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**Recognising, rewarding and remunerating children and young people who engage in voice and influence activity**

**Introduction**

We believe that children and young people should have opportunities to have their voices heard and be taken seriously in decisions that affect them. We recognise this is their right under the UN Convention on the Rights of the Child. We believe this leads to better decision-making and improved services.

Children and young people can provide hugely valuable contributions to the way we work in a variety of ways. It is essential that services and teams find a way to recognise this contribution and ensure that people who are actively engaged in participation feel that their commitment is valued.

This guide will help you to navigate some of the complexities around recognising, rewarding and remunerating children and young people for their contributions, and offer some guidance on how you can do it in your work.

For questions and queries, or further advice and guidance, please contact: [voiceandinfluence@barnardos.org.uk](mailto:voiceandinfluence@barnardos.org.uk)

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## Upfront considerations

#### Equity and inclusion for all

The use of incentives, recognition, rewards and remuneration should be equitable across all our work and not discriminate, directly or indirectly, against any individual or group of children or young people.

It is important to consider different incentives, recognition, reward and remuneration when working to engage with individuals or groups that are under-represented in a voice and influence activity.

Consideration should also be given to the additional support individual children and young people might need to engage as fully as they can. This could include a 1:1 project worker for the duration of the activity, or specialist materials and resources to support their active engagement.

#### Individual child or young person’s circumstances

Experiences and risks for the child or young person associated with coercion, exploitation and/or neglect should be considered to ensure that the experience of payment is safe, positive, empowering and appropriate.

Where the responsible member of staff is unsure about how to manage these considerations or does not have adequate understanding of the child or young person’s situation, they should speak to other colleagues or their line manager for advice. In some cases, it may be necessary to engage a subject-matter expertise or, if/where appropriate, the commissioning body.

#### Impact on benefits

As of November 2020, Barnardo’s have established an agreement with HMRC whereby non-cash vouchers, which can be exchanged for goods, can be classed as a gift and are not subject to tax or National Insurance deductions. They can be given in thanks for service user involvement.

DWP regulations follow HMRC, and non-cash vouchers given as a gift in these circumstances will not be treated as income by the DWP. This means that a person’s entitlement to benefits will not be affected by gifts of non-cash vouchers from Barnardo’s for service user involvement.

**IMPORTANT:**

HMRC have set an annual value limit of **£250** (inclusive of VAT) for non-cash vouchers gifted to an individual.   
  
Where an individual goes over this, it **will** need to be treated as income for the purpose of tax, National Insurance and benefits.   
  
It is therefore the **duty of services and teams** **to keep a record** of the value of non-cash vouchers issued to young people over a year.

## The Non-Negotiables

Children, young people or their families should never be left out of pocket, and so there are some things that should always be provided, without exception.

In the main, these are:

* **Necessary** **expenses** to enable children and young people to be involved in an activity.
* **Things that cost nothing**, but that can make a BIG difference to children and young people individually.

#### Necessary expenses

All of these expenses should be covered by the Barnardo’s service or team providing or facilitating the activity; or if the activity is being provided or facilitated by an external body or agency, it should be covered by them instead.

Please also note, consideration of **responsible stewardship** and adherence to the **general expenses rules and principles** outlined in our charity’s [expenses policy](https://inside.barnardos.org.uk/sites/default/files/2022-04/Expenses%20Policy%20-%20updated%20April%202022.pdf) (section 3) should always apply.

As a general expectation, wherever possible, staff should incur children and young people’s expenses, rather than children, young people or their families themselves, and submit these for reimbursement through iExpenses.

Travel

Travel to/from the activity should always be:

* **Paid** for by the charity (or external body/agency) upfront – e.g. purchasing train tickets or booking and paying for taxis in advance; OR
* **Reimbursed** on the day of the activity – e.g. reimbursing cash bus or taxi fares with petty cash; OR
* **Reimbursed** within 5 business days, where neither of the above are possible – e.g. reimbursing a bus or taxi fare for a journey home.

Where **reimbursement** is required, children and young people should be asked to ask for and retain receipts.

We would always recommend travel using **public transport** – trains, metro, trams, buses, taxis, plane, etc. – except where this is not possible for children and young people’s own wellbeing and safety.

Where young people or their families need to use a **private vehicle** to take part in an activity, mileage should be reimbursed at the rate used for staff and volunteers, according to our charity’s [expenses policy](https://inside.barnardos.org.uk/sites/default/files/2022-04/Expenses%20Policy%20-%20updated%20April%202022.pdf) (section 5.2). Car parking charges should also be reimbursed.

##### Accommodation

Accommodation may be necessary on occasions where the activity is not local to the child or young person, and the start or end time of the activity prohibits accessible and safe travel.

In most circumstances, accommodation should be **paid** for by the charity (or external body/agency) upfront, in advance.

In exceptional circumstances where this is not possible, or where young people or their families have to unexpectedly front this cost, it should be agreed by an authorising staff member in advance of payment and **reimbursed** should be provided within 5 business days.

Working online

As we move to a new ‘hybrid’ way of working, children, young people and their families may incur additional expenses. These should always be **reimbursed**.

Examples include:

* Data/internet usage on a mobile device.
* Upgraded home/mobile wi-fi package to enable engagement.

For time-limited or ongoing engagements, you may wish to provide/loan specific hardware for participants if/where appropriate – e.g. a basic tablet.

Food, drink and refreshments

Food, drink and refreshments – known as ***subsistence*** – should always be provided, appropriate for the length of the activity.

If the activity runs through normal meal times, or where meal times are interrupted by travel, these meals should be provided. Normal meal times for children and young people are considered as:

* **Breakfast**: before 9:00 AM
* **Lunch**: any main meal in the day, usually between 11:30 AM - 3:00 PM
* **Dinner**: after 5:00 PM

Where meals are required, these should be organised and **paid** for directly by the charity (or external body/agency) – either in advance of the activity or the day/s of the activity.

Drinks and refreshments – or snacks – should always be provided, regardless of mealtimes. For example, providing water, juice, tea or coffee; or providing fruit, biscuits or ‘healthy snacks’.

It is expected that subsistence should be within the allowances laid out in our charity’s [expenses policy](https://inside.barnardos.org.uk/sites/default/files/2022-04/Expenses%20Policy%20-%20updated%20April%202022.pdf) (section 7.2). In exceptional circumstances, where this is not possible, staff should get approval from the budget holder (usually their line manager).

Care for dependents (e.g. childcare)

Where a child or young person is the primary carer or caregiver for another person, which could be a child or an adult, and cover is required to enable them to participate in the activity, these costs should be **reimbursed**.

This arrangement must be overseen by the service or team manager to ensure that registered care provider is used. Please note, Barnardo’s do not pay costs associated with providing care to another family member.

Rates for care should be verified on an ongoing basis according to region and nation, and reimbursements will only be paid on submission of a correct invoice.

Loss of earnings

If a young person incurs a loss of earnings as a result of participating in the activity, they should be **reimbursed** by the charity (or external body/agency).

It is likely that many young people are in insecure employment, and requesting time off may jeopardise their job, so it is essential that staff have a discussion with the young person about job security, to consider loss of earnings, vs. taking part in one-off or short-term opportunities with Barnardo’s.

As a general rule, we do not encourage direct engagement or communication with young people’s employers. This should be done by the young person themselves, with support from our staff if and where appropriate.

Loss of earnings should be **reimbursed** through [our normal staff/volunteer expenses process](https://inside.barnardos.org.uk/employee-and-volunteer-support/expenses-guidance), and will require the young person themselves to complete the paperwork.

#### Things that cost nothing

These are all the ‘added value’ things that cost nothing to us, but that can make a huge difference to children and young people individually.

They are an important part of *voice and influence* work, which is why we consider them as ‘non-negotiables’.

If a conversation about any of these things would be helpful, feel free to contact the UK Voice and Influence Team: [voiceandinfluence@barnardos.org.uk](mailto:voiceandinfluence@barnardos.org.uk)

No/low cost incentives and motivators

These include the opportunity to:

* Have a voice on something their care about
* Meet and work with others (children, young people or adults)
* Developing new skills, enhancing their CV
* ‘Giving back’ through volunteering their time
* *…to name a few!*

These incentives should always be SHOUTED about – so children and young people can see *what else* is in it for them, personally.

Learning, development and accreditation

Not all children and young people are at the same starting point in any given activity, so providing learning and development opportunities is really important.

For all activities, consideration should be given to how children and young people’s own learning and personal development can be supported, extended and challenged.

For example, this could include:

* Providing a short training/induction course before the activity
* Offering 1:1 check-in calls while the activity is ongoing
* Inviting external speakers or trainers in for specific skills training
* Group evaluation activities to reflect on learning
* *…to name a few!*

Consideration should also be given to **accreditation** – this refers to something that certifies the skills and contribution of a child or young person.

Examples of accreditation include:

* ASDAN Awards
* AQA Unit Awards
* Duke of Edinburgh Award
* Youth Achievement Awards

Saying thank you

This is really important – for all voice and influence activity.

You should always consider how you say ‘thank you’ to children and young people in recognition of their contributions.

Here are a few ways you could do it:

* A sincere verbal ‘thank you’ in person
* A formal thank you letter – perhaps signed by a senior decision-maker
* A handwritten thank you care for them to take away/receive afterwards
* A 'surprise' thank you in the post after an activity
* A ‘thank you’ or celebration event

## The 3 ‘Rs’

At Barnardo’s, we distinguish between:

* **Recognition** – referring to how we show children and young people that their engagement is valued and taken seriously.
* **Reward** – referring to something tangible that has value to an individual child or young person.
* **Remuneration** – Payment received by a person for their engagement, usually at a standard rate.

Here, we outline some examples of ‘good practice’ and the approach we are advising all services and teams to adopt.

#### Recognition

Recognition is about demonstrating to children and young people that we have valued their engagement and taken it seriously afterwards.

Acts of recognition are usually *no-cost, big-impact*, and **should be standard for ALL voice and influence activity**. Examples include:

* **Certificates of appreciation/participation**
* **Providing references for employment or education**
* **Quoting children and young people in reports and publications** (subject to relevant ethical processes)
* **Nominating children and young people for awards**
* **Sharing children and young people’s contributions with:**
  + **their parents and carers, and other professionals who know them**
  + **local and national media outlets, and on social media** *– this is usually facilitated by the corporate external communications team.*
  + **local decision-makers, such as commissioners or politicians** *– this should always be approved by your locality ADCS.*
  + **national politicians (e.g. MPs or ministers)** *– this should always be facilitated by the corporate policy and public affairs team.*

#### Reward

Rewards are something tangible that has value to an individual child or young person, usually (but not always) after their engagement in an activity.

Examples of rewards included:

* **Vouchers** (see further detail below)
* **A one-off gift** – e.g. an iPad, a driving lesson, tickets to an event
* **A group leisure or social activity, such as going for a ‘fancy meal’**
* **Further training, development or employment (TDE) opportunities**
* ***Implicit* reward/s** (e.g. a residential, a day trip, an activity day)

##### Guidance on vouchers

Vouchers can be used as a token of appreciation or in lieu of remuneration. When deciding on a voucher amount, staff should consider the time and effort a young person has given and that the voucher amount is proportionate to this.

It is also important to remember vouchers don’t work for all children and young people, and where this is the case, an equitable alternative should be agreed.

We encourage staff to ask children and young people what vouchers they would like – this could include vouchers for high-street shops or outlets, or for online outlets and platforms, such as Xbox, Netflix, Spotify or Amazon.

Where children and young people have no preference, we suggest ‘generic’ high street vouchers, such as [Love2Shop Vouchers/Gift Cards](https://www.highstreetvouchers.com/gift/love2shop). Alternatively, you may wish to offer an ‘experience’ gift card, such as those offered by [Buyagift](https://www.buyagift.co.uk/).

As a general expectation, the following ‘voucher rates’ should apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **A: As a token of thanks** | | **B: In lieu of remuneration** | |
| **Full day** (4-7 hours) | **£40** | **Per hour** | **£10** |
| **Half day** (3-4 hours) | **£30** |
| 1-3 hours | **£20** |
| Up to 1 hour | **£10** |

**As a reminder**: HMRC have set an **annual** value limit of **£250** (inclusive of VAT) for non-cash vouchers. This applies to both voucher rates above, as these are Barnardo’s-own and are not recognised by HMRC/DWP.

#### Remuneration

Remuneration – or pay – refers to a payment received by a person for their engagement, usually at a standard/agreed rate and via a bank transfer.

It is important to note that any ‘remuneration’ **is** considered income for the purpose of tax, national insurance and benefits. There are therefore some important considerations to bear in mind before agreeing to remuneration.

Where agreed, remuneration will **only** be offered to young people aged 18 and over, and who are asked to undertake specific tasks beyond the expectation of a volunteer role, usually where their lived experience is to be treated equitable to that of professional/career experience.

**For the sake of clarity:** we do not remunerate children and young people under the age of 18. Instead, vouchers should be issued (see above).

Please see **appendix A** for more information about remunerating young people for engagement in voice and influence activity.

## Our suggested offer to children and young people

In the table below, we provide a ***suggested*** reward and remuneration matrix for children and young people, based on the different types of voice and influence activity we might offer to them.

**Choice** is important for children and young people, so wherever possible we would recommend agreeing a ‘menu’ of possible options (e.g. depending on budget, capacity, timing etc) for them to choose from.

**Please note, our *non-negotiables* and *types of recognition* are not included below as they are considered standard for all activity.**

#### One-off engagements

Engaging in a single or stand-alone event, activity or opportunity.

|  |  |
| --- | --- |
| **Activity** | **Reward/remuneration options** |
| Taking part in a survey | Prize draw for vouchers (A) |
| Attendance at a one-off focus group/workshop/session | Vouchers (A)  Group leisure or social activity |
| Presenting/speaking/leading/hosting at single event with other young people | *Implicit*  One-off gift |
| Presenting/speaking/leading/hosting at single event with stakeholders | *Implicit*  Vouchers (A)  One-off gift |
| Being on a recruitment panel | Vouchers (A) - under 18s  Vouchers (B) - 18+ |
| Participating in a commissioning process/interview panel | Vouchers (B) |

#### Time-limited engagements

Engaging in a project, activity or opportunity with a clear start and end.

|  |  |
| --- | --- |
| **Activity** | **Reward/remuneration options** |
| Co-designing/co-delivering training | Vouchers (B) |
| Being a young inspector/mystery shopper | One-off gift  Group leisure or social activity  Further TDE opportunities |
| Time-limited projects (e.g. co-designing a new product or service) | One-off gift  Group leisure or social activity  Further TDE opportunities  Vouchers (A) – if deemed appropriate |
| Residential project | *Implicit* |

#### Ongoing engagements

Engaging in an ongoing activity or opportunity with no clear start and end, or are “rolling” engagements.

|  |  |
| --- | --- |
| **Activity** | **Reward/remuneration options** |
| Being on a youth forum/panel | *Implicit*  Group leisure or social activity  Further TDE opportunities |
| Being on a grant panel | Vouchers (B) or remuneration |
| Being on a high-level steering group | Vouchers (B) or remuneration |
| Being a ‘lived experience’ consultant | Vouchers (B) or remuneration |

**Additional note vouchers:**

***Travel*** – Where engagements are face-to-face (i.e. not online), we would suggest travel to and from the engagement is **not included** in the overall time accounted for to determine a voucher rate. This is because travel should already be covered by the charity.

***Meal times*** – similarly, where engagements run through meal times, we would suggest these periods are also **not included** in the overall time accounted for to determine a voucher rate, and should be treated as ‘unpaid breaks’ (much like that of employment). Again, these should already be covered by the charity.

***Updated: April 2022***

*Please note, we will periodically update this section to (as far as possible) reflect the broad range of activities children and young people undertake with us.*

**APPENDIX A**

## Guidance on remunerating young people engaging in voice and influence activity

**Paying People Who Receive State Benefits for less than 16 hours a week**

*Barnardo’s has a duty of care when recruiting CYP who may be deemed to be vulnerable in terms of paid work which could affect their entitlement to state benefits.*

Employees should follow the process detailed in the **Staff Flow Chart 1** (Appendix A1) when recruiting CYP for paid work of **less than 16 hrs a week**, **whether as a one off, for a short period or on an occasional basis**.

Please note that the Flowchart makes reference to a number of other resources such as information leaflets, letter templates and DWP forms. These are available on Inside Barnardo’s.

Decisions and actions should be recorded on the flow chart and a copy of this should be saved to the CYP’s personal record. The CYP should be offered further support should they encounter any difficulties with payments of their benefits through Jobcentre Plus or Department of Work and Pensions (DWP). This should be recorded accordingly.

**Payment for employment of 16 hrs or more a week**

*Barnardo’s has a duty of care when recruiting CYP who may be deemed to be vulnerable in terms of temporary paid work which could affect their future entitlement to state benefits.*

Employees should follow the process set out the **Staff Flowchart 2** (Appendix A2). Please note that the Flowchart contains references to template letters that may be sent to the Jobcentre at appropriate times to prevent misunderstandings. These may be found on Inside Barnardo’s.

It is accepted that the offer of monetary payment (including fixed term contracts) can increase the equality of esteem between CYP, their families and employees in the workplace. It can also increase and enhance the diversity of those involved, for example those living independently or taking time off work to participate.

However, taking time out of employment or accepting a fixed term role may carry significant risk in terms of jeopardising job security and implications for payment of welfare benefits. Young people should be supported throughout their employment with Barnardo’s to consider their situation beyond their fixed term role. As well as welfare advice this may include reflective supervision to discuss goals, next steps and future employment.

Those in receipt of welfare benefits who are to be offered fixed term employment of **16hrs or more** in a week should be supported to access reliable advice (from a trusted source, such as a benefits advisor) about the financial implications for when their benefits are stopped or reduced as a result of the employment.

They will also need advice on any potential issues that may arise when the fixed term has ended. They will require a copy of their fixed term contract with the end date in order to show this to the Jobcentre. This is to show that they have not made themselves unemployed. Persons who have been sacked or left a job of their own accord are not entitled to claim future benefits.

Certain higher rated ‘legacy’ benefits may not be claimed again once a claim has been broken. A break in a benefit claim could lead to a loss of future benefit income.

Advice obtained must consider the household circumstances and, due to the complexity of the subject, would be best provided by a local Citizen`s Advice Bureau (CAB) advisor. Advice on benefits must only be provided by an independent welfare rights advisor and support should be offered to reach these advisors through organisations such as the Citizen’s Advice Bureau.

Methods of Payment:

* Need to be flexible to suit the needs of the person being paid, for example a CYP or family member may not have a bank account. All methods of payment must have a clear financial audit trail.
* Must be legal - for example children and young people are limited (according to age) in terms of the number of hours they may undertake a *paid* activity, according to days of the week etc.; the role may require a contract; the individual may require a job description and specification; a process of PAYE may need to be established.
* Should fall in line with Barnardo’s pay-grading.

Where the factors above have been considered and it is decided that it is not in the best interest of the CYP to pursue monetary payment, it is advised that other options of reward and recognition are considered. See the ‘Other forms of recognition’ section below but also consider the potential value offered by supporting the CYP to become a volunteer or pursue a work experience opportunity.

**Paying invoices from CYP who are registered self-employed**

Where CYP/family members/people with lived expertise are registered self-employed and payment is processed by way of invoice, the employee responsible for their engagement must flag the anticipated invoice with the relevant administrative or finance team so that such invoices can be processed and paid **as a matter of priority**.

It is important that invoices from people who have used our services are checked, processed and authorised in this way for a number of reasons, but not least as a demonstration of appreciation from the Charity. Where it is foreseen that work will be paid for in this way it is necessary to explain and manage timescales for payment with the self-employed person in advance.

**APPENDIX A1**

**Less than 16 hours a week**

**Support for Young People who are being offered paid part-time working or involvement of less than 16 hours per week during a claim to benefits**

**Staff Flow Chart**

**For staff:**

The staff flow chart can be used when supporting Young People who are receipt of state benefits and are being offered either some paid part-time work or paid involvement for less than 16 hrs a week and according to their benefit conditions.

It is important that a record of support provided is kept on the CYP’s personal record or the person’s staff file. Such records are useful to ensure that support teams have an overview of the process in hand.

Name of Young Person considering part-time work or involvement with Barnardo’s   .................................................................

*Go to Step1, 2 and 3 and 4 below*

*When person has agreed to go ahead with part-time work or involvement complete rest of form*

Address and contact details

.......................................................................................................................................

Maximum amount that they can accept in payments per week ......................

OR

Maximum amount they can accept in payments per calendar month …………………..

Bank acc/ Building Society details for BAC payments ...........................................................

Staff member completing form....................................................................

Date ………….....

HMRC Starter Check list completed?.................

**For Young People:**

Are you considering an offer of paid part-time working or paid involvement with Barnardo’s? Are you are in receipt of state benefits?

Different benefits have completely different systems and rules about accepting payments.

You should be provided with a reliable benefits guide on receiving payments before you agree to be paid. The guide will explain what you need to do before accepting a payment, so that you can protect your benefits.

Barnardo’s can provide you with the relevant benefits guide according to which benefits you are receiving. Please select from the list below.

If you have a partner who is also in receipt of benefits, please also tick the benefits that they are receiving. This is because for some benefits there is an earnings limit that is shared with a partner. Thank you.

|  |  |  |
| --- | --- | --- |
| **Benefits received** | **Tick if you receive the benefit** | **Tick if you have a partner who**  **receives a benefit** |
| Employment and Support Allowance income-related |  |  |
| New style Employment and Support Allowance contribution based claimed with Universal Credit for housing costs of rent |  |  |
| Universal Credit for unemployment |  |  |
| Universal Credit for incapacity to work |  |  |
| Income related Jobseeker’s Allowance or Income Support |  |  |
| New style Jobseeker’s Allowance contribution based claimed with Universal Credit for housing costs of rent |  |  |
| Carer’s Allowance |  |  |
| Disability Living Allowance or Personal Independence Payment |  |  |
| **NO BENEFITS** as I receive support from the local authority as a care leaver (to be completed later) |  |  |

Any comments:………………………………………………………………………………………..

Initials……………………………….. Date……………………………

**Staff Flow Chart 1**

|  |  |  |
| --- | --- | --- |
| **Action**  **Please note that these actions make references to additional leaflets, guidance and letter templates which are available on Inside Barnardo’s.** | **Decisions and date** | **Staff member initials** |
| **Step 1**  Ask the Young Person to complete the benefits check list above.  Provide: **The relevant benefits guidance leaflet(s)**  Refer to: Barnardo’s Policy  When the person has read docs and considered the information ask if they are interested in going ahead.  Make an offer of payments and explain about the frequency of work or involvement and the offer of payments. |  |  |
| **Step 2**  If a person has decided to go ahead, ask about the amount of time they can offer and the amount of payment they can accept per calendar month; or, if they prefer to offer their help on a voluntary basis.  Fill in their details on first page of this Flow Chart.  **PROVIDE the relevant letter for the person to show the Jobcentre. Letters are available on Inside Barnardo’s.**  PAYMENTS letter 1. offering paid *part-time work* that they have agreed to do at a rate they can accept  OR  PAYMENTS letter 2.  offering *paid involvement* that they have agreed to do at a rate they can accept  OR  PAYMENTS letter 3. offering *voluntary work* or *voluntary involvement*  **If they receive DLA/PIP also provide**  SUPPORT Letter 4. Addressed to the DWP Office that administers disability benefits |  |  |
| **Step 3**  Young Person follows the benefits guidance in their leaflet.  **If they receive Employment and Support Allowance you should provide them with the example Permitted Work form (PW1). These examples can be found on Inside Barnardo’s. The form itself is found at:**  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877639/permitted-work-form-pw1.pdf>  The PW1 form should be posted recorded delivery together with either PAYMENTS letter 1 or 2 or 3.  OR  **If they receive Universal Credit for unemployment or Jobseeker’s Allowance or Income Support** **you should** **provide them with the relevant PAYMENTS letter.**  They will be required to attend a fortnightly meeting with the Personal Advisor/Work Coach at the Jobcentre. They should take PAYMENTS letter 1 or 2 or 3 to ask permission to start work or involvement.  OR  **If they receive Universal Credit for incapacity** the PAYMENTS letter 1 or 2 or 3 should be posted recorded delivery to the address on correspondence about Universal Credit.  AND  **If they also receive DLA or PIP** give them the SUPPORT letter 4 to post to the DLA or PIP office. |  |  |
| **Step 4 Filling in the HMRC Starter Checklist: the timing**  Ask the person to get back to you when they have either  sent off a copy of the Permitted Work form with PAYMENTS letter  OR  Obtained permission from their Personal Advisor/Work Coach at the Jobcentre to go ahead with work or involvement  OR  Notified Universal Credit for incapacity by post  NB: People who are in receipt of Carer’s Allowance, do not need to obtain prior permission to start work or involvement. They do need to notify earnings to the Carer’s Allowance Unit. You can remind them of this.  **When the above steps are completed** you can ask them to complete the HMRC Starter checklist. This is so that Barnardo's can send the information to the tax office to obtain a tax code for PAYE purposes.  <https://www.gov.uk/government/publications/paye-starter-checklist> |  |  |
| **Step 4. Can the person go ahead?**  When the above procedures have been followed you can invite the Young Person to start work or involvement. You should note the maximum amount that they have agreed to accept in payments per week or per Calendar month.  Go back to the first page of this form and complete details for the person and bank details. |  |  |
| **Step 5** Administration of payments and expenses  *Follow internal guidance and relevant policy* |  |  |
| **Step 6** After recruitment  Ask all Young People to let you know about any changes to benefit circumstances as the amount that they can accept as a payment may also change. In this situation they may need to be provided with a different benefit leaflet and the steps above should be reconsidered.  Ask all Young People to let you know or if they have a problem related to their benefits and work or involvement. You may need to ask your local Citizens Advice to help. |  |  |

**APPENDIX A2**

**16 hrs or more a week**

**Support for Young People who are offered a fixed-term contract of paid employment of 16 hours or more a week**

**Staff Flow Chart**

The staff flow chart can be used when offering Young People who are in receipt of state benefits a fixed-term contract of employment of 16 hours or more a week.

It is important that a record of support provided is kept on the CYP’s personal record or the person’s staff file. Such records are useful to ensure that support teams have an overview of the process in hand.

Name of Young Person being offered a fixed-term contract of employment of 16 hours or more a week with Barnardo’s   .................................................................

Offer of fixed-term employment starting on …………… Ending on………………….

Hours of work per week …………………………

Rate of pay per week ……………………….

Name of job………………………………………………………………………………

Date offer made ………..

***When Steps 1 and 2 are completed and person has agreed to go ahead fill in:***

Address and contact details

.......................................................................................................................................

Bank acc/ Building Society details for BAC payments ...........................................................

Provide HMRC Starter Check list for completion.................

Staff member completing form....................................................................

Date ………….....

|  |  |  |
| --- | --- | --- |
| **Action**  **Please note that these actions make references to additional leaflets, guidance and letter templates which are available on Inside Barnardo’s.** | **Decisions and date** | **Staff member**  **Initials** |
| **Step 1.**  Make verbal offer of job which will be fixed-term employment  Explain about the job, hours per week, and rate of pay  If YP is interested explain about duration of job.  **Give them the offer in writing.**  If YP is in receipt of benefits or is funded as a care leaver by the local authority give them the next page ‘**Are you considering offer employment?’** to read and consider. |  |  |

**For Young People: Are you considering an offer of a fixed-term contract in paid employment of 16 hrs or more a week with Barnardo’s?**

*Give this page to person who is being offered employment after you have made offer in writing of job and terms.*

If you are in receipt of state benefits or are funded by local authority as a care leaver there are some things you should know first:

* Some benefits are stopped when you start employment of 16 hours or more a week.
* Some benefits are reduced when you start employment of 16 hours or more a week.
* Sometimes a period of temporary employment can mean that when it ends and you want to make a new claim, the benefits you received before might not be available and you could get a lesser amount.
* Local authorities are allowed to ask you to contribute towards your costs (care leavers only).

Barnardo’s will be supporting you to get independent welfare rights advice for a **‘Better off in work’** check and to advise on any future benefit entitlements when the job finishes. Different benefits are affected in different ways when you do paid work for 16hrs or more a week.

|  |  |
| --- | --- |
| **Benefits** | **When you start paid work for 16hrs a week** |
| Universal Credit | Universal Credit is stopped when earnings go over a certain amount. Some people have a work allowance (this is an amount you can earn before UC is reduced). Some people do not have a work allowance. |
| Jobseeker’s Allowance | Jobseeker’s Allowance is stopped |
| Employment and Support Allowance | Employment and Support Allowance is stopped |
| Housing Benefit | Housing Benefit is reduced when earnings go over a set amount. |
| Council Tax Support | Council Tax Support is reduced when earnings go over a set amount. |
| Carer’s Allowance | Carer’s Allowance is stopped if you earn over a set amount. |
| Disability Living Allowance or Personal Independence Payment | These benefits are not stopped when you start a job. But your employer should explain about the support you will get for any mobility needs or care needs to prevent misunderstandings. Barnardo’s can provide you with a standard letter for you to show the Jobcentre. |
| Are you a Care Leaver 16 -18 years and funded by local authority? | Each Local Authority makes their own rules. You need to find out what they will do if you take the job. |

**‘Better off in work’ check** When you get advice you will need to tell the advisor:

* What is the offer of fixed term employment?
* How many hours a week will you work?
* For how long?
* What is the pay rate per week before tax?
* What benefits you are getting now? How much?
* About where you live and if you have children and/or a partner.
* If the local authority funding you because you are a care leaver.

**Staff Flowchart continued**

|  |  |  |
| --- | --- | --- |
| **Action** | **Decisions and date** | **Staff member**  **Initials** |
| **Step 2**  Is the young person asking for independent advice?  Arrange access advice with local Citizens Advice Bureau so that the young person can get a **‘Better off in work’** check and a check of any long term implications for future benefit claims.  Ensure young person gets full advice from a welfare rights advisor.  Do they know if:   * they will be financially better off in work * there are implications for making another claim to benefits at the end of the fixed term? Are there any losses? * Should they take any further actions? (e.g. put in place savings plan to cover a possible 5 week wait for Universal Credit?)   Has the young person decided to accept the job or not? |  |  |
| **Step 2**  If the young person has decided to go ahead, obtain details for first page. Agree starting date and any other matters.  Provide them with **Payments letter 5** to post recorded delivery to the Jobcentre/DWP office that administers their benefits.  **If they receive Disability Living Allowance or Personal Independence Payment also provide**  **SUPPORT Letter 4** from Barnardo’s, addressed to the DWP Office that administers disability benefits; the young person can post off if they wish. |  |  |
| **Step 3**  **One month before end of the Fixed Term employment:**  Ask the young person if they would like support to find a new job? If so provide support.  Ask the young person if they would like support make a new claim to benefits?  If so:   * Arrange this with an independent welfare rights advisor. * Provide them with the **Payments letter 5** again to show the Jobcentre to confirm fixed-term contract end date. |  |  |

In addition to the appendices there is supporting guidance regarding recognition and form filling, example letter templates and benefits guidance leaflets. These documents will be archived together on Inside for accessible internal use.

Benefits information leaflets for service users:

      

Letter templates for sharing info with jobcentre:

    

Permitted work form: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877639/permitted-work-form-pw1.pdf>

Guidance regarding permitted work:



Examples of how to complete this form:

