mandatory for all employees, and we have specific policies and processes setting out our approach and actions for safeguarding. Please get in touch if you would like further information.

## **PHOTOGRAPHY**

NCS is a growing community and part of this involves sharing the NCS experience with others through photographs and films. As an NCSer, your teenager may be photographed or filmed on programme taking part in their activities. If you do not permit to this, please ensure that you 'opt out' by stating your preferences on the Medical & Parental Consent Form.

# HOW WE ARE MANAGING COVID-19



The world has changed and NCS has adapted to ensure your teens safety. From staff training, to new ways of working, we want your teen to feel safe at every stage of their programme.

**The National Youth Agency (NYA) is the Professional Statutory and Regulatory Body for youth work in England and, in consultation with Public Health England and the Health and Safety Executive, develops youth sector specific advice and guidance. As NCS falls under this criteria, we will always follow the most up to date guidance from the NYA and Government.**

## HOW NCS ARE KEEPING EVERYONE SAFE

- **STAFF SCREENING FOR SYMPTOMS DAILY**

(Positive results will be sent home and their bubble contacted and sent for tests)

- **REGULAR HAND WASHING OR SANITISING**

- **ASSESSMENT OF YOUNG PEOPLE BY ASKING THE BELOW QUESTIONS:**

- Do you or a member of your household have any of the following symptoms a high temperature whereby you/they feel hot when you touch your/their chest or back?
- A new continuous cough?
- Are you/they suffering from a loss/change in the normal sense of smell or taste?

- **ONE WAY SYSTEMS**

- **STAFF WILL ENSURE ROOMS ARE WELL VENTILATED AND REDUCE THE USE OF DOOR HANDLES**

- **RISK ASSESSMENTS**

- **PUTTING UP APPROPRIATE SIGNAGE**

- **STAFF WILL WEAR PPE WHERE NEEDED**

- **STAFF WILL WEAR FRESH UNIFORM EVERY DAY**

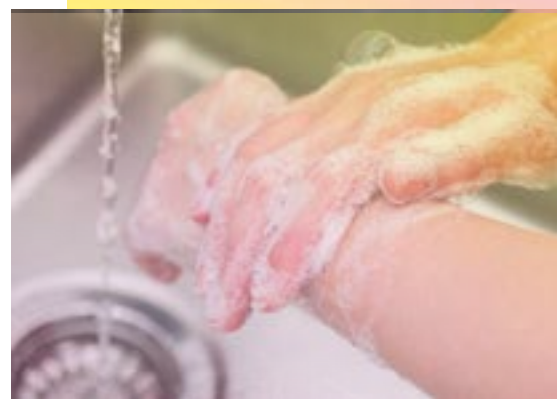
- **STAFF WILL INTERVENE IF THE APPROPRIATE SOCIAL DISTANCING ISN'T BEING ADHERED TO**

- **HAND WASHING TIME WILL BE BUILT INTO ALL ACTIVITIES**

- **PPE WILL BE MADE AVAILABLE FOR THOSE THAT DO NOT HAVE IT**

- **HIGH TRAFFIC AREAS WILL BE CLEANED REGULARLY WITH ALCOHOL WIPES**

- **EQUIPMENT WON'T BE SHARED AND WILL ALWAYS BE SANITISED**



# FREQUENTLY ASKED QUESTIONS



## Can I speak to someone before signing up?

The answer is yes of course you can. You can talk to a member of our team 7 days a week by calling this number

0800 197 8010

## How is it going to help their future prospects?

From employers to universities to apprenticeship providers, most places now recognise the skills and experiences that young people have on NCS, giving them an advantage over their peers. NCS looks great on CV's and UCAS applications.

## What are the benefits to my teen?

They will get the chance to meet new people, expand their horizons, learn brand new skills and build their confidence. They will be instrumental in making a difference in their local communities and help others.

## My teen has additional needs, can they still take part?

NCS is open to everyone. We can create a care plan once we have their medical form and discuss their needs with yourself.

## Is there help available towards the cost of NCS?

If you need additional help paying for NCS you can apply for a bursary by talking to our contact centre before you sign up.

Call them on 0800 197 8010

## Do they have to do the NCS programme?

Whilst the NCS isn't compulsory, it is a unique and exciting opportunity that is only available to 15-17 year olds and places this year are very limited.

## What happens if someone displays symptoms of COVID-19 on programme?

Should somebody display symptoms of COVID-19 on programme, we would suspend programme and ask the individual to be tested as soon as possible. Any further activity would be carried out digitally where possible. Where the test is negative, we would then seek to reconvene the group and continue with the remainder of the programme. Where the test is positive, we would comply with the national track and trace scheme and follow the government guidance on recommending testing for the rest of the group. In addition, we will practice excellent hygiene and social distancing whilst on programme, to try and mitigate the risk of transmission as far as possible.

## Does my teen need to bring money?

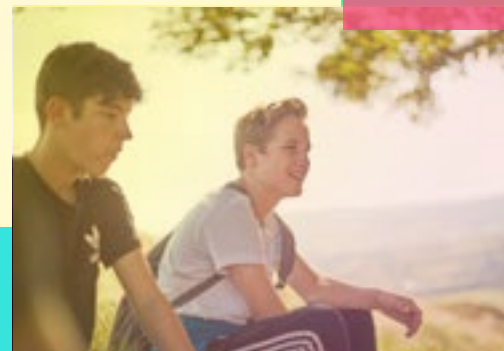
Everything on NCS is paid for including food and transport so you will not need to provide any extra money. However if you wish to give your teen extra cash for shops you may wish to do so.

## How will you ensure safety on programme?

Each programme and each activity has been risk assessed to ensure safety on programme. Your teen will be given a code of conduct to read through and follow on programme to ensure the safety of others.

## Can my teen do a programme with friends from a different location?

Providing that there are no lockdown restrictions in place for either location, and the government guidelines allow both to travel to the programme, then yes.





# FREQUENTLY ASKED QUESTIONS



## Will my teen be forced to do activities?

Never. We will never force your teen to do anything they don't want to do. We will be there to encourage them to face their fears and tackle new, exciting things.

## What if my area goes into lockdown?

If your area goes into lockdown, we would first try to offer a digital solution to allow your teen to complete the experience. If this still isn't a possibility, the programme would unfortunately need to be cancelled, but we would let you know ASAP about this.

## Can I contact my teen whilst they're on programme?

Yes of course you can. Your teen may not have their phone in the day due to the nature of the activities but there will be opportunities to talk to them and you'll be given an emergency contact number.

## Why do I have to fill out my details?

This is to secure your teens place on programme. If you put in your details and don't complete the sign up process, we will call you to answer any questions you may have about the experience.



## Can they bring their phone?

Of course they can, but we will ask that they please limit use during activities.



## Will NCS provide masks and PPE?

We would encourage your teen to bring their own but NCS will have masks and PPE.



**LIFE'S BEEN TOUGH  
FOR YOUR TEEN THIS  
LAST YEAR, GIVE THEM  
SOMETHING TO LOOK  
FORWARD TO.**

**SIGN UP TODAY**

**[wearencs.com](http://wearencs.com)**

