

## Kairos

kai·ros

A time when conditions are right for the accomplishment of a crucial action; the opportune and decisive moment.

# PROJECT BRIEF

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## MISSION

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To provide a nurturing environment in which the organic growth and holistic development of all young people aged 13 to 17 years old can transpire; enabling them to identify, pursue and fulfil their purposes to the greatest of their abilities.

## PURPOSE

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To provide young people aged 13 to 17 years old with the opportunity to engage in mentorship and training opportunities which promote their academic achievements, facilitate their entrepreneurial endeavours and enhance their capacity to care.

## AIMS & OBJECTIVES

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### 1. TO PROMOTE ACADEMIC ACHIEVEMENT

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- The provision of academic skills workshops.
- The provision of learning mentors assigned to each student to encourage their ongoing engagement in education.
- The provision of workspace to support academic study.
- The provision of seminars on academic opportunities (e.g. University, apprenticeships.)
- The provision of advocacy services for students experiencing difficulties in school.

### 2. TO FACILITATE ENTREPRENEURIAL ENDEAVORS

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- The provision of entrepreneurial skills workshops.
- The provision of business/start-up development mentors.
- The provision of resources to support the development of a start-up business.
- The provision of workspace to support business development.
- The provision of work experience opportunities in an entrepreneurial environment.

### 3. TO ENHANCE THE CAPACITY TO CARE

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- The provision of personal development workshops on identity, self-awareness, reflection and healthy relationships.
- The provision of team sports sessions to encourage sportsmanship.
- The provision of volunteering opportunities within the community.
- The provision of personal development mentors, assigned to each participant to encourage their ongoing development.

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## OUR VALUES

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### LOVE

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### INTEGRITY

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### INNOVATION

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### RESPECT

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## LOGISTICS

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- Project Kairos will be based in Sheffield and District African-Caribbean Community Association at 48 Wicker, Sheffield S3 8JB.
- Activity sessions will be held on three days during the working week. (Please refer to Appendix 1 for a sample timetable.) The exact details of this timetable are yet to be confirmed.
- We are currently recruiting for volunteer workshop facilitators, mentors, interns and executives to contribute to the management of the project. (The organisational structure of Project Kairos can be found in Appendix 2.)
- All staff and volunteers of the project will be required to complete an induction which includes DBS checks and safeguarding training provided through the Sheffield Safeguarding Children Board. (Please refer to appendix 3 for a sample of the staff/volunteer induction booklet.)
- Prior to engaging with the project, all students will be required to enrol through the completion of an induction booklet with the support of staff. (Please refer to Appendix 4 for a sample of the student induction booklet.)
  - All risk factors associated with the young person will be identified at this stage, and ameliorated appropriately.
  - The student will be encouraged to set SMART targets which will be evaluated within the agreed timescales.
- Students will be given the opportunity to join the youth council as representatives of their peer group. Each council will convene for a period of six months, and will inform the management committee on the views of the students attending Project Kairos to support the project's development.

## PERFORMANCE MANAGEMENT

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1. Online surveys are to be made available to participants every twelve weeks to capture their feedback on the overall quality of their experience with the project (i.e. the workshops, mentorship, work experience) and measure the impact the project is having on their lives.
2. Youth reps from each session are to gather participant feedback and collate it during quarterly youth council meetings. Feedback from these meetings is to be used for the future development of the project, to ensure that it remains responsive to the needs of the participants.
3. Online surveys are to be made available for all volunteers and mentors to provide feedback on their experiences every month. This is to be followed up with a quarterly meeting in which volunteers and mentors are updated on the status of the project and all performance matters.
4. Annual awards ceremony to be held to celebrate the achievements of all participants and the contributions of all volunteers, mentors and donors.

## TIMESCALES

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### APRIL 2019

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- To finalise recruitment for project volunteers and complete the induction of all volunteers.
- To begin promotion campaign for Project Kairos in Sheffield.
- To source and secure funding for the project.

### MAY 2019

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- To launch Project Kairos through a launch event on Monday 6<sup>th</sup> May 2019.

### JUNE 2019

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- To establish the Youth Council.
- To determine project structure over the summer holiday period.

### JULY 2019

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- To undertake the first staff/volunteer quarterly meeting.
- To complete first twelve week review on week beginning Monday 29<sup>th</sup> July 2019.
- To implement any project adjustments identified for the summer holiday period.

### OCTOBER 2019

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- To reconvene the Youth Council.
- To complete second twelve week review on week beginning Monday 21<sup>st</sup> October 2019.

### MAY 2020

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- To host the inaugural yearly awards and appreciation event.

## APPENDIX

### 1. SAMPLE TIMETABLE

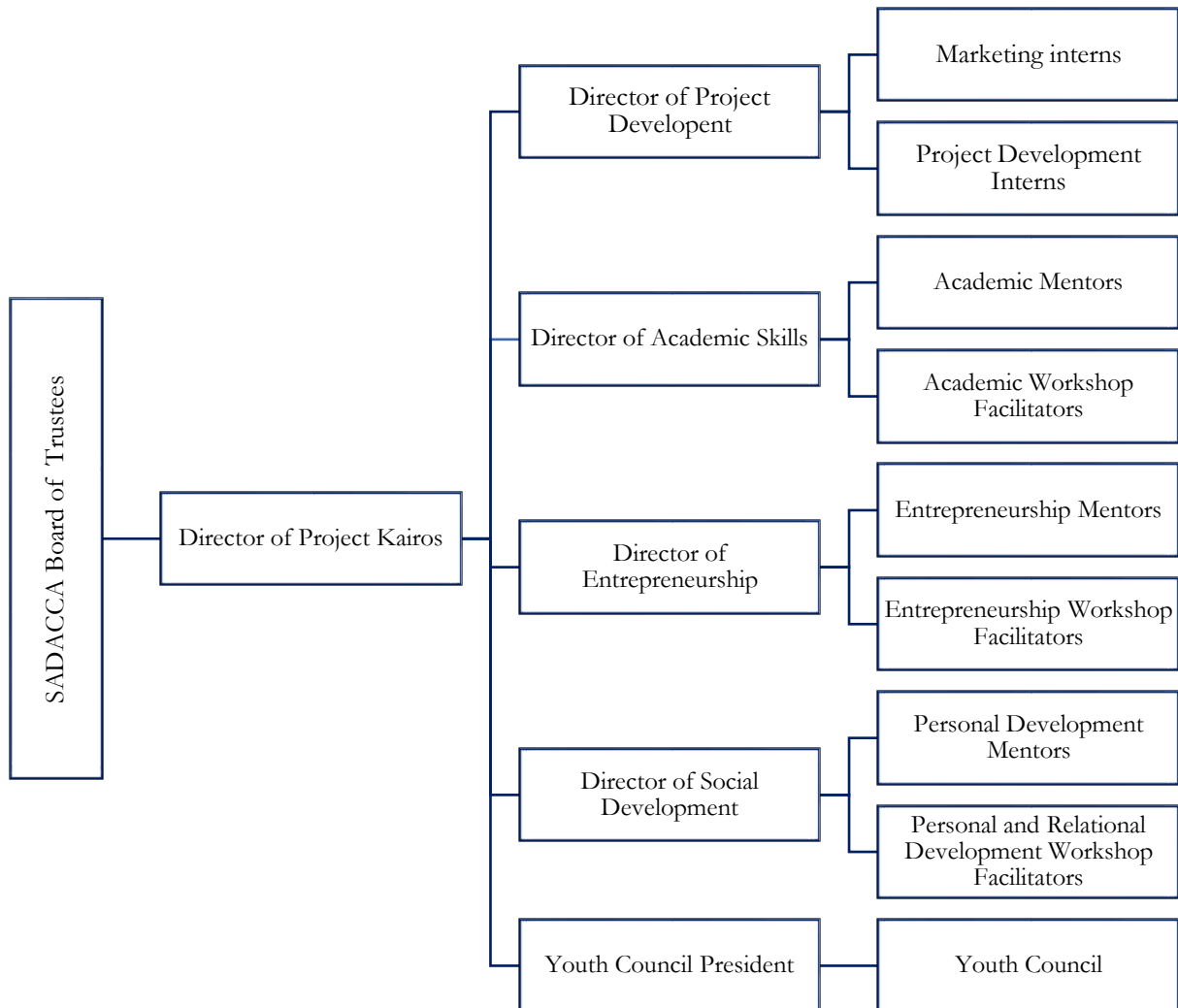
	Monday		Wednesday		Friday	
15:30	Networking					
16:00	Academic Skills Workshop*	Guided** / Independent Study	Entrepreneurial Skills Workshop*	Independent Study	Personal/ Relational Development Workshop*	Sports
17:00						
18:00	Departure / Close					

\* Focused on an agreed topic

\*\* May be split further into subject groups (e.g. maths, English) dependent on demand.

## 2. SAMPLE ORGANISATIONAL STRUCTURE

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## PERSONAL DETAILS

**Full name:**

**D.O.B:**

**Mobile phone:**

**Email address:**

**Occupation:**

**DBS Complete?**      Yes                  No

**Interests/  
Specialism:**

## EMERGENCY CONTACT

**Full name:**

**Relationship with  
you:**

**Mobile phone:**



# WHAT DO YOU HOPE TO ACHIEVE THROUGH PROJECT KAIROS?

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## AVAILABILITY

**START DATE:**

**END DATE:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16:00 – 17:00					
17:00 – 18:00					
18:00 – 19:00					

# STAFF CODE OF CONDUCT

Project Kairos is fully committed to safeguarding and promoting the wellbeing of all its members. We believe that it is important that all students, parents/guardians, volunteers and staff members associated with the project should, at all times, show respect and understanding for the safety and welfare of others. Therefore, all staff/volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the project with **Lyn Muzulu** (Director of Project Kairos) or **Olivier Tesemo** (Director of SADACCA.)

The following is a guide to help create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the Project Kairos' Child Protection Policy.

## **VOLUNTEERS/STAFF MEMBERS ARE EXPECTED TO:**

- Treat all children and students with respect and dignity, Involving students in the decisions that affect them.
- Always work in an open environment, avoiding private or unobserved situations.
- Adhere to all Project Kairos policies and procedures.
- Be punctual and consistent in their engagement with the project.
- Adequately prepare for and appropriately facilitate all agreed activities/workshops.
- Maintain a safe and appropriate distance with young people (e.g. not sharing bathroom facilities or having an inappropriate or intimate relationship.)
- When organising events and meetings for young people, or their attendance at events/meetings, the following information/documentation should be requested by Project Kairos volunteers/staff in relation to each student attending the event/meeting:
  - A Consent Form for all events or specific activities (signed by parents/guardians.)
  - Contact details for the parents/guardians, including emergency contact numbers.

- Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance.)
- Use a reporting form to keep a clear note of any incidents or concerns.
- If physical contact is necessary (e.g. in an emergency), tell the student clearly what you are doing and why, seek their permission and give choices where possible. If possible have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of young people. Risk assessments are to be documented and submitted to **Lyn Muzulu** (Director of Project Kairos) or **Olivier Tesemo** (Director of SADACCA.)
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities.
- Appropriately report any of the following incidents to **Lyn Muzulu** (Director of Project Kairos) or **Olivier Tesemo** (Director of SADACCA):
  - If a student is hurt or seems distressed in any manner
  - If a student appears to be sexually aroused by your actions
  - If a student misunderstands or misinterprets something you have done
  - If an allegation is made about you or a colleague
  - If a student discloses any abuse or information that places them at risk of harm.

#### **VOLUNTEERS/STAFF MEMBERS ARE NOT PERMITTED TO:**

- Give lifts in their car to individual students or travel alone with students. Where not doing this would compromise Project Kairos' Health and Safety Policy (e.g. leaving a student alone at a venue) you should attempt to phone the parent/guardian of the student to confirm what you will be doing. You should also ask the student sit in the back seat.
- Take young people to their home or that of another worker

- Be alone with a student. Where a private meeting with a student is unavoidable, it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. When students are participating in reviews of their progress or their behaviour (as a result of disruptive or unacceptable behaviour), it is advisable that this review is witnessed by a second staff member/volunteer or the student's parent/guardian..
- Use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting students.
- Invade the privacy of students/staff when they are toileting or showering, changing or dressing.
- Introduce any inappropriately physical or sexually provocative games.
- Make sexually suggestive comments about or to a child or student.
- Use any form of inappropriate and/or intrusive touch or physical punishment,
- Allow inappropriate, foul, sexualised or discriminatory language to remain unchallenged.
- Use any drugs or alcohol whilst onsite.
- Bully students/ staff in any form, including name calling, constant criticism, scapegoating or ridiculing a student.
- Exhibit racism or discrimination of any form towards students or staff.
- Exhibit favouritism and exclusion. All young people should be equally supported and encouraged
- Use abusive language or gestures.
- Encourage students to engage in harmful/criminal activities
- Inappropriately share any personal/ confidential information about student/staff or the project.

Any violation of this code of conduct will be immediately addressed by **Lyn Muzulu** (Director of Project Kairos) or **Olivier Tesemo** (Director of SADACCA.) Responses to

any identified violations will range from verbal warnings through to criminal prosecution depending on the severity of the circumstances.

**Signature of Volunteer/Staff Member:**

**Printed name of Volunteer/Staff Member:**

**Date:**

**Signature of Supervising Staff Member:**

**Printed name of Supervising Staff Member:**

**Date:**

## PERSONAL DETAILS

**Full name:**

**D.O.B:**

**Mobile phone:**

**Email address:**

**Occupation:**

**If in school, stage  
of study:**

## PARENT/GUARDIAN

**Full name:**

**Relationship with  
you:**

**Mobile phone:**

**Email address:**

# SWOT ANALYSIS

In this section, have a think about what your current strengths and weaknesses are in addition to any opportunities that you may have or threats. This information will help us to understand which activities will be best to maximise your strengths and make the most of your opportunities.

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>

# WHAT DO YOU HOPE TO ACHIEVE THROUGH PROJECT KAIROS?

*“Many people fail in life, not for lack of ability or brains or even courage, but simply because they have never organised their energies around a goal.” - E. Hubbard*

Goals are very important when pursuing opportunities in life. SMART targets are a great way to frame the goals that you have. A SMART target can be described as being:

## **SPECIFIC**

- Well defined,
- Clear to anyone that has a basic knowledge of the goal.

## **MEASURABLE**

- Know if the goal is obtainable and how far away completion is,
- Find out when you have achieved your goal.

## **AGREED UPON**

- Agreement with all the stakeholders what the goals should be.

## **REALISTIC**

- Within the availability of resources, knowledge and time.

## **TIME-BASED**

- Enough time to achieve the goal,
- Not too much time, which can affect project performance.

Have a go at setting some for yourself on the next page!



**SPECIFIC**

**MEASURABLE**

**AGREED-UPON**

**RELEVANT**

**TIME**

# STUDENT CODE OF CONDUCT

Project Kairos is fully committed to safeguarding and promoting the wellbeing of all its members. We believe that it is important that all students, parents/guardians and staff members associated with the project should, at all times, show respect and understanding for the safety and welfare of others. Therefore, all students are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the project with **Lyn Muzulu** (Director of Project Kairos) or **Olivier Tesemo** (Director of SADACCA.)

Project Kairos hopes to offer a positive experience for all students, where they can learn new things in a safe and positive environment. As a member of Project Kairos, you are expected to follow the student code of conduct.

## **YOUNG PEOPLE HAVE THE RIGHT TO:**

- Be safe and happy in your chosen activities.
- Be listened to and believed.
- Be respected and treated fairly.
- Privacy and confidentiality (where you or someone else is not at risk of harm.)
- Ask for help and receive the right support.
- Be encouraged and supported to pursue your goals.

## **YOUNG PEOPLE ARE EXPECTED TO:**

- Respect the rights, dignity and worth of all students and staff members regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Regularly attend the agreed activity sessions in Project Kairos.
- Refrain from all forms of unacceptable behaviour which may be described as:
  - Aggressive and violent behaviour
  - Bullying and harassment
  - Racist, sexist and insensitive comments

- Possession or use of alcohol, drugs and solvents
- The carrying of any weapon
- Encouraging other students to engage in harmful/criminal activities
- Theft or wilful damage of property onsite
- Foul and abusive language, throwing things, dropping litter and spitting
- Noise in the community
- Lack of co-operation with staff
- Not leaving premises when asked
- Allowing unauthorised persons onsite and into activity sessions.

The response to any unacceptable behaviours will vary from being given a warning, to the police being called.

Any misdemeanours and general misbehaviour will be addressed by the immediate staff member present. Persistent misbehaviour will result in dismissal from the project. Parents will be informed at all stages.

Dismissals can be appealed by the student or their parent/guardian with final decisions taken by the project depending on the severity of circumstances.

**Signature of Young Person:**

**Printed name of Young person:**

**Signature of Parent/Guardian:**

**Printed name of Parent/Guardian:**

**Signature of Supervising Staff Member:**

**Printed name of Supervising Staff Member:**