



the friendship project  
for children

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## ANNUAL REPORT 2018

Published in May 2019



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## Introduction

This report reflects our achievements during 2018 and our plans for 2019. Our thanks go to the many volunteers, employees, funders, and supporters for helping children in need throughout Warwickshire in the last twelve months to have some much-needed fun, aiding their personal development, confidence, and improving their self-esteem.

Additionally, I would like to thank the contributors to this report which helps give an insight into the work undertaken by members of our Operations team, fellow trustees, plus importantly some case studies to help show the impact and difference that we and more importantly our volunteers are making.

The overall purpose of the Friendship Project is to improve the social and emotional well-being of children, aged 6-16, disadvantaged by virtue of their own or family circumstances. An Older Friend provides experiences lacking in the child's life, builds a trusting relationship and raises the self-esteem of their Younger Friend.

Volunteers, over the age of 18, are drawn from Warwickshire communities and come from all walks of life. They are carefully vetted as to their suitability for this work, including DBS checks.

Volunteers meet with their Younger Friends weekly for between 2-3 hours to be involved in mutually enjoyable and jointly planned activities and visits. Examples include: sledging, cooking, fishing, bird watching, golf, sewing, library, swimming, cinema, growing vegetables etc. which, their school contemporaries take for granted.

Volunteers maintain that the 1:1 attention, with the capacity for the child to talk to a listening adult, is the most valuable aspect of the activity. Such activities are at the heart of what the Project does.

The average length of a friendship is 2.5/3 years and over time the Younger Friend gradually becomes more open and confident in discussing worries and concerns about family, school, friends and themselves. Older Friends offer support and, increasingly, guidance on more sensitive and personal issues. This has helped Younger Friends gain a better understanding of their problems; develop better relationships with family members; and cope more positively with challenging situations at school.

Positive feedback and encouragement, invariably missing in the child's life, is a constant feature of the weekly activities and of major importance in raising self-esteem. This usually results in the young people developing new interests and acquiring a wider range of skills.

Volunteers enjoy the company of their Younger Friends and going to places they wouldn't otherwise go to. They enjoy providing new experiences and knowing they are a trusted confidante but, above all, they gain satisfaction from seeing their Younger Friend develop socially and personally.

One-to-one befriending carries a potential risk in relation to child protection. Safeguarding procedures, in relation to recruitment, vetting, briefing, training and supervision of volunteers are given the highest priority and kept under constant review with Children's Services. The Friendship Project is an Associate Member of the Warwickshire Safeguarding Children's Board and an Assistant Head of Service acts as an Advisor to our Trustees. The Project would not operate without their approval. We have also reviewed all our training, processes, procedures, and documentation for the forthcoming General Data Protection Regulations deadline of 25th May 2018

We hope that you find this report of interest, and for further information please visit our website: [www.friendshipproject.co.uk](http://www.friendshipproject.co.uk) or follow us on: – **@friendshipproj** or on Facebook: [www.facebook.com/TheFriendshipProjectForChildren](https://www.facebook.com/TheFriendshipProjectForChildren)

## Chairman's Report

My report is focused primarily on our activities and achievements in 2018, our last financial year, plus our plans for 2019. First and foremost, I would like to extend a big thank you on behalf of all the children (Younger Friends) that we are supporting and have helped, to all our excellent current and past volunteers, employees, benefactors/funders and trustees. Without whose dedication our small local charity could not continue to help the lives of children in need throughout Warwickshire. Since 1986, we estimate that there have been more than 1,000 children helped over this period.

Last year was a challenging year with changes in personnel and trustees, which we have successfully worked through to be in a stronger position for 2019, and positively this has had no detrimental effects operationally, which is a tribute to the team in place, who have provided cover, help, and assistance where needed, allowing our volunteers, and children supported to see continuance of a seamless service. The highlights of what we have been able to achieve in 2018 are as follows: -

- ✓ Continued to provide the invaluable 121 volunteer support and fun for disadvantaged children. Aim to increase the numbers supported and reduce our waiting lists.
- ✓ Our plans were to increase our fund-raising efforts, with our aim to raise a target of £60,000 being smashed, with a fantastic just over £82,000 being raised, though this does include a one off for back claim of gift aid of just over £5,000, plus three one off donations of £14,000, so will be difficult to replicate in 2019. Additionally, some of it was for specific work to be carried out in 2019 too, so is on restricted fund basis.
- ✓ We completed our General Data Protection Regulations (GDPR) work prior to 25 May 2018, and issued the updated Guidelines, and linked training, with the Operations team and the Group Supporters training have both been held in April 2018, and new sign offs agreed and processed for our volunteers. Our website was updated alongside our policies and procedures.
- ✓ Recruited an additional knowledgeable area coordinator, Viv Kelsey, for North Warwickshire, as a result of funding received in April 2018 from Police Commissioners fund, so as to allow us to focus on volunteer recruitment more directly and locally there.
- ✓ An experienced quality replacement area coordinator, Kelly Furness, was recruited for Rugby & Southam, when Nikki had to stand down for family reasons.
- ✓ Whilst we had recruited a replacement trustee for Lois Hamson to lead our PQASSO Quality Assurance project accreditation, and additionally the NVCO Befriending and Monitoring Approved Provider standard too - unfortunately the person appointed has had to stand down on medical grounds in early 2019.
- ✓ Unfortunately, our newly recruited treasurer starting in 2018, Matthew Goodwin, had to stand down at the end of the summer owing to family reasons, and it was then apparent that he had not been able to fulfill his duties fully during the year. A new treasurer, Ken Smith, was recruited and has been in place fully since start of 2019.
- ✓ We have brought the roll out of personal visits to YFs and their carer/parent for safeguarding and to validate worth into the Operations team as owing to increase in numbers not really feasible for John Hancock to carry all these out, and we now have greater resource within the Operations team itself.
- ✓ Attend periodic networking events to increase the profile of the Friendship Project. We were featured as Charity of the Day for the Leamington Business Forum, and exhibited at the Stratford Business Forum in October.
- ✓ Two more sessions were given for Safeguarding Training for volunteers, both as refreshers and also for new volunteers, plus online safeguarding awareness course too was delivered in June 2018.
- ✓ Target was to have 75 matches by year end, although our new appointment in the north did not start until summer, so our number of Younger friends helped was not at this level with 70 being achieved.
- ✓ Continued to hold periodic Older Friends get-togethers/training/support sessions, which included Pimms in the Garden and a complimentary Spa afternoon for our volunteers.
- ✓ Implement annual refresher training for the Operations Team, this has already been held this spring in conjunction with the GDPR training.
- ✓ Recruit additional Group Supporters, as required as our Older Friends increase

- ✓ Very successful events for the Younger Friends and Older Friends have again been organised, including a Science Swim session at Warwick School, a subsidised visit with transport to Twycross Zoo. In conjunction with the National Citizen's Challenge we had a butterfly hunt, picnic and garden games at the Stratford Armories and assisted by Forest of Hearts, who helped to organise the event. Then another excellent craft event in the autumn, and a magnificent Christmas party, organised by Evelyn's wish, on their "Happy Day" and supported by the Warwick Mayors' Fund, and The Warwick Arms Hotel. The Mayor came to give out the Christmas presents
- ✓ Continue to promote the Friendship Project, throughout the County; this included attendance at various CAVA events including their AGM, plus talking at WI, local Rotary, and Lions Clubs etc.
- ✓ We made the final of the UK SME Not for profit, having been a local winner in Coventry & Warwickshire in 2017
- ✓ Additionally, we made the finals in the Not for Profit Category of the Leamington Business Awards too.

### In 2019 our plans include the following:-

- ✓ Continue to provide the invaluable 121 volunteer support and fun for disadvantaged children. Aim to increase the numbers supported and reduce our waiting lists. Target to have 80 by end of 2019, though the quality is still more important than the numbers matched.
- ✓ Specifically, to increase the number of Older Friends as volunteers, particularly in Stratford and district, Rugby, and North Warwickshire areas
- ✓ Our budget is to raise £59,500, with target of £65,000, this is lower than was achieved last year, owing in part to reserves, and also the one offs, and restricted funds carried forward mentioned earlier in my report for 2018.
- ✓ Safeguarding continues to be of great importance, and we are seeking to provide succession planning for John Hancock, and it is hoped to have this in place during 2019. I am pleased to report that Esther Chamberlain, who has delivered our safeguarding training for several years, hopes to take this role up once she returns from maternity leave later in the year. John would like to continue as a trustee, but to stand down as Vice-chairman once someone is appointed to take this role.
- ✓ Recruit a trustee for HR/Legal portfolio, or include as part of the compliance role
- ✓ Additionally to recruit a trustee for Marketing/PR and Events to replace Rachael, and at the time of writing am happy to advise that we have recently appointed Angela Truman, who has 30 years' experience in this sector, and was an Older Friend some years ago, so has a good understanding of the volunteer journey too.
- ✓ Recruit a trustee to lead our PQASSO Quality Assurance project accreditation. Additionally, and achieving the NVCO Befriending and Monitoring Approved Provider standard too, and to take on risk, compliance and regulatory portfolio.
- ✓ Continue the roll out of personal visits to YFs and their carer/parent to for safeguarding and to validate worth. To potentially to extend this to include anonymous case studies to support fund raising.
- ✓ Attend periodic networking events to increase the profile of the Friendship Project. Aim to be featured Charity of the Day for the Stratford Business Forums. Look at potential Awards opportunities to increase our profile and aid both fundraising and recruitment.
- ✓ Organise two more sessions through the year for Safeguarding Training for volunteers, both as refreshers and also for new volunteers.
- ✓ Continue to hold periodic Older Friends get-togethers/training/support sessions.
- ✓ Complete the Procedures Manual including Trustees Responsibilities too.
- ✓ Carry out refresher training for Trustees. This has been held in March 2019.
- ✓ Continue to encourage and support training for the Operation team
- ✓ Recruit additional Group Supporters, as required as our Older Friends increase
- ✓ Complete our "CIO" status, with support from Ladders Solicitors, to complete the paperwork, and registration with the Charity Commission
- ✓ Review Publicity & Marketing materials prior to reissue following CIO status being granted.

## Trustee vacancies

We are interesting in adding to our trustee team, and if you have skills or knowledge in HR/Legal or Compliance/Risk or Operational Management then we would be delighted to chat with you about these portfolio trustee roles. Of you would like a coffee to find out more, then please do let me know. My email contact details are below.

## Thanks

Whilst writing my report I would like to again personally thank both past and present the many Older Friends, Group Supporters, volunteers, operations team, employees and trustees, who give their time freely to help our Younger Friends have important 1-2-1 attention, emotional support, friendship and the opportunity to explore new activities and have some fun.

There is quality research now available advising the importance of early intervention to help both mental and physical health outcomes in later life, making our contribution in the sector very valuable.

## **Cheryll Rawbone**

Chairman

Email: [Cheryll.rawbone@friendshipproject.co.uk](mailto:Cheryll.rawbone@friendshipproject.co.uk)

## Vice-Chair and Safeguarding Report

The Safeguarding Officer's role is to have oversight of all the Project's procedures to ensure that safeguarding practice is robust.

Since the last AGM 2 meetings of the Safeguarding Committee, chaired by the Safeguarding Officer, have taken place. Such meetings enable the Chairperson, Vice-Chairperson and the Chairperson of the Operations Team to meet with Calvin Smith, who acts as the Project's link person in Warwickshire Children's Services. He carries senior responsibility for safeguarding within the Local Authority. In November the committee considered and agreed: the content and use of the Safeguarding Agreement; the Family Review process; and discussed a case which was referred to the LADO (Local Authority Designated Officer – formerly known as the Local Authority Disclosure Officer). At the April meeting, the Referring/School and Incident Forms were discussed with suggested amendments referred back to the Operations Team, prior to confirmation of the final formats. In addition, training opportunities in safeguarding, provided by WCC, were highlighted. Some of these would be available to Project members.

From October 2018, Family Safeguarding Reviews, previously conducted by the Safeguarding Officer, have been undertaken by Area Coordinators. It has been a valuable experience to visit YF's in their homes and to meet and talk with parents and siblings. These visits have provided scope for writing case studies which have proved useful in fundraising activity. As reported in last year's AGM report, families have been overwhelmingly positive about the Project and its volunteers. OF's have been delighted to receive feedback from the visits.

The Spring Volunteer Survey, conducted with OF's, provided Trustee/Operations Teams with valuable information. It revealed that training in Youth Mental Health (72% respondents) would be of interest to a large percentage of volunteers. On-line Safety (41%) and First Aid (44%) also attracted a fair amount of interest.

Safeguarding training sessions have been provided for Project members by Esther Chamberlaine, a long standing OF whose day job involves delivering safeguarding provision in 2 neighbouring Local Authorities. The last training session was led jointly by Esther and the Area Coordinator for Rugby prior to Esther going on maternity leave. Future sessions will be led jointly by the Area Coordinators of Rugby and Stratford Districts until Esther returns from maternity leave.

An important role performed by the Safeguarding Officer has been the day-to-day advice and guidance given to Area Coordinators on a range of safeguarding issues. Accompanying the Coordinators to introductory/briefing sessions with potential OF's has enabled the Safeguarding Officer to observe the importance placed on safeguarding even before the volunteer joins the Project. Also being a Group Supporter has provided a valuable insight into the activities of a typical friendship.

During 30 years of involvement with the Friendship Project, I am able to report that the charity is in a healthy state with the Operations Team working as a tight professional unit. Volunteer OF's have shown great enterprise with and commitment to their YF's. In future, I look forward to working in association with Esther Chamberlaine who has joined the Trustee Team to assist in the management of safeguarding issues.

### **John Hancock**

Vice-Chairperson of Trustees/Safeguarding Officer

**Email: [john.hancock@friendshipproject.co.uk](mailto:john.hancock@friendshipproject.co.uk)**

29th April, 2019



## Operations Report

Thank you to all the Older Friends and Group Supporters who have done such a great job enriching the lives of our Younger Friends.

Thank you, too to all members of the Operations Team. They have all contributed so much over the last year with willingness, enthusiasm, professionalism and considerable expertise.

It has been another year of change within the Team. Unfortunately, Nikki Cresswell's home circumstances changed and she could no longer continue as Area Coordinator for Rugby and North Warwickshire. Nikki had done a great job and we were sad to see her go. Kelly Furness joined in May as Nikki's replacement. Kelly was an Older Friend some years ago. Funding was obtained for a fourth Area Coordinator for Nuneaton and Bedworth and North Warwickshire and Viv Kelsey was appointed in June to fill that new role.

Both Kelly and Viv have brought their own considerable expertise to the Team and have settled in well. New members bring new perspectives and fresh views are always welcome.

All Area Coordinators are now trained to do interviews and ID checks for the dbs applications.

Karen is gradually taking over the management of dbs and is going out to do the renewals. We have changed from Standard dbs certificates for all those not having one to one contact with a child to the new Basic ones.

The Coordinators are working across the neighbouring areas to do the "Induction" part of the interview process. They have been flexible about taking new OFs from adjacent areas to ease busy times.

Karen, Judy and the coordinators have received training to be able to do the safeguarding visits too and are now carrying those out.

We had Safeguarding Training Sessions in March, June and September. These were all led by Esther Jones. The June one majored on "On Line" safety.

In February, a group of Older and Younger Friends gathered together to learn to knit. We had two happy mornings learning (and chatting!) The Craft Morning in September went well. Nikki Cresswell and Sam Hall helped with the organisation and the running of the morning. Thank you to them and Nikki's family who came along to help on the day. The Christmas card collage was painted this time and we tried not to get too dirty. Decorations were made for the tree at St Marys in Warwick and St Andrews in Rugby. This year we are also hoping to have a tree in Ansley.

I had the privilege of going to the Aviva lunch in Manchester in March. It was inspiring to hear the stories of lots of other small charities from all over UK and, of course, great to receive the £5000 cheque!

As you can see from this brief report, it has been another busy year for us all.

**Pauline Higginbottom**

**Email: [pauline.higginbottom@friendshipproject.co.uk](mailto:pauline.higginbottom@friendshipproject.co.uk)**

April 2019



## Areas Coordinator Report: Rugby and Southam

I started with the project in May 2018 and received a thorough induction into the charity from Pauline and Cheryl. Initially covering Rugby and North and then at the end of June handed over North to Viv Kelsey. Having been an Older Friend over 20 years ago and having worked as a social worker for the past 19 years this job gives me an amazing opportunity to actually feel like a make a difference to the day to day lives of children, young people and their families. I really enjoy this role and have particularly enjoyed getting to know our volunteers, supporting them and their friendships and recruiting new volunteers and matching them. I feel I have established positive working relationship with the operations team and trustees and enjoy working with other professionals, sharing knowledge and doing our very best to support the young people in the project.

Number of current friendships: 10 (including 1 North and 1 Warwick)  
Friendships ended '18 – '19: 2

(1 friendship had been on hold due to the young person's family issues and then Older Friend moved away and 1 friendship ended because the child no longer needed the friendship – Older Friend didn't want to be re-matched).

New OF recruited: 9 (since May '18 including 1 from North and 2 from Warwick)  
Volunteers to be matched: 2 (1 Southam and 1 Warwick)  
On hold: 1

### Interviewing

I began interviewing potential Older Friends in June '18. I generally conduct first interviews alongside Judy Simms and then complete the induction (used to be called second interview) a couple of weeks later. I have also completed interviews and inductions for prospective older friends from other areas. I enjoy interviewing new volunteers as I like meeting new people, especially those looking to make a difference in their community and assessing they will be suitable as a volunteer. I enjoy the team work part of interviewing; either interviewing with another team member or interviewing / inducing a volunteer as the second meeting from the project.

### Referrals

When I began in post the Rugby area had only 4 referrals. We now have in excess of 20 referrals and as I also cover Southam there are a number of children waiting for an Older Friend there too. I feel the increase in Rugby referrals is because we have some very successful matches and we have become victims of our own success. I am open with referrers about the current number of children waiting and the likelihood of matching and I am careful to only accept referrals which I feel fall within the projects remit.

I have attended various Early Help, Child in Need and Child Protection Meetings for six of our children, as well as liaising with SENCO's/Pastoral Care in the following schools/professionals on a regular basis: Rugby Free Secondary School, Harris Cof E Academy, Henry Hinde Junior School, Family Support Workers in Strengthening Families Team and Social Workers in local Children's Teams. I have had a number of safeguarding issues to deal with this year and working as part of a team with other professionals has been important to ensure the Older Friend has the information they need and to promote the welfare of the Younger Friend.

### Recruitment, Marketing and Promotion

Leaflet drops around Central Rugby and displaying of postcards, posters and leaflets in libraries, cafes, churches, colleges, supermarkets and community buildings in Rugby and Southam areas. This is to be continued over the next couple of months.

I have reviewed and reworded the Project's entries on Volunteer Connect to ensure we are about to use this programme effectively to send out information to prospective volunteers.

Articles published in Rugby Advertiser and Rugby Observer in October and November 2018 have resulted in 2 new volunteers.

I have joined 35 Facebook groups in the Rugby and Southam area and submit recruitment posts to these groups 3 times per year and this has resulted in 10 enquiries and 3 have become volunteers so far.

### **Attending Rugby Community Networking and WCAVA Events.**

Links made with Warwickshire Fostering Services to signpost people who do not meet the criteria for fostering to the project if they are interested in volunteering.

I am considering possible events to attend to promote the need for volunteers in the Rugby and Southam area – however Rugby does not have lot of appropriate community events but as and when any come up I will consider whether attending would be beneficial to the project.

### **Group Supporter Role**

I have one Group Supporter who along with others supports 2 of my Older Friends and Judy Sims provides support to one other. I support the other 7 myself and would be keen to recruit another Group Supporter in the future.

### **Events and Activities**

I have enjoyed attending the regular Area Coordinators and Operations Team meetings and these are an ideal place to discuss common problems, support each other and take project issues forward.

I have enjoyed attending project events including Butterfly census and picnic (NCS), Moreton Morrell Animal Welfare, Project trip to WASPS Rugby match and the Older Friend Get Together in Leamington in October. The events organised by the Project and I thank trustees for the contributions they make organising these.

I have recently attended the FSB Networking meeting which was useful to promote the Project to local small businesses in Rugby.

### **Paperwork Review**

Since starting with the project, I have helped devise and review project paperwork using knowledge gained in my previous work experience to ensure we promote sound safeguarding and communication processes. This has included devising the Safeguarding agreement, incident form, referrer agreement and letter to school.

Working alongside Heather we have also produced a Mental Health Overview for Older Friends and this is now given out as part of inductions and can be shared with Older Friends who this will be useful for.

### **Safeguarding Training**

I took on reviewing and updating the Safeguarding Training in October with a particular aim to make the Project's Child Protection Policy and advice about dealing with disclosures more robust. I ran the first reviewed course with Esther in March 2019 and was pleased with how it ran and feedback was positive. A couple of suggestions have been added to the course following suggestions from feedback. I am pleased to be joined by Heather Shipley as a co-trainer for courses from this Summer.

### **Safeguarding Reviews**

Since September I have been involved with the rest of the team in completing Safeguarding Reviews in other areas of the County. I have really enjoyed completing the reviews I have completed so far and learning about the experiences of Younger Friends and their Families and what the friendship through the project means to them. Being able to share this positive feedback with the Old Friends is really valuable as often they are unaware of the positive effect the friendship is having.

I continue to love my work with the Friendship Project and I am proud of the work we all do. I am keen to be able to recruit more volunteers in the Rugby area to provide further matches for Rugby and

Southam Children and young people. I would like to take this opportunity to thank the Operations Team and Trustees for welcoming me to the project and for their continued support.

## Case Studies

### Robert

Robert aged 7 was referred to project via Early Help as he was the oldest of five children in a 2-bedroom home and would benefit from someone to take him out and give him some one to one time. Robert's four younger siblings have health problems and the family need to go to a lot of appointments which can mean time for him is restricted. Robert has been going out with his older friend for over 6 months and his mum says that he really loves going out with her. His behaviour at home is much better as he is getting out of the house more and he has less outbursts from being cooped up at home. Robert is always asking his mum when he is seeing his older friend again. The family have found the friendship helpful as it gives them more time with their younger children and feel that Robert's self-esteem has grown because of the friendship. The family said they worry less about Robert now he has an Older Friend. Robert benefits from trying new things, doing more active activities and being able to do more age appropriate activities through his friendship.

### Jack

Jack aged 13 Jack has had an older friend 18 months and was referred by Early Help because his mum has health problems and his older brother is autistic. This meant that there was little opportunity for Jack to go out with an adult and he had no male role model in his life. Jack is a very active young man and a good match with a volunteer who was also active was found. Jack's weekly sessions with his older friend have helped boost his confidence, give him the opportunity to get away from worries at home and have someone outside of home to talk too. Jack's mum is very happy with the friendship and says that the things that Jack and his older friend do would be beyond her physically and wouldn't be things she would want to do. They do weekly activities including cycling, squash, and visiting the cinema and have started to do some food preparation including making their own pizzas. Professionals involved with Jack have said he has been his lifeline through a really difficult time. The commitment shown by the Older Friend to Jack in particularly difficult and stressful time for Jack has been amazing and throughout this difficult time the volunteer was committed to do all he could for Jack to take his mind off his worries and to give him someone outside of his home and school to talk to.

### Katie

Katie is 9-year-old has had an older friend for the past 2 years following being referred by Early Help. Katie's mum has a number of physical health problems and her brother has autism. Katie has been struggling at school throughout the friendship and struggles with her emotions and friendships with her Peers. Katie has a wonderful relationship with her Older Friend and they do a variety of fun activities together including visiting parks and country parks, doing arts and crafts, baking and going to the Cinema. Katie is a friendly, chatty girl who really enjoys the 1 to 1 attend of her Older Friend and they enjoy laughing together. Katie benefits from having time away from her worries and challenges at home and at school and having a special person who is there for her. Katie recently told me when her volunteer was on holiday how much she missed her and how kind and caring she was and how good it was for her to have her own special friend. Katie's family also feel that the friendship is beneficial to them as it gives them one to one time with her brother and knowing that Katie has an Older Friend reassures them that Katie has an extra source of support.

### Kelly Furness

Area Coordinator, Rugby District and Southam  
Email: [kelly.furness@friendshipproject.co.uk](mailto:kelly.furness@friendshipproject.co.uk)

## Areas Coordinator Report: Nuneaton, Bedworth and North Warwickshire

### Friendships

Active Friendships	15
Matching in Progress	1
OF awaiting interview/DBS	2
Awaiting references	1

Although I haven't yet been in post a full year; it has been very positive. The initial months were spent organising and solidifying the existing friendships and working out what needed to be done. I have matched 5 Older Friends, one existing Older Friend whose friendship had come to an end on her Younger Friend's 17th birthday. One was an existing Older Friend who had taken a break and I re-engaged with her to take on a new Younger Friend.

I have interviewed 5 potential new Older Friends of which one, who was based in Coventry preferred to travel to Leamington so she was passed to the Warwick Area Coordinator and the remainder were unsuitable for a variety of reasons.

1 Friendship ended due to continued changes at home for the Younger Friend and her then not wanting to commit to meeting with her Older Friend. The Older Friend has also left and I hope that she may return at a later date.

We have been successful in getting further funding from the Police Crime Commissioners. Richard reports quarterly to them with case reviews, matching information and progress being made.

### Interviews/DBS

Both Judy and I visit to interview on the first occasion where possible. With all the new information to give to Older Friends it is planned to do the second visit and induction once the DBS has been returned, consolidate information and to find a potential match from the waiting list of Younger Friends. Judy is following up on DBS renewals.

### The Team

I lost one Group Supporter at the very beginning. She had a busy home life and with the changes of Area Coordinator she wasn't able to continue. I currently have Judy and Sam as Group Supporters, but neither has much capacity to take on any more so I am trying to recruit another to assist with the reviews.

### Events/Workshops

Initially it was a struggle to get responses back to emails from Older Friends, they were all busy. I think there is a better response to requests and the Older Friends are communicating what they would like to do. There is not much uptake from the North for events in the South of the County. I do ask the Older Friends and they say that it's too far most of the time or they are too late. I have attended CAVA AGM with Richard, promoting the project and networking. I attended the Coventry Chamber of Commerce event at the Rico and networked, giving out leaflets and talking about the project.

Cheryll, Judy and I went and gave a talk to the Whitestones WI and have also been and met with the Nuneaton and North Warwickshire Allotment association. We were offered an allotment space for the children although this is logistically probably too much to be able to manage effectively.

I attended the Nuneaton and Bedworth Community Fair with Cheryll, Judy and Jon as well as a few others who came and helped with the tombola. Pauline and I went to Cotton Chivers Church following an invite to speak to their congregation. They later made a donation to the project.

I have organised two Narrow Boat trips which is taking 12 Younger friends and their Older Friends out on the canal for a day, this has been donated to us from Hargreaves Narrow Boats.

Dairy Crest have made a financial donation and collected some Easter Eggs for us which are being donated to the children who are attending the Narrow Boat trip. They are making us their charity for CPD and hoping to help out at events over this year. Whitestone Pub, Nuneaton have nominated us as their charity for their annual fete, we will have a stand and all profits made from the event will be donated to us. We have a stand at Nuneaton Asda on 14th June, promoting The Friendship Project and hoping to attract some interest for potential Older Friends.

We have Safeguarding training in the North, Fillongley Scouts have very generously donated us their Scout Hut for the morning. I have been to Atherstone CAVA drop in in March, where the new volunteer coordinator took information on and would help look for potential volunteers.  
Social Media/Advertising

I have an advert running on a large Facebook page which has generated quite a bit of interest. I have had a lot of enquiries and sent out information to a number of interested parties.

I feel that it has been a slow burner, but the flame is igniting and slowly spreading. Numbers are increasing. I renewed all my child referrals in January to make sure they were current. We have a regular free advert in the Tamworth Herald and a couple of other publications which still generates a bit of interest.

### **Focus**

The focus again is to find more ways to recruit more volunteers, there are currently 20 children on the waiting list and no shortage of finding more.

### **Case Studies**

#### **Case Study 1**

Male age 11, Nuneaton - A was referred as he has recently moved into the area with his mother from Birmingham. He was witness to domestic abuse towards his mother. He has been unable to maintain a place at school due to the house move and his mother not wanting him to go to certain schools. He has a CAMHS referral. A spends all of his time with his mother who also works for herself so he is often at work with her. He is shy and anxious with little self-esteem. Needed to have time away from his mother to get him out of the house and interacting with other people. It was felt that a male volunteer would be beneficial to A as he only has female role models currently in his life. Matched with a male volunteer, their first few outings together were successful with A enjoying spending time with another male and was less shy out of his home environment.

#### **Case Study 2**

This Older Friend has been in a friendship for over 10 years, it came to an end in December 2018 as her YF reached 17 yrs. The OF, who is retired, felt she benefited enormously from the relationship, being a single, retired person with family not living in the area. She agreed to taking on another Younger Friend and has subsequently been matched with a new family. Its early days, the family is struggling with emotional warmth, Social Services are involved and trying to help the family unit. One older sibling has been thrown out of the family home at the age of 17. The child we have matched struggles with self-esteem, confidence. Made to sit on a towel on the sofa. Already from the initial matching meeting with the Younger Friend and the Older Friend agreeing to see each other you could see that the child warmed to the Older Friend, sitting very close to her and really enjoying her physical presence and emotional warmth. The Younger Friend is 12 and it is hoped that the relationship will show her how a healthy relationship is and warmth and humanity from another person.

#### **Viv Kelsey**

Area Coordinator

**Email: [viv.kelsey@friendshipproject.co.uk](mailto:viv.kelsey@friendshipproject.co.uk)**

## Areas Coordinator Report: Stratford and District

### Friendships

Number of current friendships: 10  
Of which are Stratford District: 7  
Warwick/Leamington based: 3

### Nos of children by Stratford District:

2 Stratford, 1 Hampton Lucy, 1 Wellesbourne, 1 Shipston, 1 Studley (waiting to be re-matched).

### Friendships ended '18 – '19:

6 friendships have ended.

2 OF's friendships were ended due to Safeguarding Issues (3 children). Another OF has left the Project as they have moved out of the area, and 3 OF's left the Project due to family issues.

### New OF's recruited:

1 (Stratford) and 2 (Warwick/Leamington)

### Group Supporters:

3

### Volunteers to be matched:

1 (Stratford)

### Older Friends

Fiona and I have been working together on supporting our OF's from the Warwick/Leamington District. Despite marketing in the Stratford area, we continue to have low volunteer numbers. I look forward to extending my hours and promoting/supporting the Project in South Warwickshire.

I continue to support my OF's with regular contact and either telephone calls or meet ups (depending on which they prefer). We also had a Stratford Get Together in Shipston at an OF's house in February '19. 7 volunteers attended and it was a great way for current volunteers to tell the new OF's about their friendships. One friendship in Shipston is due to end in June as the YF will be 17 years old. The OF will continue to see the YF as they have built up a trusted relationship. I will be working with the OF to produce a case study, as I know the OF and family well. One of the YF's in Stratford will be going to the Rotary holiday at Kingswood Comonendy.

### Current number of referrals: 12

Breakdown of referrals by area: 2 Studley, 1 Alcester, 1 Shipston, 5 Stratford (2 Lower Quinton, 1 Hampton Lucy, 1 Wilmcote, 1 Central Stratford), 1 Wellesbourne, 2 Bidford.

### Marketing and Recruitment

As well as events below, leaflets and posters have been delivered in all areas (supermarkets, coffee shops, notice boards). I have updated the ad and text for Cheryl to be put into local newspapers. I have also sent in these details to local free papers.

### Social Media – Twitter and FB.

I regularly update Facebook with news and photos. I have updated our description and added events that will be coming up. I ask people who have expressed an interest in our posts to 'like' our page.

I have recently sent out a paid (£15) Spring Volunteer recruitment ad with a video of some of our photos (paid for by Stratford Town Trust). I will respond to comments and emails from this promotion.

I also regularly post our news, photos and volunteer requests to the Stratford (with Karen), Alcester, Wellesbourne and Shipston Forums. I am awaiting to be added to the Studley Forum. I encourage users to share and like our page.

I also regularly update Twitter with our news and photos. I regularly use # e.g. Monday Motivation, Tuesday Thoughts, Charity Tuesday and Wednesday Wisdom to expand our reach. I actively like, follow and re-tweet others tweets to encourage more traffic. I have booked a Social Media workshop with the Family Information Network in Leamington to learn more about how we can promote the Project.



## Networking

I meet up with The Family Information Network in Stratford (a local networking group) as often as I can. I have also attended FSB networking meetings.

## Group Supporter Role

I have two Group Supporters looking after 3 volunteers. I am the Group Supporter for the rest of the volunteers.

## Safeguarding Reviews

I have completed 3 Safeguarding Review Meetings with YF's families and have booked another in Warwick for Tuesday 30th April.

## Events and Activities

- ✓ Attended Safeguarding Review Training at Cheryl's house 24.08.18
- ✓ I met with Compton Verney staff on 5.09.19 to find out more about the facility
- ✓ I attended a CIN meeting for Clarke at Alcester Grammar on 14.09.18
- ✓ I attended an Early Help meeting for Reid on 21.09.18
- ✓ I attended the Craft Morning on 29.09.19
- ✓ I attended an Early Help Meeting for Brown Harris on 18.10.19
- ✓ I attended the Stratford Business Show on 31.10.18
- ✓ I attended the LADO Briefing in Warwick on 26.11.19
- ✓ Regular Operations Team and Area Coordinators/Administrator meetings (every 2 months)
- ✓ I collected and distributed to all Stratford District YF's bags of presents from the NFU, Tiddington
- ✓ Attended the Project's Xmas Party in December 2018
- ✓ I attended the Stratford Town Trust's meeting on 08.01.19
- ✓ I attended the WCAVA Fundraising meeting on 23.01.19
- ✓ I attended a meeting with the Chair of the Family Information Network in Stratford to promote the charity
- ✓ I attended the Micro Business Show event on 25.03.19
- ✓ I attended the Moreton Morrell Farm event on 30.03.19
- ✓ I attended Autism training with the NHS on 03.04.19
- ✓ Produced Spring Volunteer Survey in April 2019.

## Documents/Presentations

I worked with Kelly to produce the What is Mental Health document for our OF's. I also updated the Notes for Parents and Guardians document, that we give to our YF's families and referrers when matching. I have reviewed and will be presenting the Safeguarding Training with Kelly, moving forward.

## Case Studies

### Samantha

Samantha and Josie have been friends since 2016. Samantha was originally referred to us by a School Nurse in April 2015. She was referred to us as she was being bullied at school, had a difficulty in reading social messages, alongside a strained family life. The family was supported on a Child in Need plan and an Early Help meeting. The original outcomes from the referral were for Samantha to feel that 'she belongs' and makes friends; enjoying 121 time with her Mum, no further evidence of self-harm and for Samantha to be prepared for independence and transition to post-16 education. There are 4 children in the family with Samantha being the eldest. 2 of her siblings have the same father. She has not seen her own father since the age of 3. Samantha has experienced domestic violence at the family home.

Progress was very slow at first, as Samantha did not have much self-confidence and was not used to going out of the house on a regular basis. Josie has introduced her to National Trust houses, gardens, markets, Shipston Proms Competition, RSC theatre and musicals on the West End, baking, watching films together and enjoying lunches out (where Samantha has been ordering the food and counting out the money to pay for their lunches).



Josie helped to obtain work experience in a charity shop in Shipston as well as asking the shop manager to encourage Samantha in maths, when giving change. Josie has actively helped Samantha with her maths to help her in her maths GCSE.

On a recent Safeguarding review, Samantha said: "Josie builds up my confidence by taking me to new places and encouraging me e.g. asking and paying for drinks and lunch while we are out together". "She is very friendly, caring, kind and a good listener". Samantha's Mum has said: "Josie has made a huge difference to Samantha. I have noticed a change in her confidence levels. I know that Samantha is having fun with Josie and I can spend time with my other children". Josie is continuing to support Samantha with her Childcare course at College, as well as show her how to prepare food for a balanced diet and enjoy eating the food she has made with her siblings.

### **Mary**

Mary was matched with Andrea in May 2018. Mary was referred to us by Lighthorne Heath Children's Centre in November 2017. Mary was referred to us as her parents had recently separated and she was feeling confused about her new home life and had been told many conflicting messages. The outcome for Mary was for her to have a consistent, adult role model to build a relationship with and enjoy social outings together. Mary was spending half of her time living with her Mum and the other half with her Dad and Grandmother. Mary has a younger brother who was 2 years old and her Mum had a new baby in October 2018.

Mary has been enjoying regular riding lessons, as Andrea has arranged a discount with the local riding stables. Visits to the Donkey Sanctuary, Butterfly Farm, Compton Verney, walking with Andrea's rescue dog and baking at home. They have attended many of the Project's social events including: Stratford Armouries, Twycross Zoo, Craft Event and the Farm visit to Moreton Morrell. On a recent Safeguarding Review visit Mary said: "I like talking to Andrea. She gives me a drink after horse riding and I like her dog Milly. I also feel braver". Mary's Grandma likes the fact that Mary can go off independently with Andrea and talk to someone away from the family. Mary's Dad has said that Mary has 'opened up more' to the family.

### **Luke**

Luke and Linda have been friends since November 2011. Luke was referred to us via the Parenting Project. Luke was referred to us as the family had recently moved into the area as he had experienced domestic abuse. Luke was spending much of his time playing on his Xbox and he was in need of a positive role model and out of school interaction that encourages him to get out of the house and try new activities.

Luke and Linda enjoy visiting Linda's livery yard and looking after her horses. They have visited Hatton Country World, been on dog walks, going to Jump In, Wake Boarding, playing basketball and badminton together. They enjoy cooking and completing Luke's homework together. Linda feels that Luke has become more outgoing and braver since they have been seeing each other. "He is not afraid to try new things now. He understands that it is good to 'have a go' at an activity and keep trying, if he cannot master it immediately".

Luke's Mum is very happy with their relationship. It allows Luke's Mum to have time to herself, knowing that Luke is safe and having fun with Linda. Luke has said: "I look forward to seeing Linda. We try new things together and I like it that it is just the two of us. Linda is cool, funny, kind and caring".

Luke's Mum has said: "Linda is really good for Luke. He tries new things with her that he wouldn't do with me. I know their friendship benefits Luke". Luke will be attending the Rotary District 2019 holiday at Kingswood Colomendy. Activities here will include: abseiling, zip wire, team games, archery, raft building and orienteering.

### **Heather Shipley**

Area Coordinator, Stratford District

Email: [heather.shipley@friendshipproject.co.uk](mailto:heather.shipley@friendshipproject.co.uk)

## Areas Coordinator Report: Warwick, Leamington and Kenilworth

### Friendships

Active friendships:	26
Matching in progress:	2
OF on hold:	1

A year with lots of activity! 13 friendships arranged and matched. 9 friendships have ended. You are probably wondering how I have gone from 30 to 26 then! Matching is not always as simple as it might appear from the outside. One OF had 3 friendships in the space of 6 months another OF had 2 and so on. Believe it or not even when the OF has been thoroughly interviewed by myself and then had an induction visit by another Area Coordinator, time has been taken to investigate YFs and discuss with the referrer, then a matching meeting arranged and outings have started, volunteering for the Friendship Project is not always the right thing the OF. This can happen with the YF also, having met the OF, been matched and then about to be taken out or having had a couple of outings they decide its not for them. The friendship project is all about "people" our volunteers and our children. No one is the same, every friendship is very individual. A lot of friendships can be and are extremely successful and fulfilling. But becoming an OF can sometimes make the volunteer look at themselves and their life experiences... Even having all the wonderful qualities needed to be an OF, if things aren't going quite to plan in their life then becoming an OF is too much for them. Unfortunately, it is sometimes not until they are well down the road until they recognise this. So, with a combination of these factors above and OFs moving or changing jobs, the Warwick District under my administration has 26 friendships, with 1 on hold and 2 that I am in the process of matching.

As my numbers at one point of the year were up to about 35 friendships, Kelly has taken on 2 Warwick OFs and Heather 3 OFs. This would now total 31 friendships in the Warwick District. It is brilliant that we have so many volunteers in this area. It has been great to be working with Kelly and Heather who have helped share some of the extra load this year while they have had a chance and the capacity to do so.

### Interviewing Prospective OFs

I continue to interview OFs but as a team we have tried to standardise the technique for the whole of Warwickshire with a few changes. This has taken a bit of time to organise with all the team's input. The forms have been changed and updated to make sure more is covered and that we are all communicating the same message to our new volunteers. The 2nd meeting we are now calling an Induction with some additional Safeguarding and training forms which I believe are very important and help the OF have more information and training before they are matched.

### The Team

Consolidation! There has been a fair bit of movement of Area Coordinators with new colleagues Kelly and Viv, who have been a great addition to the team. It certainly feels going forward that the team has now jelled and is moving forward at a fast pace! So many wonderful skills, ideas, and input into our meetings and on a day to day basis. John recently shadowed me on an interview I did, a very useful exercise with positive and encouraging feedback for myself.

Pauline continues to steer the team forward with great support and commitment, always available to help out, anywhere in Warwickshire!

### Events

I have organised some successful get togethers for Older Friends. I believe it is a good opportunity for them to speak to other OFs about how they are getting on, sharing ideas or any little concerns they might have as well as all the good stuff. The general feel of the evenings is very positive and uplifting.

I established contact with Eveyln's Gift a local charity who do acts of kindness for local children. They donated summer packs with scrap books and some craft materials that we gave out to the YFs. Organising a wonderful Christmas Party with an entertainer and presents for the children. At one of our

get together they arranged with Warwickshire Hearts to put on some CPR training for our OFs. It was additionally a really good team building and bonding exercise for everyone who attended!

For the 3rd year running Kenilworth Rotary sponsored 2 girls to go on an outward-bound holiday to Dorset. It was a new location and not as successful but this coming year it has been changed for a more tried and tested centre in Wales so fingers crossed, with 6 of our YFs going!

WCAVA Online training for employees' trial, I tested this out for Cheryll and completed it and I think would be a good refresher for colleagues to do.

The Recessionaires have sponsored again a YF from Warwick to attend Playbox. He is going on a weekly basis and alongside the weekly outings with his OF he is coming on leaps and bounds. By connecting and working with other charities we a giving even more benefits to our YFs. Something we will continue to strive to do in the coming year.

Thank you for all the support that I have had from the trustees and the Ops team, it's great to be part of!

## Case Studies

### Harvey

I decided to volunteer for the Friendship Project at the end of 2017 as I realised I had quite a lot of spare time and felt that it would be good to use it to help others. I have always liked working with young people so the FP was really appealing to me. When I was told in detail what entailed to be an Older Friend, my first impression was that it was going to be really hard, tough: dealing with disadvantaged children from problematic families, it all sounded difficult, but also new and challenging. Exactly what I was looking for. On the first day I met Harvey I realised how wrong I was.

Since that very first day, a year and a half ago now, Harvey showed me that meeting him once a week was going to be really fun. Harvey is a really sociable, kind-hearted, talkative, smart 10-year old kid. He loves telling jokes (every weekend we used to have a moment for "the joke of the week"), he uses any occasion to speak with other people (he warned a couple not to play hole 5 in the mini-golf as it was flooded), and is able to enjoy all sorts of activities (when I ask him what is his favorite activity with me he usually answers "all of them"). I also have the impression he is more articulate than normal for a child his age, as he often uses correctly complex vocabulary.

In the past 18 months we have done all sorts of things together: mini-golf, library, museums, playing in the park, football, crafts, bowling, table tennis, eating out, bouncing castles and basketball (and I'm possibly forgetting a few). But definitely our favorite activity has been riding a bike -which by the way was very kindly provided by a member from the FP-. When he saw the bike for the first time, he seemed really excited about it. The bike itself needed some repairs so we spent that day trying to fix it. I'm definitely not very good with tools, so it took a while. There was even a moment that it seemed we were not going to be able to fix it (Harvey even said "we are not going to make it, but that's fine"), but we persevered and managed to make the bike work. He seemed really happy riding it, although it was only for a few minutes. We spent the whole summer riding it around different parks in Leamington area, which was great, as it was a very good opportunity to spend time outdoors and do a healthy activity.

In September, Harvey moved in with a foster family due to some issues with his mother. Since he has been with them, Harvey seemed to adapt quickly and well. I have definitely seen him calmer than when he used to live with his mother, and although he misses her and his siblings a lot, he seems to worry less about things and focuses only on the things that a child should be thinking of: having fun, studying and telling silly jokes. In general, I have the feeling that it has been very positive for Harvey to have an Older Friend, as he has been able to do a lot of different activities which he wasn't able to do before. He has also met a person from a different country, which is always an interesting thing for a child ("are you polish?", he asked me on our first day).

For me, being a volunteer for the Friendship Project has been a fantastic experience. I have learnt a lot from Harvey and from the members of the organisation. I feel I have helped to make feel better a kid

that maybe wasn't in his best moment and given him fun and interesting experiences that he will hopefully continue doing on his own (such as reading books or doing sports). I would definitely recommend contributing to the Friendship Project to anyone.

### **Casey**

After the initial shyness, my younger friend (or should I say officially my BFF!), Casey, has welcomed me into her life better than I could have ever hoped for.

I remember our first outing over three years ago like it was yesterday. We went to the park and played Pooh sticks on a little bridge over a little stream. After an hour it become Pooh leaves and Pooh grass as we had run out of sticks! That moment there was when I knew I had been matched with the right younger friend and I couldn't wait to open her eyes to the world she lives in.

It's been the simplest of things that I have found really makes an impact on Casey. And each time we meet I feel she grows and learns something new every time – whether that is about herself or the people and things around her. Which for me makes it all worthwhile.

Below are just a few examples of change:

Rather than jumping on me and screaming if a dog is in 'our space', she now asks me and then asks the owner if she can stroke it.

Now, instead of playing on her own and being un-happy at the play barn that no one speaks to her first so she can't make a friend – she approaches them first and finds someone to play with!

Rather than panicking in the deep end of the pool and gabbing me around the neck, she calms herself, stops panicking which then lets her be able to tread water and get herself safely to the edge. Since this happened – jumping in the deep end of the pool goes on for the full 2hrs!

Is it all about a confidence and I can really see a difference in this little girl who use to be shy and scared of everything and would never just give something a go. We still have our panic moments, and times where she thinks she can't, but we get through them and learn how to deal with the situation.

Before I started this journey, my main concern was if the family would accept me. Having someone visit your house, take your child out and do things that you don't/or can;t do cannot be easy for any parent. And just like Casey, the whole family have welcomed me and I have great relationship with Mum.

All in all, I cherish my time with Casey and am so pleased I am able to give a child time and life experiences that are making a positive difference.

### **Fiona Roche**

Area Coordinator

**Email: [fiona.roche@friendshipproject.co.uk](mailto:fiona.roche@friendshipproject.co.uk)**

## North Warwickshire DBS Officer's Report

This year two new Coordinators have started in the North & Rugby, so I have assisted with their training. I have enjoyed working with them and the Project has benefited greatly from their enthusiasm, ideas and knowledge.

I have undertaken 12 interviews for new Older Friends and the renewal of 4 DBS's.

During the year I attended the following organisations to promote the Friendship Project

- ✓ Atherstone Council House
- ✓ WI Meeting in Nuneaton
- ✓ Allotment Association in Bedworth
- ✓ Charity Fair in Nuneaton
- ✓ SCS Event in Stratford

I took part in a radio broadcast in Stratford explaining my role as an Older Friend and the benefits of volunteering for the Friendship Project, this was a challenging experience for me! The successful Christmas Party was held in Warwick this year and organised by Evelyn's Gifts. I also attended a get together for Older Friends at the Island Hotel in Hinckley, a garden party at Cheryll's, a fun day at the Armoury in Stratford, an outing to Twycross Zoo, a Craft Event in Coventry, the Ricoh Arena to watch the rugby and also undertook all of the Safeguarding Training during the year.

A busy successful year with no problems for me in processing the DBS forms. I have attended Operations Meetings and would like to thank all of the team, including the trustees and Older Friends for their continued support and hard work which positively contributes to the lives of many families in Warwickshire.

**Judy Sims**

DBS Officer

**Email: [judy.sims@friendshipproject.co.uk](mailto:judy.sims@friendshipproject.co.uk)**

## Bid Fundraising / Local Fund Raising

Last year, I reported that during 2017 our fundraising activities had gained real momentum resulting in a record year for general fundraising. We also recognised that in 2018 we would need to further increase our fundraising if we were to achieve our ambitions without reducing our reserves. I am therefore very pleased to report that 2018 has been an excellent year for fundraising and that we have once again had a record year with total income of approximately £83,000. This means we can progress with our expansion plans across the county to grow our number of friendships, supporting more disadvantaged children, confident that we can fund the increased costs. Thanks go to the whole team for all their hard work in achieving this.

The largest source of our income in 2019 came from grants and trust funders which saw a significant increase during the year, as we reengaged with previous funders and successfully applied to new sources of funding. We are extremely grateful to all our corporate and individual donors who have supported us through large and small donations and also for the ongoing support of Aubrey Allen and our grant funders:

- ✓ Alan Edward Higgs Charity
- ✓ All Saints Church
- ✓ Anthony Bourne Foundation
- ✓ Aubrey Allen
- ✓ Aviva Community Fund
- ✓ Baron Davenport Trust
- ✓ Bewdley Charitable Trust
- ✓ Carol Dodd
- ✓ Cheryl Rawbone
- ✓ Coventry Building Society
- ✓ Evelyn's Gift
- ✓ F C Stokes Family Trust
- ✓ Gallagher Ltd
- ✓ Garfield Weston Charitable Foundation
- ✓ BM & SJ Hall
- ✓ Goodwin's the late K Ashford
- ✓ Hampton Resourcing Ltd
- ✓ Heart of England Community Foundation – 29th May Fund
- ✓ Jarman trust
- ✓ King Henry VIII Endowed Trust
- ✓ Pipesource
- ✓ Provincial Grand lodge of Warwickshire
- ✓ Recessionaires
- ✓ Results for People
- ✓ Rotary clubs of Kenilworth and Royal Leamington Spa
- ✓ St James Place Charitable Foundation
- ✓ Star Turtle Disc World
- ✓ Stratford Town Trust
- ✓ Terence Hague
- ✓ The Sheldon Trust
- ✓ Three Spires Lodge
- ✓ Warwick Boat Club
- ✓ Warwick Court Leet
- ✓ Warwickshire Police & Crime Commissioner
- ✓ Wates Foundation
- ✓ Wesleyan Assurance
- ✓ C Youell Family Fund

Also, thanks go to Gallagher Insurance Broking Limited who continue to give administration support, postal mail shots and loan of equipment and also to Hampton Resourcing Limited, for periodic use of meeting rooms.

Last year we also had a successful year with local fund raising also increasing during the year. We are thankful to all who played rugby in the snow, took part in a 24-hour Squashathon, sang carols, manned stalls at various fayres for us and who contributed to our other fundraising activities in 2018.

We have continued to raise our profile, through social media, local press articles, Facebook, alongside attending local networking and promotional events. We were delighted to be a finalist for the Not for Profit Excellence award at the Leamington Business Awards and also make the national finals of the 2018 SME Not for Profit Business Awards.

We look forward to 2019 confident of the financial support we need to further grow our work during the year.

**Richard Barrett** May 2019. Email: [richard.barrett@friendshipproject.co.uk](mailto:richard.barrett@friendshipproject.co.uk)

**The Friendship Project**

**REGISTERED CHARITY NUMBER: 517684**

**Financial Statements**

**For the year ended 31 December 2018**

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7	Balance sheet
8 - 11	Notes to the accounts



**The Friendship Project**  
**Trustees' Annual Report**  
**for the year ended 31 December 2018**

**Full Name:** The Friendship Project

**Other names:** The Friendship Project for Children

**Registered charity number:** 517684

**Principal address:** Myton Park, Myton Lane, Warwick, CV34 6PX

**Trustees:** Cheryll Rawbone, Chairperson  
John Hancock, Vice Chairperson  
Ken Smith, Honorary Treasurer, appointed 23.01.19.  
Chris Buck  
Richard Barrett  
Michelle Machin, Honorary Secretary  
Jon Gibbons  
Suzie Laxton, resigned April 2019  
Angela Truman, appointed April 2019  
Matthew Goodwin, honorary treasurer, resigned 13.08.18.  
Gemma Allardyce, resigned May 2018  
Rachael Escott, removed March 2019

**Honorary Treasurer:** Ken Smith

**Bankers:** Lloyds TSB, Stratford upon Avon

**Independent examiner:** Paula Wilson, 2 Hickman House, Hickman Road,  
Galley Common, Nuneaton, CV10 9NQ

**Governance & management**

The charity is operated under the rules of its constitution adopted 12<sup>th</sup> May 1986 as amended 7<sup>th</sup> September 1993, 6<sup>th</sup> March 1995 and 11<sup>th</sup> May 2005.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. Day to day management is carried out by paid staff and/or volunteers.

# **The Friendship Project**

## **Trustees' annual report (continued)**

### **for the year ended 31 December 2018**

#### **Mission Statement**

It is our mission to improve the social opportunities and emotional well-being of vulnerable children disadvantaged by family circumstances.

#### **Aims and objectives**

##### **Our Aims**

- To improve the child's confidence and self-esteem
- To enable the child to have fun
- To build a trusting relationship between an Older Friend and a Younger Friend

##### **Our Objectives**

- To provide regular 1:1 support by an Older Friend
- To provide activities (currently) lacking in the child's life
- To provide the child with access to 'learning opportunities'
- To provide guidance and direction to the child
- To be a positive influence/role model to the child

#### **Summary of the main activities undertaken for the public benefit**

With developing confidence and enhanced self-esteem, gained from the friendships, the young people are more prepared to develop new interests and achieve a wider range of skills. They grow personally and socially enabling them to forge better relationships with peers and family members. Generally, they are more settled at school but, above all, they develop a greater sense of self-worth. This is priceless and will have a positive impact on every aspect of their lives.

#### **Overview of the main achievements during the period**

- Our fund raising income has seen an exceptionally good year, with some one offs or carried forward for restricted funding in 2019. Though this still means that we are well placed to expand our volunteer numbers and reduce the number of children on our waiting lists.
- We have supported over 70 children disadvantaged children during the year
- There has been a refresh of our trustee board, and we have a keen team to move forward. We are still looking for people to fill portfolio roles including HR/Legal, and Compliance
- Successful recruitment has taken place within our Operations team, which has also been expanded as a result of the Police Commissioners funding for a new specific Area Coordinator for Bedworth, Nuneaton and North Warwickshire.
- GDPR compliance work was completed ahead of the deadline, with training and documentation updated too, alongside update/review of procedures and practices too.
- Excellent events were held during the year for the children and our volunteers, including our annual craft morning, plus Butterfly Hunt, then Science and Swim event, alongside our regular Volunteer support meetings, which included a Pimms in the Garden and Health Spa visit.
- We were finalists in the UK SME Charity & not for Profit Awards and also the Leamington Spa Business Awards for not for profit and community support.
- Our biggest achievement is the work of our fantastic volunteers in supporting disadvantaged children, and the positive difference they make to the children's lives.

**The Friendship Project**  
**Trustees' annual report (continued)**  
**for the year ended 31 December 2018**

**Financial Review**

The charity made an unrestricted surplus of £14,631 in the year with net unrestricted reserves of £38,256.

**The charity's policy on reserves**

Our aim is to hold reserves at least equivalent to six months operational costs, excluding expenditure on projects funded by restricted funds.

Signed on behalf of the charity's trustees:



Signed \_\_\_\_\_ Date 15<sup>th</sup> May 2019

Cheryll Rawbone, Chairman

# Independent Examiners Report to the Trustees of

## The Friendship Project

### Year Ended 31 December 2018

I report on the accounts of the charity for the year ended 31 December 2018, which are set out on pages 6 to 11.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Paula Wilson, MAAT

Date: 16.05.19

# The Friendship Project

## Statement of Financial Activities

For the year ended 31 December 2018

	Note	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	2017 £
<b>Incoming resources</b>					
Grants	2	21,650	35,198	56,848	20,778
Donations	3	21,001	-	21,001	27,163
Fundraising donations/events	4	5,130	-	5,130	4,104
Investment income		366	-	366	518
<b>Total incoming resources</b>		<b>48,147</b>	<b>35,198</b>	<b>83,345</b>	<b>52,563</b>
<b>Resources expended</b>					
Salaries, NI	9	14,400	15,950	30,350	24,334
Staff expenses		3,840	1,343	5,183	4,101
Volunteer expenses		8,298	10,398	18,696	12,792
Insurance		2,532	412	2,944	2,526
Events/Christmas parties		657	-	657	397
Other expenditure	10	3,489	1,679	5,168	3,179
Independent examination fee	12	300	-	300	300
<b>Total resources expended</b>		<b>33,516</b>	<b>29,782</b>	<b>63,298</b>	<b>47,628</b>
<b>Net incoming/(outgoing) resources</b>		14,631	5,416	20,047	4,934
Gains & (losses) on investments	5	(534)	-	(534)	(113)
Total funds brought forward		24,159	6,465	30,624	25,802
<b>Total funds carried forward</b>	8	<b>38,256</b>	<b>11,881</b>	<b>50,137</b>	<b>30,624</b>

Expenditure is allocated between Unrestricted and Restricted funds on the basis of actual expenditure incurred along with an element of judgement on indirect items of expenditure.

# The Friendship Project

## Balance Sheet

For the year ended 31 December 2018

	Note	£	2018 £	2017 £
<b>Fixed assets</b>				
Investments	5		13,740	14,274
<b>Current assets</b>				
Cash at bank and in hand		40,823		19,025
Debtors	6	229		210
		<u>41,052</u>		<u>19,235</u>
<b>Current liabilities</b>				
Creditors	7	(4,655)		(2,885)
<b>Net current assets</b>			36,397	16,350
<b>Net assets</b>			<u>50,137</u>	<u>30,624</u>
<b>The funds of the charity</b>				
General Funds			38,256	24,159
Restricted Funds			11,881	6,465
<b>Total Funds</b>	8		<u>50,137</u>	<u>30,624</u>

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:



Signed: \_\_\_\_\_ Date: 15<sup>th</sup> May 2019

Cheryll Rawbone, Chairperson

# The Friendship Project

## Notes to the Financial Statements

For the year ended 31 December 2018

### 1. Accounting policies

These financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts and with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

#### Incoming Resources

All material incoming resources have been included on a receivable basis – ie they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

### 2. Grants

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2017 £
St James Place	-	2,500	2,500	-
St James Place	-	5,000	5,000	-
Warwickshire Police & Crime Commissioner	-	6,098	6,098	-
Heart of England C Youell Family Fund	-	4,550	4,550	-
Heart of England Coventry Building	-	2,000	2,000	-
Heart of England Wesleyan Fund	-	7,550	7,550	-
Warwick King Henry VII Endowed Trust	-	3,000	3,000	-
Wates Foundation	-	4,500	4,500	-
FC Stokes Trust	500	-	500	-
Jarman Trust	150	-	150	-
FC Stokes Trust	500	-	500	-
The Sheldon Trust	3,000	-	3,000	-
Heart of England 29th May Fund	1,000	-	1,000	-
Alan Edward Higgs Grant	4,000	-	4,000	-
Garfield Weston	5,000	-	5,000	-
Anthony Bourne Foundation Grant	2,500	-	2,500	-
Aviva	5,000	-	5,000	-
Stratford Town Trust	-	-	-	12,120
BBC Children in Need	-	-	-	6,958
Heart of England Community Foundation	-	-	-	1,000
Baron Davenports	-	-	-	700
	<u>21,650</u>	<u>35,198</u>	<u>56,848</u>	<u>20,778</u>



# The Friendship Project

## Notes to the Financial Statements (continued)

For the year ended 31 December 2018

### 3. Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2017 £
Anonymous donor	5,000	-	5,000	5,000
Aubrey Allen	2,500	-	2,500	2,500
Warwicks Masons	500	-	500	-
Star Turtle Disc World	5000	-	5,000	-
Mid Counties Co-op	-	-	-	4,939
Gallagher	-	-	-	5,200
Aviva	-	-	-	1,000
TK Maxx	-	-	-	1,500
Greggs	-	-	-	1,383
Donations under £1,000	8,001	-	8,001	5,641
	<u>21,001</u>	<u>-</u>	<u>21,001</u>	<u>27,163</u>

### 4. Fundraising Events

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2017 £
Warwick Boat Club	1,725	-	1,725	
Fundraising Events under £1,000	3,405	-	3,405	4,104
	<u>5,130</u>	<u>-</u>	<u>5,130</u>	<u>4,104</u>

### 5. Investments

Market value of surplus funds is invested in the Charibond Charities Fixed Interest Common Investment Fund ("Charibond") with M&G Investments.

### 6. Debtors

	2018 £	2017 £
Insurance	<u>229</u>	<u>210</u>
	<u>229</u>	<u>210</u>

# The Friendship Project

## Notes to the Financial Statements (continued)

For the year ended 31 December 2018

### 7. Creditors

	2018 £	2017 £
Sundry Creditors	<u>4,655</u>	<u>2,885</u>
	<u>4,655</u>	<u>2,885</u>

### 8. Movements in Funds

	Opening Balance £	Incoming Resources £	(Resources expended) £	Gains & Losses £	Transfers £	Closing Balance £
General funds	24,159	48,147	(33,516)	(534)	-	38,256
	<u>24,159</u>	<u>48,147</u>	<u>(33,516)</u>	<u>(534)</u>	<u>-</u>	<u>38,256</u>
Restricted funds	6,465	35,198	(29,782)	-	-	11,881
<b>Total Funds</b>	<u>30,624</u>	<u>83,345</u>	<u>(63,298)</u>	<u>(534)</u>	<u>-</u>	<u>50,137</u>

### 9. Staff costs and numbers

	2018 £	2017 £
Wages	30,354	24,334
	<u>30,354</u>	<u>24,334</u>

No employee received emoluments of more than £60,000.

The average weekly number of part time employees during the year was 5 (2017: 4)

# The Friendship Project

## Notes to the Financial Statements (continued)

For the year ended 31 December 2018

### 10. Other expenditure

	2018	2017
	£	£
Storage of documents	150	180
Telephones	552	506
Bond arrangement fee	336	331
Printing & stationery	1,743	616
Database / IT	260	239
Payroll	516	-
Prior year adjustment	879	-
Sundries	732	1,309
	<u>5,168</u>	<u>3,181</u>

### 11. Trustees' remuneration, benefits and expenses

During the accounting period, the charity obtained insurance cover including Public Liability, Employer's Liability, All Risks for Assets, Personal Accident for volunteers and younger friends and Trustee Indemnity Insurance for a total of £2,944.

The management committee and other trustees did not receive any remuneration during the year (2017: nil).

### 12. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £300.

### 13. Controlling parties

The charity is under the control of the management committee.

### 13. Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Debtors: These are expenses paid in the year with some of the benefit arising in the following year

Creditors: These are amounts owed by the charity, but not paid during the accounting period.