

STANDARDS

**Incentives, Rewards and Remuneration Related
to Children and Young People's Involvement**

Introduction

This document will attempt to prescribe a minimum set of standards for rewarding children and young people in participative activities. It may be used as a baseline for dealing with the broad range of activities children and young people can be involved in.

The primary concern is that children and young people feel valued, their contribution is appreciated, and they are not exploited.

Issues

There are a number of issues which make the drafting of an all-encompassing remuneration guidance difficult. These include the tax and benefit situation of the children and young people involved, considerations based on the age of the young people and their status as either employed or as volunteers. Children and young people have considerable time pressures in their lives already such as school, college, work, care commitments, organising housing, benefits etc. These issues above must be considered when developing an approach to rewarding children and young people.

When making the decisions about the most suitable way to reward children and young people for their contribution, both the level and responsibility expected from the child or young person to complete the task and the level of peripheral incentives such as food and drink, must be considered.

If the young person concerned is under 16, arrangements should be made with the parent/carer or teacher and a signed parental permission slip outlining the details of activity is essential. Forms of recognition or reward for very young children should be agreed with their parents/carers.

Below are examples of participation activities. A consensus as to what type of reward/remuneration expected for each activity will need to be decided within the Locality, with the OCYPS Participation Team offering centralised support.

- Training
- Recruitment
- Consultations
- Newsletter/Website
- Inspection
- Strategic planning and development

Challenges

Devising an incentive and reward scheme that is acceptable to a range of local agencies has proved challenging, not least because of the different levels of financial resources that each locality or agency will have.

The process of working through these challenges will itself help to develop the partnership approach, and will also contribute to resolving issues such as ensuring parity and fairness for young people who have multiple commitments to different agencies, and ironing out the potential inconsistencies faced by projects run jointly by a number of agencies. The OCYPS Participation Common Referral form will be a useful resource when clarifying these issues.

The Youth Support Services Participation Team will be on hand to offer support and assistance.

Clare Bruges – Youth Participation Co-ordinator
07717 677945 • clare.bruges@cambridgeshire.gov.uk

Reimbursement

All children and young people who have been invited or who have volunteered to take part in decision-making or a consultation exercise will be reimbursed for any out of pocket expenses. Reimbursement is important for enabling a wide range of children and young people to be involved in participation

Best practice

The reimbursement of out of pocket expenses will be considered for the following;

- all travel expenses, to and from the place of volunteering, or in the course of volunteering or involvement in specific participation exercises
- lunch or other meals taken while volunteering or taking part
- stationery used, postage or the cost of phone calls made from home in the course of volunteering or taking part
- childcare, or of other dependents, while volunteering or taking part
- Any cost for accommodation (residential) to maximise participation

Children and young people are reimbursed the exact amount to which they are out of pocket

A limit is set from the outset as to what is reasonable amount for the reimbursement of a meal or a minimum time period

Children and young people will be reimbursed expenses on the same day and in cash

Requirement

Children and young people are asked for receipts for every payment made. If the child or young person is not able to produce a receipt a record of the payment must be kept

Accurate records are kept on what a child or young person has been paid

There is an agreed maximum for a half -day and full day session

Children and young people are asked which method of reimbursement would best suit them

Different systems for the payment of expenses are in place that recognise the different needs and preferences of each child and young person

Financial procedures are in place to safeguard staff and ensure the tight monitoring of budgets

Resources

In order to recognise the importance of incentives and rewards, a specific budget and resources should be in place, to be managed within the locality.

Incentives

A range of incentives are used to help encourage young people's involvement in decision making and consultation

Best practice

Children and young people are encouraged to become involved by offering;

- Opportunities for learning new skills
- Opportunities to meet new people

Activities are planned to ensure that children and young people are able to make a contribution and can have fun in the process

Any training offered must be relevant to the particular work or tasks the children and young people are being asked to perform

Children and young people are listened to and feel able to influence decisions

Requirements

Children and young people are involved in decisions about how activities are incentivised

The involvement of children and young people is evaluated to determine whether they have learned new skill, met new people, feel that they have made a positive contribution, have been involved in decision making and have had fun

Results from the evaluation are fed back to children and young people

There is an agreed maximum for a half day and full day session

Financial procedures are in place to safeguard staff and ensure the tight monitoring of budgets

Resources

In order to recognise the importance of incentives and rewards, a specific budget and resources should be in place, to be managed within the locality.

Recognition

Procedures are in place both formal and informal for recognising the involvement of children and young people and the valuable contribution they have made

Best Practice

An acknowledgement of 'thanks' is made to all participants for their contribution either verbal or in writing

Children and young people have their contribution recognised through the use of certificates

Children and young people are offered references acknowledging their involvement

Where possible children and young people are quoted in publications

Where appropriate children and young people are nominated for special awards

Children and young people receive feedback on the outcomes of their involvement, in particular any changes that have resulted from being listened to

Requirements

The impact of children and young people's involvement is always fed back to them as quickly as possible

The details of the recognition procedures to be used are explained to children and young people from the outset and where possible children and young people are involved in agreeing on the procedures to be used

Accurate records are maintained of children and young people's accomplishments during the course of their involvement

There is an agreed maximum for a half-day and full day session

Financial procedures are in place to safeguard staff and ensure the tight monitoring of budgets

Resources

In order to recognise the importance of incentives and rewards, a specific budget and resources should be in place, to be managed within the locality.

Rewards

Children and young people are given a fair, equitable and tangible reward that reflects their effort, contribution and time commitment in certain activities

Best practice

Rewards consisting of anything of economic value are given on a one-off basis only. These can include;

- gift vouchers
- being taken out for a meal
- tickets for an event
- mobile phone credit top ups
- group leisure activity
- access to other developmental opportunities

Opportunities are available for young people to have their involvement accredited

Requirements

Children and young people are canvassed to ascertain that vouchers they deem of value to them

Children and young people are involved in agreeing what rewards will apply and what activities they would like as a reward

Children and young people are told when they will receive their reward

Children and young people are informed as to which reward will be provided

A record of achievement is kept for those participants who are having their involvement accredited

There is an agreed maximum for a half day and full day session

Financial procedures are in place to safeguard staff and ensure the tight monitoring of budgets

Resources

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Payment

Consideration is given for paying children and young people who are asked to undertake a task beyond the expectation of a volunteer role

Best practice

Arrangements are made to pay participants through the participation or locality budget

All relevant tax and national insurance law is adhered to

Children and young people involved will be issued with a contract of employment outlining their rights and responsibilities

Requirements

Children and young people are given a job description and a job specification

Records are kept of all payments made

Children and young people are paid through P.A.Y.E

There is an agreed maximum for a half day and full day session

Financial procedures are in place to safeguard staff and ensure the tight monitoring of budgets

Resources

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