

Service Children's Progression



THE SCIP ALLIANCE HUB HANDBOOK

The Service Children's Progression Alliance is led by the University of Winchester and supported by the MoD



THRIVING LIVES FOR
SERVICE CHILDREN

FOREWORD


The UK-wide Hub Network is at the core of the Alliance Community. It was the first expression of what it meant to be part of the Alliance and continues to be at the forefront of research, practice and policy combining to make a demonstrable difference to the lives of Armed Forces children.

This Handbook both captures this origin story and develops it in keeping with the evolution of the Network and the work of its members. It provides the dual benefits of the strong foundation of consistency and efficiency found in shared approaches, processes and resources with the freedom to tailor what each Hub builds on top of it to meet the unique needs and priorities of their local context. I invite you to make the most of the benefits of the commonality and diversity of the Network captured in this Handbook.

SCiP Alliance Hubs help allies to do together what they cannot do alone. This Handbook provides a supporting framework to enhance and sustain the collaboration (and its impact) that is central to that purpose.

Philip Dent
SCiP Alliance Director



 SCiP Alliance Hubs help allies to do together what they cannot do alone.

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ABOUT THIS HANDBOOK

This handbook explains what it means to be a SCiP Alliance Hub and will help you understand how you can contribute. A SCiP Alliance Hub provides a safe, supportive space to achieve together what cannot be done alone. You are part of a network of 12 Hubs across the UK bringing people together to help professionals support children and young people in Armed Forces families. This handbook sets out the strong core which provides consistency across the network, while recognising the strength in diversity of approaches within this.

ABOUT THE SCiP ALLIANCE

SCiP ALLIANCE VISION:

Thriving lives for Service children

SCiP ALLIANCE MISSION:

We bring together practitioners, researchers, policymakers and funders to build a stronger evidence-base, better policy and enhanced support for the education and progression of children and young people in Armed Forces families, placing their voices at the heart of all we do



The SCiP Alliance is facilitated by a small central team who are there to support you in your work through the Hub. You can contact them on scipalliance@winchester.ac.uk or individually:

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Each Hub has its own area of the SCiP Alliance website and you can send content you'd like added or updated to scipalliance@winchester.ac.uk

WHAT IT MEANS TO BE A SCiP ALLIANCE HUB

SCiP Alliance Hubs focus on the education of children and young people in Armed Forces families. Hubs get stakeholders in an area together to identify the needs of the Service children in that area and collaborate on activity to address those needs. The co-chairs of each Hub are connected to the wider Alliance and to each other through the Hub Leads Group.

The SCiP Alliance community is wider than its Hubs. Some people will be members of a Hub and some will only be part of the wider community. The SCiP Alliance community is represented by the Management Group, which leads UK-wide community consultation, collaboration, action and evaluation. In addition to being part of that community many stakeholders are also part of their local research-practice Hub, sharing and developing activity together locally.

SOME HUB STAKEHOLDERS AND THEIR REMITS IN RELATION TO SUPPORTING SERVICE CHILDREN

SCHOOLS

Support the education and progression of children and young people

POST-16 PROVIDERS E.G. COLLEGES

Support the education and progression of young people

UNIVERSITIES, UNI CONNECT PARTNERSHIPS

Support progression into and through HE
 Conduct research

LOCAL AUTHORITIES

Hold data
 Support schools

THIRD SECTOR E.G. ARMED FORCES CHARITIES, CHILDREN'S CHARITIES, EDUCATION CHARITIES

Support children, young people and families. Expertise on the military and the experiences of military families and/or on education

MOD

The local military perspective, knowledge of the local footprint and support

THE ANNUAL PLANNING PROCESS

HUBS DEVELOP THEIR ACTION PLANS BY ASKING THEMSELVES:

- What is our Service child population?
- What are the needs of that population?
- What are the needs of our stakeholders supporting them?
- What do we collectively think we need to do?
- How will activity be led and funded?
- How many times will the Hub meet? When and how?
- How will we evaluate?
- How often will the plan be reviewed and revised?



An example of the template used for Hub action plans is available on the [Hub Network pages](#) of the SCiP Alliance website. The SCiP Alliance website also contains examples of activities, the [Thriving Lives Toolkit](#), and the latest [research](#).

EXAMPLES OF HOW HUBS OPERATE AND COLLABORATE

- The South Hub facilitates members asking for help with events they are organising for children or young people in Armed Forces families in the region.
- The South Hub reviewed activity and operational needs together. This process is documented [here](#).
- The Lincolnshire and East Midlands Hub and the Yorkshire and North East Hub collaborated on Creative Forces delivery. Read how they ran the day [here](#)
- Evaluation experts from several Hubs have collaborated to produce the [nationally designed core evaluation](#) and guidance on running a [Creative Forces event](#).
- 11 Hubs ran Thriving Lives Toolkit [CPD conferences](#) 2020-2022, with documentation and templates available on the [SCiP Alliance website](#).
- Hubs work with local authorities to identify and contact schools and colleges
- Universities and local authorities collaborate through Hubs to organise a [Festival of Friends](#) celebrating the work of local schools.
- The Lincolnshire and East Midlands Hub has [mapped its structure and relationship to the wider SCiP Alliance community](#).

COMMUNICATIONS AND MARKETING

One of the great benefits of working as a Network is the impact we can have through clear and consistent messaging to allies (and potential allies). To aid this, each Hub is supported to use SCiP Alliance branding and provided with a Hub-specific logo for use in communications. To help Hubs make the most of this, guidance has been created, available [here](#). Please include the SCiP Alliance in promotion using the following:

 **TWITTER: @SCIPALLIANCE**

 **LINKEDIN: SCIP-ALLIANCE**

#SERVICECHILDREN

#THRIVINGLIVES

MONITORING AND EVALUATION

All Hubs collect (non-personal) high level engagement and activity data about their Hub which they share with the network and central team. Each Hub reports annually on the number and types of organisations involved in the Hub, levels of engagement, activity and events.

Hub activity varies and this section presents examples of different data collection depending on the purpose of each Hub:

For events, partnership agreements may be needed, and [privacy notices](#) will need to reflect this.

The Lincolnshire and East Midlands Hub has produced a [data processing map](#).

The SCiP Alliance website features an [online events privacy notice](#).

Core surveys for activities are being developed.

Hubs share reports documenting major events and activities which the SCiP Alliance central team showcase on the Alliance website.

OTHER NETWORKS

- [Service Children in State Schools](#) (England)
 - [SSCE Cymru](#) (Wales)
 - [Forces Children's Education](#) (Scotland)
 - [MOD Local Authority Partnership](#) (MODLAP)
-

FOR HUB LEADS

Guidance for leads or co-chairs is set out in the [Hub Leads' framework](#).

SCiP ALLIANCE HUB NETWORK PURPOSE:

A SCiP Alliance Hub does together what can't be done alone. The SCiP Alliance network helps Hubs do things one Hub can't do alone. This is achieved by:

1. Building relationships to enable new and better collaborations to develop
2. Facilitating communication throughout the network
3. Building the capacity and capability of people in the SCiP Alliance's Hub network and developing a knowledge base, for example through the Thriving Lives toolkit

HUB OUTCOMES:

- To identify and share existing practice and remove duplication; to be a beacon for local practice
- To collaborate on developing and embedding new activity
- To influence the local culture to enable practitioners to effectively support Service children
- To investigate local needs and context, for example sourcing and analysing local data
- To inform and contribute to national and international research
- To ensure the learner's voice is heard

THE NATIONAL HUB LEADS GROUP WILL:

- Review applications to form SCiP Alliance Hubs
- Support Hub Leads and organise opportunities to share experiences and ideas
- Invite each Hub Lead to report to and feedback from meetings
- Provide a mechanism for sharing questions, challenges and successes
- Produce a network evaluation document annually
- List Hub Lead Institutions on the SCiP Alliance website and provide an online presence for Hubs



APPENDIX I: HUB CORE TERMS OF REFERENCE

Terms of Reference to be taken as the core for each Hub's individual document were developed collaboratively by a task and finish group and approved by the Hub Leads Group on 6th April 2022. They are available on the SCiP Alliance website [here](#).

APPENDIX II: HUB CO-CHAIR ROLE DESCRIPTION

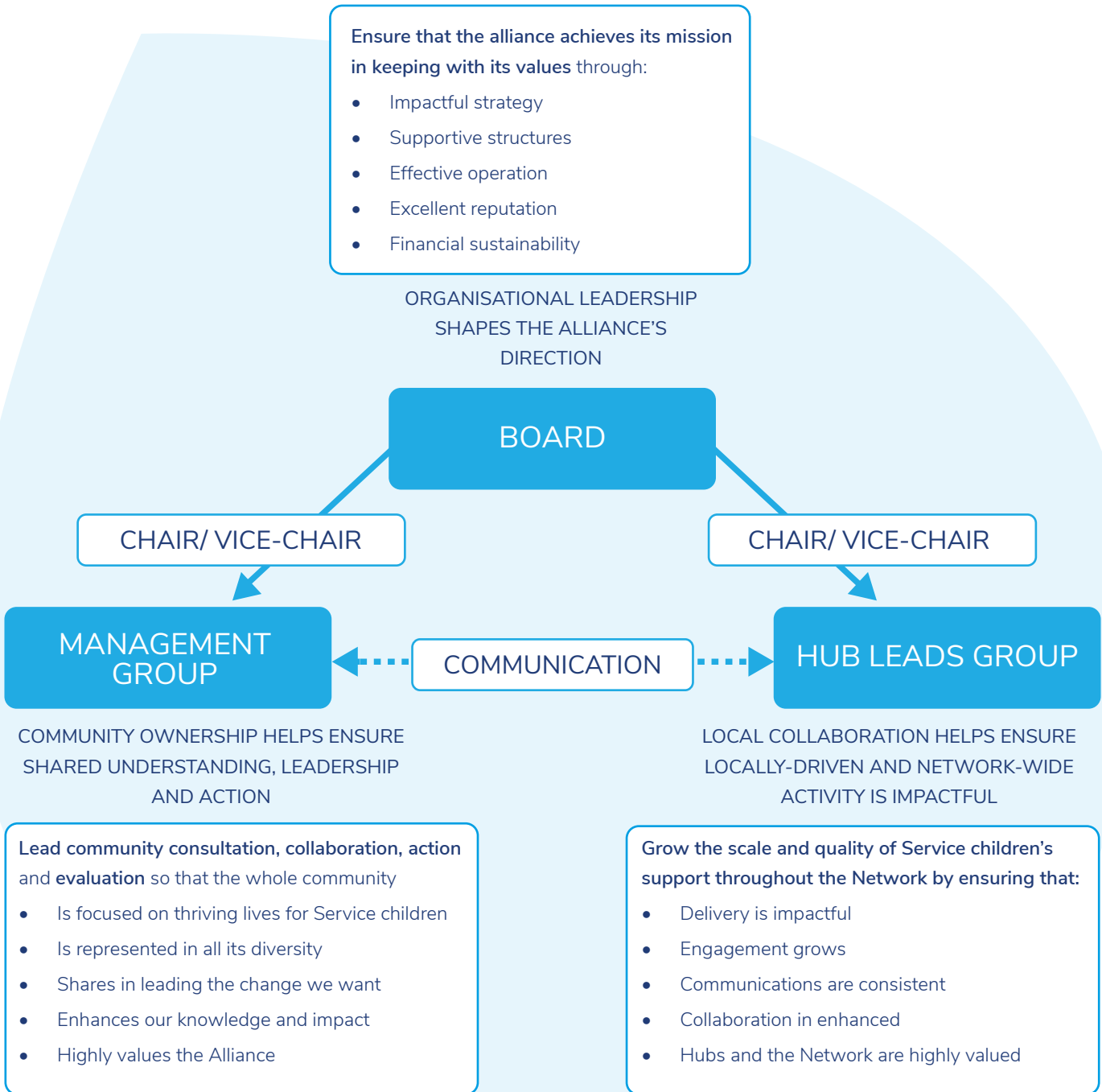
The co-chairs are the recognised leads who drive and facilitate collaborative working.

A Hub co-chair organisation will appoint a senior manager to oversee the Hub's development. The functional lead should have full authority to represent the institution and Hub and the time and budget to attend local and national meetings.

The lead will:

- Organise a minuted inaugural meeting with input from the central SCiP Alliance team
 - Thereafter convene Hub meetings and organise logistics
 - Be an initial point of engagement for stakeholders
 - Build relationships and ensure appropriate representation
 - Facilitate the development of collaborative projects
 - Ensure representation to feedback on the above at national meetings
 - Produce data for national meetings and check for member updates to relay
 - Report to the Hub on national developments
 - Ensure Hub engagement with national initiatives as appropriate
 - Share meeting minutes and attendance with the network
 - Regularly review the Hub's operation to make sure it is working for all partners
 - Collate data and respond to qualitative evaluation questions as required
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APPENDIX III: SCIP ALLIANCE STRUCTURE



APPENDIX IV: HUB MAP

