



CYPP Template

CYPSC should adhere to the structure and sequencing of this Children and Young People's Plan template when developing and compiling their Plan. This can be achieved by either using this template document directly or by creating a separate document that reflects the template.

Instructional Text: Text shaded in grey is instructional and should be deleted from the document.

Examples: Text shaded in orange is for example only and should be deleted from the document.

Insert Text: Red text is used where CYPSC information needs to be added to the template.

Updated Text: Green text is used to highlight most recent amendments to the CYPP template.

Reflective Questions: Text shaded in blue denotes reflective questions and should be deleted from the document.

Insert County

Children and Young People's Services Committee

Children and Young People's Plan 2024

This template was developed on behalf of DCYA. The template is subject to on-going review and is revised on a regular basis according to need.

Developed December 2011

Updated February 2019

Contact

Suggested text:

The **XXXX** Children and Young People's Services Committee welcomes comments, views and opinions about our Children and Young People's Plan.

Please contact: **XXXX** (*name, email address, phone number*).

Copies of this plan are available on: www.XXXX (*website address*).

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Foreword

Foreword by the Chairperson of the CYPSC.

Section 1: Introduction

The purpose of the Children and Young People's Services Committees is to secure better outcomes for children and young people through more effective co-operation and collaboration by existing services and through interventions at local level.

CYPSC work towards the five national outcomes for children and young people in Ireland. These are that children and young people

- 1. Are active and healthy, with positive physical and mental wellbeing**
- 2. Are achieving full potential in all areas of learning and development**
- 3. Are safe and protected from harm**
- 4. Have economic security and opportunity**
- 5. Are connected, respected and contributing to their world**

Background to Children and Young People's Services Committees

Children and Young People's Services Committees in Ireland

The Office of the Minister for Children and Youth Affairs (OMCYA), now the Department of Children and Youth Affairs, established the Children and Young People's Services Committees (formerly Children's Services Committees) in 2007 with the purpose of improving outcomes for children and families at local and community level. Since then CYPSC have increased incrementally in number and are a key structure identified by Government to plan and co-ordinate services for children and young people, aged 0 – 24 years, in every county in Ireland.

CYPSC bring a diverse group of agencies across the statutory, community and voluntary sectors in local county areas together to engage in joint planning of services for children and young people. All major organisations and agencies working locally on behalf of children and young people are represented. These committees work to improve the lives of children, young people and families at local and community level through collaborative planning and improved service delivery.

Better Outcomes, Brighter Futures: the National Policy Framework for Children and Young People 2014 – 2020 underscores the necessity of interagency working and tasks Children and Young People's Services Committees with a key role in this regard.

Children and Young People's Services Committee in **Insert County**

A short descriptive piece outlining the history of the development of the CYPSC.

Who we are

This section could include the following information:

- Membership of CYPSC
- Overview of how the CYPSC fits with other structures (CYPSC could consider inserting a diagram which illustrates their linkages and relationships.)

Achievements to date

or

Review of previous plan

CYPSC should include a summary of their progress and achievements to date. If the CYPSC has already completed a CYPP planning cycle it should refer to its Review of the previous CYPP outlining

- what has been learned,
- what has changed,
- what has been achieved,
- what were the challenges,
- what has the impact been over the course of that CYPP.

If the CYPSC is in its FIRST development and planning stage it may wish to omit this section in its first work plan.

How the Children and Young People’s Plan was developed

This section could include a **short** descriptive piece on the process that the CYPSC used to develop its work plan. For example, it could make reference to:

- Any groundwork or research that was done in the community prior to the establishment of the CYPSC if developing a first CYPP
- Outline of the Review of previous CYPP and how Review findings contribute to this CYPP
- The socio-demographic profile
- The audit of services
- The local needs analysis
- Consultation with, or input from, Children, Young People and Families, The Community, Agencies / Organisations
- The identification of priority needs and objectives
- How actions and indicators were developed and agreed upon
- Any synergy, co-operation or collaboration with other county-level or regional planning structures
- Learning taken from any relevant recent research that has been undertaken in the county / CYPSC area

Dublin City North CYPSC has developed a useful presentation format for describing how their CYPP was developed which other CYPSC might choose to replicate. It uses the table format reproduced below. See page 11 of [Dublin City North CYPSC CYPP](#).

Example only

Year	Process	Stakeholders Consulted	Outputs
2018	<i>XXXX CYPSC: Services Mapping and Community Consultation</i>	500 children and young people, statutory, community and voluntary organisation representatives	Desktop review of services and resources available. Needs and gaps identified. Mapping of service and resource provision. Socio-economic-demographic profile of XXXX CYPSC area.
2018	First draft of Children and Young People’s Plan and open consultation event.	100 stakeholders made up of community, voluntary and statutory services (60 organisations in total)	Engaged services in consultation with draft plan. Reviewed comments and incorporated suggestions with subgroups and CYPSC.
Etc.			

Section 2: Socio-Demographic Profile of Insert County

We would suggest that the socio-demographic profile should include the following basic demographic indicators extracted from Part 1: Socio-Demographics, of the State of the Nation's Children summary (['State of the Nation's Children - Summary'](#) DCYA, 2016 is available to download from www.dcy.a.ie).

Indicator	Measure – Provide for CYPSC area and National Comparator
Child and youth population	The number of children and young people under 25 (0-24)
Child population	The number of children under 18 (0-17)
Young adult population	The number of young people aged 18 - 24
Infant mortality	The number of deaths among infants
Child mortality	The proportion of deaths among children under 18
Ethnicity	The percentage of children and young people by ethnicity or cultural background
Non-Irish national children and young people	The number of non-Irish national children and young people
Family structure	The number and percentage of children under 18 who live in family household units with only one parent or primary care-giver resident
Parental education level	The percentage of children under 18 whose mother has attained (a) primary, (b) lower secondary, (c) upper secondary or (d) third-level education
Traveller children and young people	The number of Traveller children and young people
Separated children seeking asylum	The number of separated children seeking asylum
Children and young people with a disability	The number of children with a disability

Each CYPSC should consider generating their own data or indicators specific to their local population and population needs. A list of sources for this type of data is available in Appendix 3 of the [Toolkit for the development of Children's Services Committees](#).

The more extensive indicator set should be based on the five national outcomes. Some, but not all of this data is available both nationally and locally, from CSO, the State of the Nation's Children Report (2016) and other data sources, which are listed based on the national outcomes in Appendices 2 and 3 of the [Toolkit](#) or are provided in the [Outcomes for Children Data and Information Hub](#) that is currently being developed by Tusla Child and Family Agency in conjunction with DCYA. Contact the National Co-ordinator for CYPSC for information on the status of the [Outcomes4Children Data Hub](#).

Reflective questions: When developing the socio-demographic profile for the area, the CYPSC should reflect on the following questions:

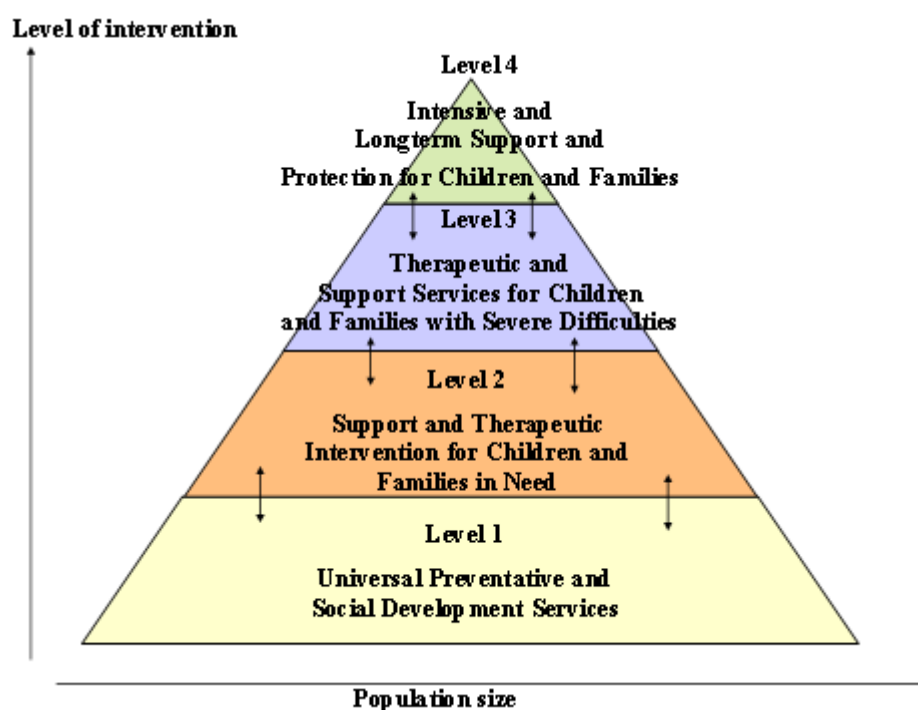
1. Have we the socio-demographic information required for effective planning and monitoring? And if not, what is required?
2. Do our information and data systems allow for comparative analysis on a geographical basis/analysis of progress over time (trends)? And if not, what is required?

Section 3: Overview of Services to Children and Families in **Insert County**

This section should **summarise** the services provided to children, young people and families in the local area, by statutory, voluntary and community sector organisations. The information contained in this section should be based on the audit of services conducted by the CYPSC.

It is suggested that CYPSC categorise the services provided to children, young people and families in the local area, according to the different levels in the Hardiker Model, i.e. Levels 1, 2, 3 and 4 (recognising that some services cross several levels). It should be stated whether the services are universal, targeted or both.

Hardiker Model



The Overview should summarise services provided by statutory agencies and by community and voluntary organisations, applying and covering the following headings:

- Health and social services
- Education
- Policing and youth justice
- Local authority services
- Social welfare
- Sports, recreation, arts, culture
- Youth
- Other services

Overview of services

Organisation / Agency	Service	Statutory or Voluntary	Universal or Targeted or Both
Examples			
<i>X Regional Drug & Alcohol Task Force</i>	<i>Drug Prevention & Education Initiative – train the trainer in drug awareness for parents, youth leaders, Strengthening Families Programme</i>	<i>Voluntary</i>	<i>Universal & Targeted, Hardiker Level 1 & 2</i>
<i>Jigsaw</i>	<i>Programme for young people aged 12 to 25 (Voluntary)</i>	<i>Voluntary</i>	<i>Universal, Hardiker Level 1</i>
<i>X Education and Training Board</i>	<i>Post primary schools X 6 Primary school X 1</i>	<i>Statutory</i>	<i>Universal Hardiker Level 1</i>
	<i>Adult Education Guidance Service: county-wide education information and advice service</i>	<i>Statutory</i>	<i>Universal Hardiker Level 1</i>
	<i>Community education: group education and training programmes on a community-outreach basis or centre-based.</i>	<i>Statutory</i>	<i>Universal & Targeted Hardiker Level 1 & 2</i>
	<i>Back to Education Initiative: education and training programmes for 16yrs+ on a community-outreach basis or centre-based.</i>	<i>Statutory</i>	<i>Universal & Targeted, Hardiker Level 1 & 2</i>
<i>Tusla-Child and Family Agency</i>	<i>Child Protection & Welfare Intake Service</i>	<i>Statutory</i>	<i>Targeted, Hardiker Level 3 & 4</i>
	<i>Fostering Team X 1: Recruitment, assessment, training and support for foster carers.</i>	<i>Statutory</i>	<i>Targeted, Hardiker Level 3 & 4</i>
	<i>Educational Welfare Service: service to families and schools where there are issues regarding school attendance, school places and home education. 3 X Education Welfare Officers; 1 X Senior Education Welfare Officer.</i>	<i>Statutory</i>	<i>Targeted, Hardiker Level 3 & 4</i>

Reflective questions: When documenting the Overview of Services in the CYPSC area, the CYPSC should reflect on the following questions:

1. What universal services are available and are they available in all geographical areas and to all communities?
2. What targeted services are available?
3. Do the services adopt a whole child or whole family approach in terms of assessment and / or service delivery?
4. Are the services integrated with relevant related supports and services?
5. What services are provided by statutory agencies and by community and voluntary organisations?
6. What services are provided on a public and/or a private basis?

Section 4: Local Needs Analysis in Insert County

This section should highlight the main concerns and issues for Children and Young People in your area, drawn from the socio-demographic profile, the audit of services and consultations undertaken with children, young people, services providers or others. It should summarise the key findings from the local needs analysis conducted by the CYPSC.

It should convey “**how the children and young people in your county are doing**” in terms of the five national outcomes for children and young people:

1. **Active and healthy, physical and mental well being**
2. **Achieving full potential in learning and development**
3. **Safe and protected from harm**
4. **Economic security and opportunity**
5. **Connected, respected and contributing to their world**

Reflective questions: When conducting the local needs analysis for the CYPSC area, the CYPSC should reflect on the following questions:

1. **What are the strengths in terms of services, facilities, resources and supports in the CYPSC area?**
2. Are services designed to focus on the achievement of particular outcomes in line with *Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People*?
3. How can we measure if the service is achieving its outcomes? What indicators / measures would provide evidence of this?
4. Are there any obvious gaps in local services preventing outcomes from being achieved?
5. Are services fully inclusive of the voice and perspectives of the children, young people and families who utilise them?
6. **Has the CYPSC approached consultation with children and young people informed by Lundy’s Model of Participation as outlined in the National Strategy on Children and Young People’s Participation in Decision-making 2015-2020? Available to download at www.dcy.gov.ie**
7. Has the CYPSC considered (separately) the needs of children, young people and families in specific circumstances, including for example: infants; pre-school children; school age children; adolescents; children with disabilities; parents (mothers, fathers, foster parents, parents in challenging circumstances); grandparents and other family carers; Travellers, non-Irish national children and young people.

Has the information been collected in a systematic manner, and does it provide a robust, representative picture of the needs of children, young people and families in the area? For example, what use is made of information technology in the mapping of need and planning of services?

Kerry CYPSC has developed a useful presentation format for their local needs analysis which other CYPSC might choose to replicate. It uses the table and graphic format reproduced overleaf. NOTE! CYPSC should still move through the reflective questions above. The Kerry CYPSC example is a presentation suggestion only and is not compulsory.

Example

Outcome 2. Achieving full potential in all areas of learning and development

How are Children & Young People in **XXXX** CYPSC area doing?

Insert summary text here

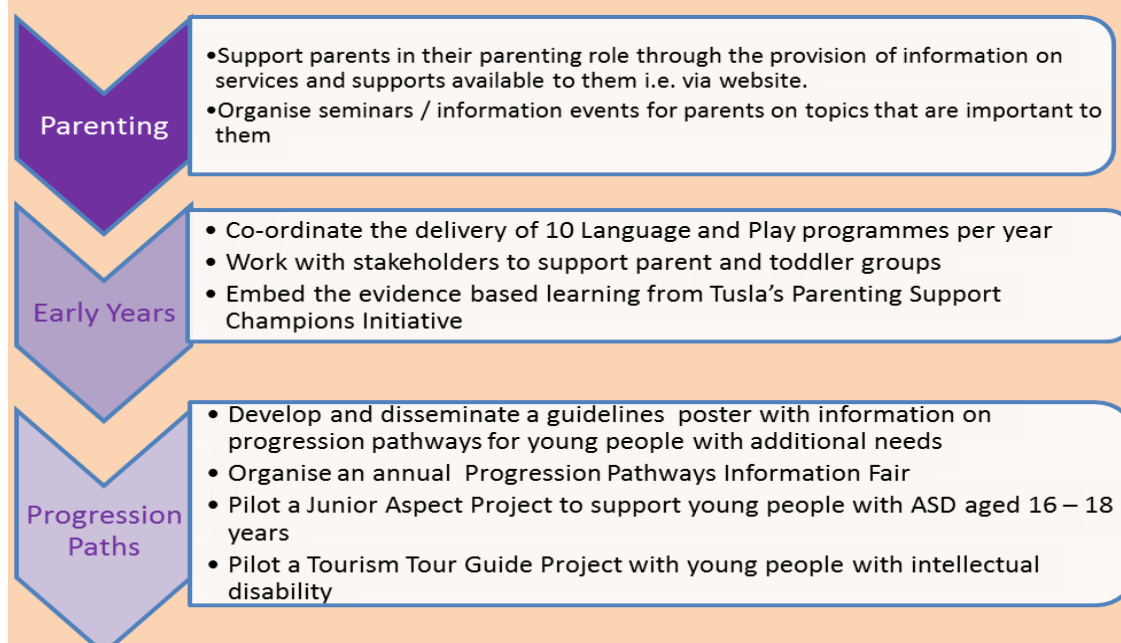
What did the consultations tell us?

Insert summary text here

Are there sufficient services in this outcome area?

Insert summary text here

Learning and development priorities for **XXXX** CYPSC



Section 5: Summary of Children and Young People's Plan for **Insert County**

The CYPSC will identify a priority area for each outcome, or it may have several priority areas under one outcome. CYPSC should include both newly identified and existing priorities or major initiatives being undertaken on an interagency basis.

*to be identified following the local needs analysis (based on Socio-demographic profile, audit of services, consultations)

Outcome Areas	Local Priority Areas*
1. Active and healthy, physical and mental wellbeing	
2. Achieving full potential in learning and development	
3. Safe and protected from harm	
4. Economic security and opportunity	
5. Connected, respected and contributing to their world	

Change Management	Local Priority Areas
Change management - CYPSC may also identify priority areas relating to change management and supports needed to enable interagency collaboration at local level, e.g. development of interagency protocols, development of information sharing protocols, interagency training.	

Section 6: Action Plan for **Insert County** Children and Young People's Services Committee

Reflective Questions: When identifying the objectives, indicators and activities for each priority area, the CYPSC should reflect on the following questions:

1. What do we know about 'what works' in relation to each priority area? If there are gaps in our knowledge about 'what works', have we thought about how to fill the gaps?
2. What evidence informed practices could inform our work in relation to the priority areas?
3. What evidence informed programmes could inform our work in relation to the priority areas?
4. How does this plan build on what is already being done in the area? **Are there existing strengths that we can replicate or scale up?**
5. Are we doing anything for which we do not have convincing evidence of its effectiveness?
6. Are we making the best use of the resources we have at our disposal?
7. How could we improve interagency working in our county?
8. Will this plan address the identified needs of children and young people?
9. Are our objectives SMART? Specific, Measurable, Achievable/Actionable, Realistic and Time bound?
10. Following implementation how will we know if our Action Plan has made a difference? How will we know if anything has changed?

Action Plan for Insert County Children and Young People’s Services Committee

Outcome 3: Safe and protected from harm

Priority Area <i>(To be identified based on the local needs analysis.)</i>	Objective(s) <i>(A brief statement of what the CYPSC wants to accomplish in relation to each priority area. The objective(s) should be measurable.)</i>	Indicators <i>(The measure which will be used to determine whether the objective is being achieved. Can be a national indicator or one that has been developed locally.)</i>	Target	Activities <i>(The activities that the CYPSC will undertake to deliver on its objectives.)</i>	Timeframe for completion	Lead Responsibility and partners	Link to other plans <i>(e.g. documents from Government, state agencies, or local organisations e.g. RAPID)</i>	Linked to other national outcome(s) and or Transformational Goal(s)
Examples								
<i>Child pedestrian injuries</i>	<i>Reduction in the number of child pedestrians injured on our roads</i>	<i>Percentage decrease in the number of child pedestrians injured on our roads</i>	<i>X% reduction in the number of child pedestrians injured on our roads</i>	<i>Increase number of speed ramps Increase number of pedestrian crossings Reduce speed limits</i>	<i>February 2020</i>	<i>Local Authority Partners: An Garda Síochána</i>	<i>X County Local Economic and Community Plan, National Road Safety Authority Strategic Plan,</i>	<i>Transformational Goals: Earlier Intervention and Prevention</i>

Action Plan for **Insert County** Children and Young People’s Services Committee

Outcome 4: Economic security and opportunity

Priority Area <i>(To be identified based on the local needs analysis.)</i>	Objective(s) <i>(A brief statement of what the CYPSC wants to accomplish in relation to each priority area. The objective(s) should be measurable.)</i>	Indicators <i>(The measure which will be used to determine whether the objective is being achieved. Can be a national indicator or one that has been developed locally.)</i>	Target	Activities <i>(The activities that the CYPSC will undertake to deliver on its objectives.)</i>	Timeframe for completion	Lead Responsibility and partners	Link to other plans <i>(e.g. documents from Government, state agencies, or local organisations e.g. RAPID)</i>	Linked to other national outcome(s) and or Transformational Goal(s)
Examples								
<i>Young people (15 to 18 year olds) are in education, training or employment</i>	<i>Increase the number of young people in education, training or employment</i>	<i>% increase in young people (15 to 18 year olds) in education, training or employment</i>	<i>X % increase</i>	<i>Provide advice , guidance and opportunities to young people so that they gain skills and knowledge in preparation for the world of work</i>	<i>Ongoing</i>	<i>X Local Development Company Partners: ETB, EWS Youth Service</i>	<i>X County Local Economic and Community Plan, X Local Development Company Strategy, X Education and Training Board Strategy</i>	<i>Outcome 2: Achieving in all areas of learning and development Transformational Goal: Cross government and inter-agency collaboration and co-ordination</i>

Action Plan for Insert County Children and Young People’s Services Committee

Outcome 5: Connected, respected and contributing to their world

Priority Area <i>(To be identified based on the local needs analysis.)</i>	Objective(s) <i>(A brief statement of what the CYPSC wants to accomplish in relation to each priority area. The objective(s) should be measurable.)</i>	Indicators <i>(The measure which will be used to determine whether the objective is being achieved. Can be a national indicator or one that has been developed locally.)</i>	Target	Activities <i>(The activities that the CYPSC will undertake to deliver on its objectives.)</i>	Timeframe for completion	Lead Responsibility and partners	Link to other plans <i>(e.g. documents from Government, state agencies, or local organisations e.g. RAPID)</i>	Linked to other national outcome(s) and or Transformational Goal(s)
Examples								
<i>Active participation of children and young people</i>	<i>Children and young people are actively involved in the planning of services which are aimed at supporting them</i>	<i>Children contribute to the planning and development of a Health Promoting Youth Cafe in area and are named in documents relevant to the Youth Cafe</i>	<i>X no. of consultative focus groups with children and young people</i> <i>2 Youth Cafes for X County</i>	<i>Plan and develop Youth Café(s) in area</i>	<i>September 2021</i>	<i>Youth Service,</i> <i>Partners:</i> <i>Local Authority</i> <i>Tusla-Child and Family Agency,</i> <i>Schools</i>	<i>HSE Regional Strategy,</i> <i>Tusla Area Plan</i> <i>X Youth Service Three-Year Strategy,</i> <i>National Strategy for the Participation of Children and Young People in Decision-making</i> <i>Healthy Ireland</i>	<i>Outcome 1: Active and healthy</i> <i>Transformational Goals:</i> <i>Listen to and involve children and young people</i> <i>Cross government and inter-agency collaboration and co-ordination</i>
<i>Bullying</i>	<i>Reduce the incidences of bullying in school and in public areas where children and young people congregate</i>	<i>% reduction in the number of incidences of bullying reported by 12 to 15 year olds</i>	<i>X % reduction in reported incidences in the last 12 months</i>	<i>Anti – bullying awareness campaign in schools, youth and community based projects</i>	<i>June 2020</i>	<i>Schools</i> <i>Partners:</i> <i>HSE,</i> <i>Local Authority,</i> <i>An Garda Síochána</i>	<i>DES anti-bullying strategy</i> <i>National Strategy for the Participation of Children and Young People in Decision-making</i>	<i>Outcomes 2 & 3: Achieving in all areas of learning and development</i> <i>Safe and protected from harm</i> <i>Transformational Goals:</i> <i>Listen to and involve children and young people</i>

Action Plan for **Insert County** Children and Young People's Services Committee

Change management

Priority Area <i>(To be identified based on the local needs analysis.)</i>	Objective(s) <i>(A brief statement of what the CYPSC wants to accomplish in relation to each priority area. The objective(s) should be measurable.)</i>	Indicators <i>(The measure which will be used to determine whether the objective is being achieved. Can be a national indicator or one that has been developed locally.)</i>	Target	Activities <i>(The activities that the CYPSC will undertake to deliver on its objectives.)</i>	Timeframe for completion	Lead Responsibility and partners	Link to other plans <i>(e.g. documents from Government, state agencies, or local organisations e.g. RAPID)</i>	Linked to other national outcome(s) and or Transformational Goal(s)
Examples								
<i>Strategy and corporate business plan alignment (both national and local)</i>	<i>All local and national business plans aligned</i>	<i>Local and national business plans reflect CYPSC priorities</i>	<i>All CYPSC member agency plans are aligned</i>	<i>All agencies locally to ensure business plan alignment with CYPSC Action Plan Individual agencies seek to influence national corporate plans</i>	<i>December 2019</i>	<i>Business Processes Sub Group chair Partners: individual CYPSC members</i>		<i>Transformational Goal: Cross government and inter-agency collaboration and co-ordination</i>
<i>Commitment of senior personnel across member agencies to Children and Young People's Services Committees</i>	<i>Full engagement of relevant agencies at senior level</i>	<i>Full CYPSC membership at appropriate level Co-ordinator in place</i>	<i>Membership attendance at CYPSC meetings is 90%</i>	<i>Attend meetings Identify and release resources for CYPSC work/ projects</i>	<i>Ongoing</i>	<i>All member agencies represented on CYPSC</i>	<i>Better Outcomes Brighter Futures National Policy Framework for Children and Young People</i>	<i>Transformational Goal: Cross government and inter-agency collaboration and co-ordination</i>

Other examples may include:

- Information sharing protocols
- Data Improvements
- Interagency training initiatives

Section 7: Monitoring and Review

This section should include details of how the implementation of the plan will be monitored and reviewed locally by the CYPSC during the course of its 3 year lifespan in alignment with the [CYPSC Planning and Reporting Framework](#).

Reflective Questions: When identifying the methods for monitoring and review the CYPSC should consider the following questions:

1. How will sub groups report into the CYPSC?
2. How will the CYPSC Annual Programme of Work, Mid-term Review and, Annual Progress Report be produced and utilised locally as part of the CYPSC's approach to Monitoring and Review?
 - When will the CYPSC prepare its Annual Programme of Work?
 - When will the CYPSC produce its Mid-term Review?
 - How will the CYPSC prepare its Annual Progress Report?
3. How will the outcomes of the Mid-term Review be incorporated into the remainder of the year's work?
4. How will the outcomes of the Annual Progress Report be incorporated into the following year?
5. How will we know what has changed / whether anything has changed? Is our Action Plan measurable?
6. Are there any plans for specific research or evaluation studies within the CYPP? If yes how will these relate to the overall monitoring and review approach?
7. How will children, young people and families be engaged in our monitoring and review approach?

Section 8: Appendices

Examples / suggestions:

- A. Terms of reference for the CYPSC
- B. Membership of CYPSC Sub Groups
- C. Terms of reference for CYPSC Sub Groups
- D. Summary findings of consultations, research