



Inclusive Play Centre

Play & Support for families with young people with additional needs.

Incredible Kids Trustees Information Pack

INCREDIBLE TRUSTEES



Incredible Kids is a place where disabled young people and their families are accepted, welcomed and understood.

Be a part of it.

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

Message from the Chair

Thank you for considering becoming a Trustee of Incredible Kids. The aim of this pack is to give you more information about this vital role and the application process.

The charity is a response to a gap in support services for families with disabled children to spend quality time together. It aims to reduce the social isolation and loneliness that so often features in the lives of those affected by disability and additional needs. It aims to increase wellbeing and a sense of belonging for the families that visit the charity whilst increasing skills and knowledge of parent carers, young people with additional needs and their siblings.

There are at least 4,500 children and young people in Bristol with a level of special educational needs and 5728 in South Gloucestershire alone. Incredible Kids attracts families from at least 7 local authorities surrounding Bristol City, so the need is great.

We are currently seeking four new trustees to strengthen our current board and take us forward towards our plan to have a permanent dedicated space open 6 days a week. To complement the skills we already have on the board we are seeking individuals with experience, skills, and expertise in safeguarding, law, business, marketing, corporate governance, strategic planning or financial management at a senior level. However, in addition individuals will need a personal commitment and empathy with our vision and values and a willingness to work with other trustees, and senior team to act as ambassadors and build partnerships and networks to further our collaboration with a wide range of partners and raise funds to deliver our programme of work.

The trustees will be shortlisting applications and undertaking interviews together. If you are successful we will be in touch to find a date to meet with you. If you have any questions or would like to arrange an informal conversation please contact me on 07766252320 or email jennie.prewett@incrediblekids.org.uk

I look forward to receiving your application.

Jennie Prewett

Chair of Trustees

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185





Inclusive Play Centre

Play & Support for families with young people with additional needs.

1.1. INTRODUCTION

Thank you for requesting more information about the role of trustee at Incredible Kids. This pack should answer many of your questions about becoming a trustee at Incredible Kids however please do ask if there is anything else you want to know.

Our family play sessions are currently held at Bourne Christian Centre, Kingswood three or four times a week throughout the year. We have over 6000 visits per year from families from the Bristol and surrounding areas.

Incredible Kids is a charity providing play and support sessions to children and young people with disabilities or additional needs, and their families in and around the Bristol area. The charity is motivated by Christian compassion and all Trustees are expected to have a Christian commitment and to uphold a Christian ethos. Trustees should have a strong personal commitment to the charity's aims and objectives.



1.2. YOUR ROLE AS A TRUSTEE

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

The charity is seeking to appoint new Trustees to their Board of Trustees. It is expected that each board member will have experience in at least 1 of these areas:

- Finance/Funding
- Financial Planning and Management Audit
- Core Strategic Planning and Project Management
- Independent Sector Business Development
- Policies and Procedures
- Marketing and Public Relations.
- Safeguarding
- Legal Experience.
- HR
- Service User participation and involvement
- Members and Volunteers Management, Employment and Training

1.3. COMMITMENT REQUIRED

In order to fulfil the requirements of the role, trustees are expected to

- The term of office for co-opted trustees is usually three years on a renewable basis.
- Attend in person 8 strategic board meetings per year and to actively contribute expertise.
- Meetings are generally held at Aztec West hotel or an alternative nearby venue.
- Contribute expertise to at least one Board committee as relevant
- Promote the organisation's goals and values and to represent the Board's agreed position when speaking publicly on behalf of the organisation.
- The Board of Trustees may co-op temporary members to the Board of trustees for the purpose of assisting with specific projects.
- Papers are sent out in advance of the meetings and Board members will be expected to have scrutinised the papers and to contribute to discussion and questioning.
- Trustees are expected to provide advanced written apologies if meetings cannot be attended.
- Attend occasional publicity events
- Reasonable expenses incurred as a trustee will be reimbursed.

1.4. ROLE EXPECTATIONS – TRUSTEE

Purpose of role

The Board of Trustees has overall responsibility for the strategic leadership, governance and appropriate management control of Incredible Kids. It has three primary functions:

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

- To ensure the organisation stays focused on its mission and strategy;
- To make policy decisions; and
- To provide support and constructive challenge to the management team, in particular the Executive Director.

Day to day leadership and management of Incredible Kids is delegated by Trustees to the Management Team.

1.5. THE STATUTORY DUTIES OF A TRUSTEE

All trustees are required to comply with the following statutory duties:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objectives.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

1.6. OTHER DUTIES

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on recruitment and disciplinary and grievance panels as appropriate
- Other issues in which the trustee has special expertise

1.7. PERSON SPECIFICATION

Qualities

To carry out the above duties, the following qualities are required of all trustees.

- Commitment to the organisation

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and agreeing with the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- To demonstrate our values: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Expectation to follow Christian values and principles in fulfilling of duties and decision-making for Incredible Kids. We pray at the start of all our meetings.

1.8. ABOUT INCREDIBLE KIDS

Background

Incredible Kids provides play and support services to families with a child with a disability or additional needs to reduce inequality and social isolation. Incredible Kids has been operating since 2012 with over 630 member families we support each year. Incredible Kids is a Christian run charity, all trustees are Christian and our service is open to all regardless of faith.

Our Work

Incredible Kids provides four programmes of support:

1. Direct play work with **children and young people with disabilities** and additional needs between the ages of 0 up to 25. Young people can access our service week days after school from 4pm to 6pm three times a week, Saturdays from 1pm to 5pm and School holiday sessions 1pm to 5pm four times a week.
2. Direct play work with **siblings** of children and young people with disabilities and additional needs between the ages of 0 up to 25. Many of the siblings go on to have recognised additional needs of their own either developmentally or through the emotional challenges they face in their family situation.
3. Parent Carer peer support service to provide advice, support and signposting to parent carers. Our volunteer parent advisors ensure that parent carers are aware of all the services they can access as well as their rights to access statutory services for their child or young person.
4. Training. We provide ad-hoc training to parent/carers in a range of topics such as Makaton, stress and wellbeing, physical manual handling, summer holiday planning. We regularly host other organisations who provide advice and guidance to parents and young persons.

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.



Total visitor numbers at Incredible Kids are over 6,000 pa. We have 630 member families on our social media closed support group. Due to the uniqueness of our service it is used by families from at least seven Local Authority areas including Bristol City, South Gloucestershire, Bath and North East Somerset, North Somerset, Gloucestershire, and beyond.

We are well known in our local community and have a strong network of local partnerships across South Gloucestershire and Bristol's voluntary and community sectors. Over the past five years we have been operating we have built up a strong reputation with paediatricians, health visitors, school SENCOs, social care services; regularly referring into and taking referrals from both.

The need for the project

Children with disabilities have specialist needs and frequently mainstream services and playgroups are not setup to meet them. As such when researching the need for IK, we surveyed over 200 families, with 95% responding that they wanted access to an exclusive setting that provided them with an opportunity and the required equipment and support to be able to play with their children. Most critically, they stated that this experience would provide them with a break from the daily routine of care that their children required and enable them to be stronger and more resilient as a family.

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.



Theory of change

Our aims are to

- Reduce social isolation for children and young people with additional needs, their siblings and parent/carers.
- Increase mental wellbeing of children and young people with additional needs, their siblings and their parent carers.
- Support child development through our play workers who enable children and young people with additional needs to engage in meaningful play
- Increase knowledge and resilience of parent carers in their ability to parent and to access services for their children and young people.
- Support parent/carer volunteering

We aim to reduce social isolation by providing a safe and secure environment where children with any type of disability or special need and their families are welcomed. This enables these families to get out of their homes and meet others in the community without the stress of not being able to access something or receiving hurtful negative comments from the public about their child's behaviour when they are struggling or having a meltdown. Parents/carers attending the sessions are able to support each other breaking down the social isolation they experience and this has a positive impact their children. Parents supporting each other are able to receive ideas from others in similar situations to better understand and support their disabled child's needs and the needs of their siblings.

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

We support child development through our playworkers who enable children and young people with additional needs to engage in meaningful play. Without this service the young people cannot access Incredible Kids and their parent/carers cannot access our service. Through having access to a variety of special equipment and toys, in a safe area with play workers helps these children to learn and develop to their potential through play. Children are in an environment where they can also develop their peer social skills, through interaction with the other children and developing life skills for example learning to order food at the counter and paying (leave donation) themselves.

We also aim to increase mental wellbeing of young children with additional needs, their siblings and their parent carers. Siblings of children with additional needs will have a short break from the pressures of normal life. For many siblings of children with additional needs life can be very difficult. Often their lives are restricted by the needs of their sibling and this also limits their opportunities for play and social interaction. We provide play opportunities and support for siblings of children with additional needs which enables them to make friends and have fun. Parents tell us that the break they get at Incredible Kids increases their wellbeing and we capture parent wellbeing through regular surveys.



The project in action

To achieve the aims of the project we run

- After School Sessions
- Saturday Sessions
- Summer Holiday Club
- Quiet Sessions
- Host Specialist Support Groups eg Tourettes Action support group
- Dads and Kids sessions
- Parent Training Sessions

1.9. CASE STUDY

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

One family has been visiting Incredible Kids three times a week for two years. They have six children one of whom has renal failure and is life limited. He had to visit hospital four times a week and the mum struggled to shop and cook for the whole family due to the hospital schedule and needs of her child. She came to Incredible Kids due to the hot food we provide at a low cost and the facilities to support all of her children.

“We as a family have found that Incredible Kids is an amazing resource centre and escape that we all benefit from. Me and my husband can sit and have a coffee and chat with other parents in similar situations or just be an understanding ear for others who need to vent. We have five girls ranging from 13 - 2 years old and there is something for all of them to relax, enjoy and get away from our house and hospital life.

We also have a disabled three year old son, he benefits greatly from the sensory area and the big open space to be able to move about, with little worry of his lines or tubes being pulled at or caught by other children. He is encouraged by the Incredible Kids helpers to try everything and helped when needed with more challenging activities for his ability. Our son does spend a lot of time in hospital and more so this Christmas as he had a kidney transplant. All the helpers were an amazing support and we are always still welcome when he is an inpatient. This helps to keep a routine for the girls and also escape the stresses we are facing away from incredible kids.

Thank you incredible kids for everything you do for us as a family.”

‘It gives our family some normality’

BY STAFF REPORTER
news@westerndailypress.co.uk

A charity which helps children with special needs in a West market town is calling on people to raise money for Comic Relief this month.

Red Nose Day is back on Friday March 24, and people across the West are being encouraged to get involved and make their laugh matter to raise funds.

The charity supports projects helping vulnerable and disadvantaged people in the West, including Incredible Kids in Thornbury.

Incredible Kids provides families of children with special needs with a safe space to relax, play and spend quality time together.

It supports children up to the age of 20 who have learning, sensory or physical disabilities or additional needs such as a long-term illness.

The project has supported more than 100 families since it was set up in 2012. Comic Relief funded a play worker to support and supervise the children and specialist play equipment for children with ADHD and autism.

Nicola Harding, from Thornbury, has been attending Incredible Kids for a year. She and her six children started attending while her son Conan, three, was a renal patient in dialysis.

He was in dialysis four times a week and in and out of hospital every day. Although he has recently had a kidney transplant, he still has regular hospital appointments, meaning the family have very little time together.

The sessions at Incredible Kids give the family time together in a relaxed and welcoming environment, far away from the pressures and anxieties of the hospital. Nicola also gets support from being able to speak to other families who are going through similar situations.

She said: “Incredible Kids gives our family some normality and stability and somewhere to play outside of the house which is full of medical equipment.

“It’s great for Conan to be able to go somewhere where no one looks at him differently for having tubes attached to him. We go three days a week. The younger children like the arts and crafts section best and my 12 and 13 year olds like the PlayStation. For me, it’s also a chance to sit down to have a cup of tea and a rest.”

Jennie Prewett, project coordinator at Incredible Kids, said: “Incredible Kids is a unique place where children and young people with additional needs can be themselves and play together with their siblings and families. It is a special place where the children can play without barriers or social exclusion. The funding from Comic Relief allowed us to provide much-needed new equipment as well as a play worker.”

You can order a Comic Relief fundraising kit online at www.rednoseday.com

Conan Harding, left, and bottom right, and siblings Elinia, Auralia, and Skylya, have been supported by the charity

1.10. BUDGET FOR 2019

For families who have children and young people with disabilities or additional needs

T: 07766252320 E: contact@incrediblekids.org.uk W: www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

Expenditure

Staff salaries	£27,503
Room hire	£4,800
Activities and toys	£3,505
Insurance, accounting and other running costs	£3,980
Refreshments	£1,050
Total	£40,838

Income

Trusts & Foundations	£38,000
Unrestricted income, i.e. donations from supporters	£2,838
Total	£40,838

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185



Inclusive Play Centre

Play & Support for families with young people with additional needs.

For families who have children and young people with disabilities or additional needs

T: 07766252320 **E:** contact@incrediblekids.org.uk **W:** www.incrediblekids.org.uk

Incredible Kids, Bourne Christian Centre, Waters Road, Kingswood, Bristol, BS15 8BE.

Registered charity no. 1151185