

Programme Delivery Policy Level 2

Policy Level	Two
Policy Category	Programme delivery
Policy Authority	Senior Leadership Team
Lead Committee	Senior Leadership Team
Lead Director	Emma Corina
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At YMCA Fairthorne Group (YMCA FG), “programme” is the word we use to describe all of the community based activities and services we provide to children, young people and families using the YMCA Way. This policy is derived from the Level 1 Programme Policy.

YMCA programmes are designed and monitored against 7 key aspects each of which has equal priority:

1. **Quality**
2. **Consistency**
3. **Health and safety**
4. **Safeguarding**
5. **Equality and diversity**
6. **Financial sustainability**
7. **Ethical frameworks**

Programmes will meet **quality** standards by:

- Being designed in line with the YMCA Way, with particular focus on ability to demonstrate Asset development
- Being able to demonstrate community relevance and engagement, and an active membership
- Being evidence-based, drawing on external and internal research where available
- Adhering to and, where possible, exceeding external regulations and quality standards. A central record will be kept of quality standards and awards
- Monitoring and reporting against the YMCA Way using self-assessments and YMCA Way quality systems as designed and implemented
- Having staff participate in training, leadership development, peer-forums and external activities designed to improve quality.

Quality standards will be implemented by service managers and will be monitored by the Programme Committee.

Programmes meet **consistency** standards by:

- Applying Level 3 operating procedures common to each service type
- Adopting and enforcing standard Terms and Conditions

- Participating in peer-forums to ensure consistency.

Consistency will be implemented by service managers and will be monitored by area directors.

Programmes will meet **health and safety** standards by:

- Meeting health and safety requirements as set out in the organisation's policies and procedures
- Being registered with relevant supervisory bodies.

Health and safety will be implemented by branch health and safety committees and staff teams. It will be monitored by the organisation's health and safety committee.

Programmes will meet **safeguarding** standards by:

- Meeting safeguarding requirements as set out in the organisation's policies and procedures
- Ensuring safer recruitment procedures and workplace supervision is applied at all times
- Participating in regular training and reviews, including local safeguarding and Section 11 compliance audits.

Safeguarding will be implemented by service managers and staff teams. It will be monitored through staff meetings and by the organisation's safeguarding committee.

Programmes meet **equality and diversity** standards by:

- Adopting and enforcing the organisations equality and diversity policies
- Monitoring access and making changes to improve reach.

Equality and diversity will be implemented by service managers and will be monitored by area directors.

New programmes will be approved by the Programme Committee by submission of proposals demonstrating how they contribute towards the YMCA Way.

All programmes will have Level 3 operating procedures which are derived from this Level 2 policy.

Programmes meet **financial sustainability** standards by:

- Contributing an operating surplus at a minimum level of core costs plus 10% of turnover
or
- Securing funds from YMCA surplus as agreed by the Board.

Financial sustainability will be implemented by service managers and will be monitored by area directors under the remit of the Resources Committee.

Programmes meet **ethical** standards by:

- Applying suitable decision-making processes as set out in the Ethics Policy
- Escalating complex ethical matters or concerns to the Board