

FOOTSTEPS WORCESTERSHIRE

England & Wales · Charity number 1145927

Details

Other names GUY'S FOOTPRINTS

Status Registered

Legal form Charitable company

Company number [07912948](#)

Registered 2012-02-15

Register [View on the Charity Commission register](#)

Contact

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Worcester
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Email info@talktofootsteps.co.uk

Website www.talktofootsteps.co.uk

Activities

Objects: THE CHARITY'S OBJECTS ARE:2.1 TO RELIEVE THE MENTAL, SPIRITUAL AND PHYSICAL DISTRESS OF CHILDREN AFFECTED BY BEREAVEMENT OR LOSS, PARTICULARLY THROUGH GROUP WORK, SUPPORT, COUNSELLING AND EDUCATION, INCLUDING (BUT NOT BY WAY OF LIMITATION): 2.1.1 INCREASING A CHILDS KNOWLEDGE AND UNDERSTANDING OF DEATH;2.1.2 INCREASING AWARENESS AND UNDERSTANDING OF THE GRIEVING PROCESS; 2.1.3 PROMOTING OPEN COMMUNICATION WITHIN THE CHILDS FAMILY;2.1.4 RESPONDING TO THE INDIVIDUAL NEEDS OF EACH CHILD AND ITS FAMILY, ENABLING THEM TO CONTINUE THEIR LIVES IN A MEANINGFUL WAY; AND2.1.5 ESTABLISH ANY OTHER SERVICES AS MIGHT BE REQUIRED BY AN AGENCY DEALING WITH CHILD BEREAVEMENT.

Activities: SUPPORT FOR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES IN WORCESTERSHIRE

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People

Geography

- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£33,068	£95,876	-	-
2023-12-31	£46,218	£109,726	-	-
2022-12-31	£50,262	£98,870	-	-
2021-12-31	£278,595	£83,447	-	-
2020-12-31	£158,917	£92,967	-	-

Trustees

Name	Role	Appointed
BARBARA ANN WRIGHT		2020-02-01
Dr JANET MARY HUSBAND		2020-02-01
PATRICIA WENDY SOUTHALL		2012-01-18
VANESSA LYNN SEARLE		2012-02-15

FOOTSTEPS WORCESTERSHIRE

England & Wales - Charity number 1145927

Accounts

REGISTERED COMPANY NUMBER: 07912948 (England and Wales)
REGISTERED CHARITY NUMBER: 1145927

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2024
for
Footsteps Worcestershire Limited**

**The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU**

Footsteps Worcestershire Limited

**Contents of the Financial Statements
for the Year Ended 31st December 2024**

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Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2024**

TRUSTEES	Mrs P W Southall Mrs V L Searle Dr J M Husband Ms B A Wright
COMPANY SECRETARY	Mrs S M Smith
REGISTERED OFFICE	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
REGISTERED COMPANY NUMBER	07912948 (England and Wales)
REGISTERED CHARITY NUMBER	1145927
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
SOLICITORS	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
KEY MANAGEMENT	Mr J Smith Mrs S Smith Mrs H Dolton

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31st December 2024. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

A message from the Trustees and Susan & John Smith (founders of Footsteps)

Death is one of the hardest things to process and experience in life. It can be even more difficult when you're young. Talking about grief is so important.

Every child and young person is unique and will cope with the death of someone important in their own way; there is no magic formula. Children and young people grieve just as much as adults, but they show it in different ways. They rely on adults to provide them with the support they need in their grief. Many get the support they need from those already around them who they know and trust. However, there are many children who don't and who need additional and professional support. Footsteps is a preventative service, and helps during children's formative years and in their time of real need, providing a platform to openly discuss and address fears and feelings and to develop personalised coping strategies.

We launched Footsteps back in October 2011 to meet a real gap in service provision in South Worcestershire where there was - and continues to be - no comparable service for our bereaved children and young people. Our service is delivered on an outreach basis, enabling us to be accessible to all, and particularly to very vulnerable and disadvantaged families without access to their own transport. Our service to bereaved children, young people and their families, is provided completely free of charge. This includes all of our activity days.

We are so proud of our Footsteps' journey and our Footsteps' family, our small and dedicated team of staff, Trustees and volunteers and our wonderfully supportive community. Together we have achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages directly to 1,749 bereaved children, young people and their families and impacting on the lives of more than 10,500.

Some support from the National Lottery together with support from Charitable Trusts, local businesses and our community enabled us to continue to provide our service to those that needed us most in 2024. We never take this support for granted; it is our driving force and each year we work hard behind the scenes to secure the funds we so desperately need to enable us to continue providing our service completely free of charge, and thereby ensure accessibility to all.

It is very important to us that we remain a small and personal charity. We strive to **always do what we do well**, whilst retaining our ability to be flexible. These last few years have not been without challenges for us all; our bereaved children and young people have had so much to cope with. As a team we have learnt and continue to learn so much. We have adapted and evolved to support our bereaved children and young people in their journey through grief. We have helped them to develop their own unique coping mechanisms to be able to manage their grief. We have positively impacted on their current and future mental health in order to help them live their lives to their fullest.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our team, we would like to convey our heartfelt thanks to everyone who has supported and continues to support our service.

OBJECTIVES AND ACTIVITIES

OUR SERVICE – WHAT WE DO



Footsteps provides a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire.

We provide our service completely free of charge.

We aim to support bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

We deliver our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.

We work with a number of local hospices within our geographic boundaries, with social care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.



We meet a real gap in service provision in South Worcestershire.

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2024

2024 OVERVIEW - SOME ACHIEVEMENTS IN NUMBERS:

We supported 167 children and young people and their families during 2024

We spent time talking with 116 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for children and young people.

We worked with 40 schools and colleges, 22 First, Middle and Primary, 14 High Schools, 1 SEN school and 5 Colleges.

We now have a recognised presence in over 90% of schools in South Worcestershire. We have working relationships/work together with over 100 schools/colleges.

We directly impacted on the lives of more than 1,000 young people bereaved of a loved one.

The average number of 1:1 face-to-face support sessions provided to each child was 6. 40% of those had between 6-16 sessions, 16% had between 11-16 sessions.

Our specialist Footsteps team worked directly with bereaved children, young people and their families either face to face (97% of cases) or through providing support remotely (3% of cases).

We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester & Droitwich (68% of our caseload), Malvern (11%), Evesham & Pershore (16%) and other locations (5%).

25% of the children and young people we supported had additional learning/special educational needs.

1,749 young people, together with their families, have been supported by dedicated Footsteps Practitioners since October 2011 ...

... and we have impacted on the lives of more than 10,500 in total over this time.

We are so proud that Footsteps has been meeting the needs of our community for over 13 years.

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- ❖ Almost 4 in 10 of our children were trying to cope following the death of one of their parents.
- ❖ Over a quarter were trying to cope with the death of their Dad. 14% with the death of their Mum.
- ❖ 10% were trying to cope with the death of a sibling.
- ❖ 43% were / are trying to cope with multiple deaths within their family and friendship groups.
- ❖ 35% of the children we supported were 5 - 10 years.
- ❖ 58% of the children we supported were 11-16
 - ❖ 7% were aged 17 and over.
- ❖ 40% of children / young people we supported were males.
 - ❖ 60% were females.
- ❖ 15% of children were trying to cope with death following a suicide.
 - ❖ 25% with death from cancer.
- ❖ 8% with an accidental death or a drug/alcohol related death.

• OUR REFERRALS

The majority of our referrals were from schools (74% - Head teachers, teachers, school counsellors, safeguarding leads). 18% were from parents and other family members. 5% of referrals were from Social Services, 3% from GP's and other agencies. We continue to receive many complex referrals from Worcestershire Children First and other social / medical professionals, including GP's, Worcestershire Suicide Liaison, Youth Justice, Community Public Health and Family Liaison. This is a testament to our service and reputation within our local area and communities.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us at extremely sensitive and emotionally charged and needy times. Our every engagement, whether face-to-face or remote is bespoke, tailored to specific family situations and special and individual needs.

We provide: -

TAILORED SUPPORT: carefully planned and evaluated **1: 1 face to face sessions** and remote/virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no fixed number.

1. **GROUP SESSIONS** carefully facilitated.
2. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial and in-depth family assessments and on-going telephone support.
3. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, on weekends and in school holidays.
4. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
5. **AWARENESS RAISING SESSIONS** for young people in schools.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

OUR VOLUNTEERS



We always welcome volunteers of all ages and backgrounds.

Our volunteers include young people we have supported, as well as some parents / carers; they range from teens to late 60-year-olds and they continue to bring to our organisation a variety of life skills.

We benefitted from the support of many professionals and many members of our community in 2024.

Footsteps continues to have a wide range and good support group of volunteers who help with the events we run, make wonderful hand-made crafts for our 1:1 support and therapy work and with whom we consult and use in many other ways.

Our volunteers are **truly remarkable!** They give their skills and time enthusiastically to make a difference to the lives of our bereaved children, young people and their families.

We could not offer our full service without their amazing support and we feel privileged to have them working alongside us.

OUR TRUSTEES:

Footsteps is under the guardianship and leadership of four Trustees.

Their skills are varied – and all equally valuable. We benefit from the skills of:

- A retired school teacher and Parish Councillor;
- A School Health Nurse and "Reach4Wellbeing" Practitioner within the Health & Care NHS Trust;
- The retired Head of the Institute of Health & Society at Worcester University, with a background in nursing and teaching and a former Trustee with St. Richard's Hospice.
- A legal representative from a local and long-established law firm (an organisation that is in itself very supportive of our work), providing us with GDPR and Employment Law knowledge;

All our Trustees have their own "lived experience" of close bereavement within their families.

They have all been very active in 2024 providing excellent governance and steering throughout the year, including supporting our new remote ways of working project, and our plans to reach wider groups across our geographic area. They have also been very supportive of team members on an individual basis in a very challenging work environment, working selflessly to ensure that all decisions put the needs of our bereaved children, young people and their families first.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

The Directors of the Company are also Charity Trustees for the purposes of charity law. Due to the nature of the charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

CC3: The Essential Trustee: what you need to know, and CC10: The Hallmarks of an effective Charity.

OUR TEAM



Our people define Footsteps and create the identity we are so very proud of. Our team is small, dedicated and passionate.

Our 2024 team comprised:

- ◆ a full-time Bereavement Service Manager;
- ◆ 2 Bereavement Service Practitioners;
- ◆ a part-time Operations Manager;
- ◆ a part-time Consultant.

Our Consultant (former Service Manager) has 23 years' legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust (1999-2009), was a co-founder of Guy's Gift (2009-2012) supporting bereaved young people in Warwickshire and was the Secretary to a large national Charitable Trust for 24 years. She was also on the decision-making panel of the Local Network Fund for Children & Young People in Worcestershire throughout its lifetime.

Our recently retired consultant (our former Bereavement Service Manager) had 35 years' experience in senior management roles in education, 20 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009, which is still operating in Warwickshire. He maintains an active interest in our work. Both consultants co-founded Footsteps.

Our Bereavement Service Manager has a Postgraduate Level 7 Degree in Children and Young People Counselling. She has been a practicing counsellor for over 16 years. Her passion is to enable children and young people to have a voice to speak out about their thoughts and feelings through 1-2-1 sessions, talking, drawing, play and the use of many types of crafts. Our Bereavement Service Practitioner team have wide-ranging experience working with children and young people with a range of professional qualifications including: BSc(Hons) Psychology; post graduate diploma in counselling children and young people; advanced certificate and diploma in counselling/counselling skills; membership of the British Association for Counselling and Psychotherapy, abiding by their Ethical Framework for Good Practice. Our practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week to review the week and our future plans.

Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of 2 children and joined our team to help make a difference to other bereaved families.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2024

Together, our team, our Volunteers and our Trustees work tirelessly to help support and prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into the rest of their lives.

ACHIEVEMENTS AND PERFORMANCE

IN 2024

2024 was another very busy year for Footsteps - busier than the previous year and our second busiest year since our charity launched 13 years ago. We started the year with a waiting list of 38 children and young people. Our team worked incredibly hard throughout the year to provide specialist and professional support and advice to bereaved children, young people and their families referred to us. Thanks to funding from the National Lottery Community Fund, additional funding secured from Charitable Trusts, local businesses and our wonderful community, we were able to continue to provide our service to those in need. We are **so proud** of our achievements during the year (summarised in the schematic on the previous page). Despite very high numbers of referrals, we managed our waiting list to meet our demand and to provide our services as best we could, at the times they were most needed and deemed to be at their most effective.

We began 2025 with a waiting list of 38 children and young people seeking our professional support.

2024 also saw a strong investment in training and continuing professional development for our team, supporting us in our aim to continue to adapt, evolve and retain our flexibility to meet the very real and changing needs of our bereaved children, young people, and their families in South Worcestershire, in very challenging times. We continue to meet a real gap in service provision in the area.

Our achievements in 2024 reflect the Footsteps team's continued commitment and dedication to support bereaved children and young people during very challenging times for many of our families.

SOME RECENT QUOTES FROM THOSE WE HAVE SUPPORTED.

"Thank you so much for helping me these past few months. I'm so thankful I had you to help me ... I don't know what I would have done without your help."

"You have helped me so much in our sessions and without you I don't know what I would have done."

"I have moved on from situations I didn't feel I would."

"It has showed me I will always have good days and bad days... I have been able to express more and open up more than I normally would."

"Thank you so much for your support.... she was always happy to have sessions with you and found you easy to talk to. I think she appreciated being able to talk without need to self-censor and what she said, for fear of upsetting me. Recently she has not been experiencing panic attacks and I am sure that your support has been a significant factor. It's such a kind, compassionate service and just what a child needs when suffering a loss and all the sadness and struggles that comes with it."

"I would like to say a big thank you for all the work and support you give.... I have noticed a big difference in her recently, thanks to your support and help. It's very much appreciated."

"Without the support of Footsteps, I don't think I would have coped with losing my mum as well as I have and wouldn't be where I am today. The support from Footsteps has helped me get through a time I couldn't imagine getting through and continues to help me through things when they get hard."

"My support has allowed me to open up; to talk about the things I wouldn't be able to talk about at home. It allowed me to open up my feelings and to process so much information. I would recommend to anyone...grateful for the sessions I have been offered, they have really helped me."

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

2024 continued on from the Covid years as a difficult year for so many, none more so than many of our bereaved children, young people and their families. They faced (and a number we are still working with continue to face) challenges dealing with and journeying through their grief. Many of our referrals were complex cases; many of the children referred to us did not have their own family/friendship support groups. There is an ever-growing desire for bereavement support and a growing recognition for its need within our community.

Never has our free **service** been more **essential**, nor the **demand** for our professional support.

Footsteps meets a real gap in service provision in South Worcestershire where there continues to be no comparable bereavement service for our children, young people and their families.

REAL EXAMPLES AND CASE STUDIES

1. Seeing Figures

This young person's Dad died in a harrowing accident, has learning difficulties, and found it difficult to express their feelings. During sessions the young person would talk about having scary sightings of figures.

The young person was helped in using drawings to show what they looked like and named them. Early sessions talked about new ones being seen and dad would be linked to each one – the young person was helped to explore these and meanings behind them. The young person made airplanes (like Dads) and then parachutes to demonstrate how these can stop him from falling hard within his emotions as Dad was missed so much.

The young person really started to connect to how they were feeling and began to talk more openly about the things they missed with Dad and the changes at home; some being good and others not good. The young person was happy with weekly meetings as an emotional outlet. After months of sessions, it became apparent that Dad was not talked about anymore in a worrying manner and both the practitioner and the young person felt that the time was right to end the sessions. During the managed ending process the young person mentioned that the figures had gone and expressed great delight. Led by the young person, they and the practitioner destroyed the drawings, ripped them and made paper balls to throw into the bin.

This situation highlights the importance and benefits of being alongside the young person, of not being frightened of the figures they were seeing as these were demonstrating the impact of the loss of dad and how scary life was now going to be. Once the emotions and thoughts were heard, accepted and worked through, the figures left and the young person was freer to 'get on' with life.

Death of Dad and Identity

This YP, age 10, had learning difficulties. They were also presenting issues of identity and wanting to be a 'furry'. The school had concerns as to how the young person was struggling with grief following the death of Dad, in addition to identity issues.

During sessions it became apparent that the young person wanted to talk, to be listened to and supported in processing Dad's death. They couldn't find an outlet for this and spoke about becoming a 'furry' as this gained more attention and was their way of being seen/heard. The young person expressed that they didn't know what a 'furry' was and just wanted to be a cat because they like cats. Sessions supported the acceptance of death, the value of the relationship shared with Dad and developing new coping strategies.

A young person self-harming

A young person was feeling anger towards other people who still had a Mum alive. They felt unable to express this anger and frustration to others, holding onto it and had suicidal thoughts wanting to escape from their pain. The young person was self-harming. The practitioner worked with the young person to develop a rapport and create a safe environment in sessions.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

The young person began to feel they could open up about their feelings and began to express their anger through the use of creativity. Creative techniques in sessions allowed the young person to share things that they had originally found difficult to explain through words alone.

The practitioner encouraged and helped facilitate a reflective process in sessions for the young person so they were able to communicate openly. This helped serve as another outlet; as sessions continued, the young person's suicidal thoughts significantly reduced and they stopped self-harming. They had developed other ways to be able to express and to process some of their feelings.

WORKING WITH OTHERS, LEARNING & ADAPTING

We are often asked to provide advice to teachers and school staff; we do this whenever possible, and have delivered formal training to a number of teaching leaders and professionals. We continue to remain hopeful and keep a watchful eye on the Government's promise to take action to introduce death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools. Our research, and indeed our future aims for our charity, are to enable us to play an early role in supporting this.



Delivery of our service this year was helped by the National Lottery Community Fund recognising the continued importance and value of our work. This support, together with some support from other Charitable Trusts, local businesses and our local community meant that Footsteps was again able to provide its much evidenced and needed support in 2024.

Support and donations from our community, however small or large, acknowledge the value of our service, as do our very many testimonials; from professionals, parents / carers and from children themselves.

DELIVERING OUR OUTCOMES IN 2024

- 1> WE EMPOWERED BEREAVED CHILDREN & YOUNG PEOPLE, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
- 2> WE REASSURED PARENTS and CARERS, improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
- 3> WE INCREASED PROFESSIONALS' knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.

DELIVERING OUR OBJECTIVES IN 2024

- Children and Young People developed their own unique coping mechanisms;
- Parents and carers felt better able to support their children;
- Family life benefitted;
- There was a positive impact on the child's/young person's school/college life;
- 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves;
- School teachers and others professionals working with young people benefitted from our advice, knowledge and experience as to how best to support young people on a day to day basis;
- Our education of the wider community provided practical advice to enable members of the community to help and support those they know who have been bereaved of a loved one.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2024

LONGER TERM BENEFITS ANTICIPATED

Coping with the loss of a loved one may be one of the hardest challenges that a child or young person faces in their life. 2024 continued on from the Covid years in being a very difficult year for so many.

Grief can be particularly intense and isolating and a young person can be overcome by shock and confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression.

Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not have this. The situation and painful emotions will not improve by avoidance and it is very important for a *grieving young person to be able to talk to someone to express and share their emotions and thoughts. Discussing grief can prevent negative and destructive emotions from building up at a time when young people are at their most vulnerable and can help prevent them from seeking solace in harmful lifestyle habits.*

Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health.

Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being. We are a preventative service and help during children's formative years and in their time of real need, providing a platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical/ mental health and emotional wellbeing.

There are many factors that play a role in how we as individuals react to a significant loss; they include our cultural norms, our support systems, the circumstances of a death, existing coping mechanisms. Measuring and evaluating grief support can be challenging, as everyone's experience is unique. Rather than using an evaluation tool with a one size fits all approach, we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and *offer them support with those needs in mind.*

EVENTS

During the year we were again able to provide a fun summer activity day and a poignant Christmas Lantern walk for our bereaved children and their families.

Our Christmas Lantern Walk in the wonderful, private park and woodlands of Spetchley Gardens brought many of our bereaved children, young people and their families together to remember their loved ones. The grounds and facilities within the Spetchley Estate were generously provided, free of charge by the Berkeley family. Christmas gifts for children were funded through a generous donation from a local law firm. Families spent precious time together, decorating wooden tree cookies, again made by a Practitioner's husband. These cookies were hung on an illuminated memory tree along our lantern route, whilst moving music played in the background. Refreshments were provided afterwards, served by staff and volunteers, and opportunities for families and the team to share time together were truly valued.

Some of the wonderful feedback we received....

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024



"We had a wonderful time. Footsteps is a great charity, offering help during difficult times"

"Tonight, has been magical"

"the day was so lovely, I really appreciate the thought that went into this event"

"a beautiful evening spent reflecting and remembering our loved ones"

"Absolutely fantastic evening, so well thought out and organised"

"it has been beautiful, such a lovely thing to do together"

"has been a stressful few weeks, really needed this"

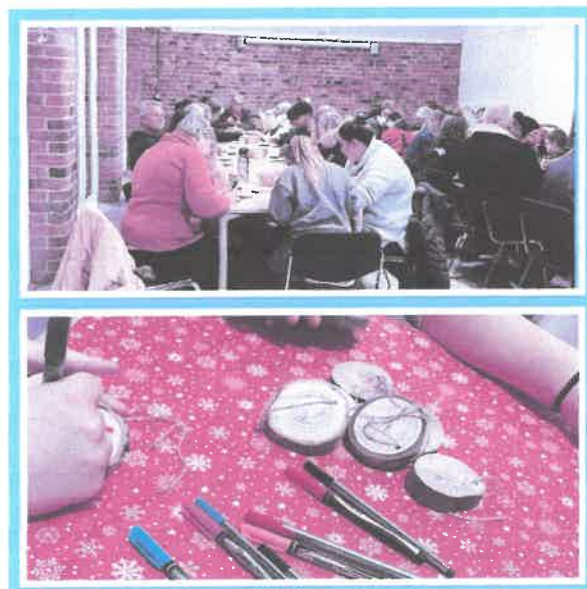
"this has really helped my daughter thank you"

"We are so fortunate to have been invited"

"I'll never forget it, thank you for letting me share this experience"

"Thank you for doing something so special and meaningful at this time of year"

"She enjoyed making something so special for Daddy"



Our Lakeside summer family activity day was another huge success.

Our aim was to prevent feelings of isolation in our children, for them to feel that they weren't alone in their grief and to give them an opportunity to have fun, build confidence and strengthen bonds within and across their family groups.

Bereaved children and their family members were invited to join us to take part in zip-wiring, paddle boarding and kayaking. All activities were led and supervised by qualified University of Worcester outdoor activity instructors. Lunches were provided free of charge by our local farm shop and our team themselves again made lots of home bakes.

This year saw some exceptional bonding between children and new friendships forged. A fantastic day was had by all, provided completely free of charge to the families.

Footsteps Worcestershire Limited

**Report of the Trustees
for the Year Ended 31st December 2024**

Children challenged themselves, they overcame personal hurdles and they had so much fun together with their families and with other families; there was such togetherness and wonderful camaraderie on the day.

	<p><i>"I'd just like to say a massive thank you for putting on such a fantastic family fun day"</i></p> <p><i>"It was amazing"</i></p> <p><i>"They had the best time"</i></p> <p><i>"I really enjoyed meeting other families who receive this support and see it's not just me"</i></p> <p><i>"the activities today were amazing, each challenged me"</i></p> <p><i>"it was so much fun"</i></p> <p><i>"this was the best day ever!...the best day of my entire life!"</i></p>
<p><i>"I loved everything"</i></p> <p><i>"such a great day to relax and take the load off"</i></p> <p><i>"the day was so well thought out and so enjoyable...Thank you!"</i></p> <p><i>"My favourite part of today was paddle boarding.... I loved it so much!"</i></p>	
	

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

MANAGING THE DEMAND FOR OUR SERVICE AND MEETING REAL NEEDS

Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including those who are the most vulnerable.

Some of our families are without access to transport/family support. This means that there can be significant travel time between schools due to the geography of South Worcestershire. We always consciously manage our practitioner caseloads and our school allocations to ensure that we are as efficient as possible, managing our costs and maximising our capacity. We can offer both face-to face support and remote support. Our Practitioners have been able to be more flexible when offering appointments for remote 1:1 sessions and this has been welcomed.

- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.
- **Our team meets regularly on a weekly basis.** We pride ourselves on our ability to be flexible and adapt quickly. When we feel it is appropriate, we act on feedback information quickly and put change in place, where relevant, always endeavouring to let the person that has led to this, know.
- We maintain Excel spreadsheets to capture information that we require to deliver our service efficiently and effectively, and as additional information to review who, where, when and how we deliver our service. We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school/college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported etc. We continue to analyse this information, together with the geographical area we are supporting in more detail, to support us in ensuring that we provide our service in all areas of South Worcestershire, when it is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2024

PUBLIC BENEFIT

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals

POLICIES

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children with the appropriate protection and help employees, Trustees and volunteers make informed and confident responses to child protection issues.

Footsteps has rigorous policies and procedures in place to ensure safeguarding and child protection, staff protection, data protection and confidentiality and protection of our employees and our clients, whilst working face-to-face and remotely. All records are protected appropriately in line with these policies and procedures (both electronic and paper records). Our Policies are renewed and updated annually.

FINANCIAL REVIEW

The bulk of our income in 2024 came from the National Lottery Community Fund; the remainder from Charitable Trusts, local businesses and our community.

Our reputation goes from strength to strength, as does the recognition of the value of our service. We are very proud of our success in developing our service and supporting bereaved children, young people and their families in South Worcestershire for over 12 years. Funding always remains challenging to enable the continuation of our support programme totally free of charge to bereaved families. No bereaved child, young person, together with their family, should be left isolated and vulnerable.

Our aim is to work hard to continue to develop and deliver our service free of charge over the longer term to those in need, in order to ensure a better future for bereaved children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

The ongoing support of some of our current and some new Charitable Trusts is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort continues to be invested to ensure that the Charity can continue to thrive. Applications will continue to be made to Charitable Trusts nationwide and locally, relationships will be made and developed and we are hopeful that with a lot of hard work, we will achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been **to do what we do well, provide a high-quality service and look after our staff.**

Footsteps Worcestershire Limited

**Report of the Trustees
for the Year Ended 31st December 2024**

RESERVES POLICY

The Trustees have established the charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (SORP 2005). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free I.e., unrestricted) reserves of a minimum of nine months expenditure. The charity will also maintain a reserve to close the charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year.

The Trustees ensure that the reserves are monitored periodically and they keep the reserves' policy under regular review.

The charity's unrestricted reserves, excluding fixed assets, were £188,529 as at 31 December 2024 (2023: £176,993), representing approximately 23 months of unrestricted expenditure. The stated strategy has therefore been achieved this year, however, of this £44,067 represents a designated winding up fund (2023: £44,067).

Total unrestricted reserves as at 31 December 2024 were £188,845 (2023: £177,783).

Total restricted funds as at 31 December 2024 were £nil (2023: £73,870). Full information regarding fund movements and restrictions are detailed in note 17 to the accounts.

**Please help us to continue our work in 2025.
On behalf of our children, young people and their
families, we would like to thank everyone who has
supported our service.**

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 19-8-25..... and signed on its behalf
by:



P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of
Footsteps Worcestershire Limited**

Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

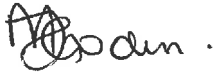
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Melissa Godwin ACA ACCA

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Date: 04.09.25

Footsteps Worcestershire Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	25,340	4,100	29,440	42,847
Charitable activities	5				
Counselling and related services		-	-	-	650
Investment income	4	3,628	-	3,628	2,721
Total		<u>28,968</u>	<u>4,100</u>	<u>33,068</u>	<u>46,218</u>
EXPENDITURE ON					
Charitable activities	6				
Counselling and related services		17,906	77,970	95,876	109,726
NET INCOME/(EXPENDITURE)		11,062	(73,870)	(62,808)	(63,508)
RECONCILIATION OF FUNDS					
Total funds brought forward		177,783	73,870	251,653	315,161
TOTAL FUNDS CARRIED FORWARD		<u>188,845</u>	<u>-</u>	<u>188,845</u>	<u>251,653</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

**Balance Sheet
31st December 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	13	316	-	316	790
CURRENT ASSETS					
Debtors	14	3,050	-	3,050	16,547
Cash at bank		<u>192,729</u>	<u>-</u>	<u>192,729</u>	<u>237,987</u>
		195,779	-	195,779	254,534
CREDITORS					
Amounts falling due within one year	15	<u>(7,250)</u>	<u>-</u>	<u>(7,250)</u>	<u>(3,671)</u>
NET CURRENT ASSETS		<u>188,529</u>	<u>-</u>	<u>188,529</u>	<u>250,863</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>188,845</u>	<u>-</u>	<u>188,845</u>	<u>251,653</u>
NET ASSETS		<u><u>188,845</u></u>	<u><u>-</u></u>	<u><u>188,845</u></u>	<u><u>251,653</u></u>
FUNDS	17				
Unrestricted funds				<u>188,845</u>	<u>177,783</u>
Restricted funds				<u>-</u>	<u>73,870</u>
TOTAL FUNDS				<u><u>188,845</u></u>	<u><u>251,653</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 19-8-25 and were signed on its behalf by:



P W Southall - Trustee

Notes to the Financial Statements
for the Year Ended 31st December 2024

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

INCOME

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations from individuals within the community are recognised immediately upon receipt.

Interest income is recognised for all interest-bearing instruments on the effective interest rate basis.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

Assets above £100 are capitalised.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

FINANCIAL INSTRUMENTS

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Notes to the Financial Statements - continued
for the Year Ended 31st December 2024

1. ACCOUNTING POLICIES - continued

FINANCIAL INSTRUMENTS

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

Basic Financial Liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity. The allocation of general support costs is between individual unrestricted and restricted funds is directly linked to the assumptions made in allocating staff costs between individual unrestricted and restricted funds.

Significant areas of estimation uncertainty

The charity has recognised grant income due from the National Lottery that is to be received in future years £nil (2023 £13,015). The grant has been received in full and the remaining balance from previous carried forward under spends has been fully spent during the year.

3. DONATIONS AND LEGACIES

	2024	2023
	£	£
Community donations	14,590	3,847
Grants	<u>14,850</u>	<u>39,000</u>
	<u>29,440</u>	<u>42,847</u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Bank interest	<u>3,628</u>	<u>2,721</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2024**

5. INCOME FROM CHARITABLE ACTIVITIES		2024	2023
	Activity	£	£
Bereavement Awareness Training	Counselling and related services	<u>-</u>	<u>650</u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Counselling and related services	<u>83,409</u>	<u>12,467</u>	<u>95,876</u>
7. DIRECT COSTS OF CHARITABLE ACTIVITIES		2024	2023
		£	£
Staff costs		49,519	48,886
Travel		3,886	2,284
Communications		534	951
Bereavement Consultancy		26,930	40,642
Staff training		153	843
Workshops		440	812
Supervision		987	1,572
Resources		<u>960</u>	<u>2,254</u>
		<u>83,409</u>	<u>98,244</u>
8. SUPPORT COSTS			Management
			£
Counselling and related services			<u>12,467</u>
Support costs, included in the above, are as follows:			
		2024	2023
		Counselling and related services	Total activities
		£	£
Rent		4,480	1,280
Insurance		493	710
Light and heat		194	-
Computer expenses		160	202
Postage and stationery		803	1,274
Subscriptions		404	482
Sundries		836	1,121
Bank charges		67	65
Independent examination fee		3,000	2,880
Bookkeeping and payroll services		1,556	1,767
Depreciation		<u>474</u>	<u>1,701</u>
		<u>12,467</u>	<u>11,482</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2024**

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	474	1,701
Rent payable under operating leases	<u>4,480</u>	<u>1,280</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023
Average number of employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Total remuneration (including employer national insurance and employer pension) paid to employed key management personnel during the year was £21,572 (2023: £21,439).

Two members of key management are engaged on a consultancy basis, and their payments are summarised as follows:

- Mrs S M Smith - consultancy fees totalling £7,845 (2023: £9,795).
- Mr J Smith - consultancy fees totalling £nil (2023: £60).

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	27,847	15,000	42,847
Charitable activities			
Counselling and related services	650	-	650
Investment income	<u>2,721</u>	<u>-</u>	<u>2,721</u>
Total	<u>31,218</u>	<u>15,000</u>	<u>46,218</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2024

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

EXPENDITURE ON

Charitable activities

Counselling and related services

3,183

106,543

109,726

NET INCOME/(EXPENDITURE)

Transfers between funds

28,035

(91,543)

(63,508)

917

(917)

-

Net movement in funds

28,952

(92,460)

(63,508)

RECONCILIATION OF FUNDS

Total funds brought forward

148,831

166,330

315,161

TOTAL FUNDS CARRIED FORWARD

177,783

73,870

251,653

13. TANGIBLE FIXED ASSETS

Computer
equipment
£

COST

At 1st January 2024 and
31st December 2024

17,772

DEPRECIATION

At 1st January 2024
Charge for year

16,982

474

At 31st December 2024

17,456

NET BOOK VALUE

At 31st December 2024

316

At 31st December 2023

790

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

2024

2023

£

£

Prepayments and accrued income

3,050

16,547

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

2024

2023

£

£

Trade creditors

2,659

215

Social security and other taxes

571

-

Accrued expenses

4,020

3,456

7,250

3,671

16. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

2024

2023

£

£

Within one year

4,039

3,960

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2024

17. MOVEMENT IN FUNDS

	At 1.1.24 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds			
General fund	133,716	11,062	144,778
Winding Up Fund	<u>44,067</u>	-	<u>44,067</u>
	177,783	11,062	188,845
Restricted funds			
Awards For All - Remote	5,276	(5,276)	-
National Lottery Community Fund	<u>68,594</u>	<u>(68,594)</u>	-
	<u>73,870</u>	<u>(73,870)</u>	-
TOTAL FUNDS	<u>251,653</u>	<u>(62,808)</u>	<u>188,845</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	28,968	(17,906)	11,062
Restricted funds			
Awards For All - Remote	-	(5,276)	(5,276)
John Martin's Charity	4,100	(4,100)	-
National Lottery Community Fund	-	<u>(68,594)</u>	<u>(68,594)</u>
	<u>4,100</u>	<u>(77,970)</u>	<u>(73,870)</u>
TOTAL FUNDS	<u>33,068</u>	<u>(95,876)</u>	<u>(62,808)</u>

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.12.23 £
Unrestricted funds				
General fund	104,764	28,035	917	133,716
Winding Up Fund	<u>44,067</u>	-	-	<u>44,067</u>
	148,831	28,035	917	177,783
Restricted funds				
Awards For All - Remote	-	5,276	-	5,276
National Lottery Community Fund	165,031	(96,437)	-	68,594
National Lottery - Equipment	<u>1,299</u>	<u>(382)</u>	<u>(917)</u>	-
	<u>166,330</u>	<u>(91,543)</u>	<u>(917)</u>	<u>73,870</u>
TOTAL FUNDS	<u>315,161</u>	<u>(63,508)</u>	-	<u>251,653</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2024**

17. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,218	(3,183)	28,035
Restricted funds			
Awards For All - Remote	10,000	(4,724)	5,276
John Martin's Charity	5,000	(5,000)	-
National Lottery Community Fund	-	(96,437)	(96,437)
National Lottery - Equipment	-	(382)	(382)
	<u>15,000</u>	<u>(106,543)</u>	<u>(91,543)</u>
TOTAL FUNDS	<u>46,218</u>	<u>(109,726)</u>	<u>(63,508)</u>

PURPOSE OF FUNDS

Unrestricted Funds

General Fund

The unrestricted fund can be used for any charitable purpose within the charity's objects and approved by the Trustees. It is the policy of the charity to build a reserve of nine months' operating costs in this fund.

Winding Up Fund

This fund is designated in order to provide sufficient funds to cover the cost of redundancy and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

Restricted Funds

National Lottery Community Fund

The grants received on this fund are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc. During the year, £68,594 of lottery funding was spent on these costs, leaving £nil on the fund at the year end.

Awards For All - Remote Training

A grant of £10,000 was received in 2023, to cover the costs of Remote Bereavement Support Groups & Training for Young People & Professionals. A total of £5,726 has been spent during the year, leaving £nil on the fund at the year end.

National Lottery - Equipment

A grant of £10,000 was received in 2020 towards the cost of updating the information technology and the purchase of computer software.

John Martin's Charity

A grant of £4,100 was received in the year towards supporting children in the Evesham area. This has been fully spent in the year.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2024**

18. RELATED PARTY DISCLOSURES

Related party transactions for the year ended 31 December 2024 with S Smith for consultancy services were £7,845 (2023: £9,795) and expenses reimbursed were £622 (2023: £524).

19. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £3,000 (2023: £2,880) for the independent examination and £1,556 (2023: £1,767) for bookkeeping and payroll services.

Footsteps Worcestershire Limited

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Community donations	14,590	3,847
Grants	<u>14,850</u>	<u>39,000</u>
	29,440	42,847
Investment income		
Bank interest	3,628	2,721
Charitable activities		
Bereavement Awareness Training	<u>-</u>	<u>650</u>
Total incoming resources	33,068	46,218
EXPENDITURE		
Charitable activities		
Wages	48,440	47,869
Pensions	1,079	1,017
Travel	3,886	2,284
Communications	534	951
Bereavement Consultancy	26,930	40,642
Staff training	153	843
Workshops	440	812
Supervision	987	1,572
Resources	<u>960</u>	<u>2,254</u>
	83,409	98,244
Support costs		
Management		
Rent	4,480	1,280
Insurance	493	710
Light and heat	194	-
Computer expenses	160	202
Postage and stationery	803	1,274
Subscriptions	404	482
Sundries	836	1,121
Bank charges	67	65
Independent examination fee	3,000	2,880
Bookkeeping and payroll services	1,556	1,767
Depreciation of computer equipment	<u>474</u>	<u>1,701</u>
	<u>12,467</u>	<u>11,482</u>
Total resources expended	<u>95,876</u>	<u>109,726</u>
Net expenditure	<u>(62,808)</u>	<u>(63,508)</u>

FOOTSTEPS WORCESTERSHIRE

England & Wales - Charity number 1145927

Accounts

REGISTERED COMPANY NUMBER: 07912948 (England and Wales)
REGISTERED CHARITY NUMBER: 1145927

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2023
for
Footsteps Worcestershire Limited**

**The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU**

Footsteps Worcestershire Limited

**Contents of the Financial Statements
for the Year Ended 31st December 2023**

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Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2023**

TRUSTEES	Mrs P W Southall Mrs V L Searle Dr J M Husband Ms B A Wright
COMPANY SECRETARY	Mrs S M Smith
REGISTERED OFFICE	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
REGISTERED COMPANY NUMBER	07912948 (England and Wales)
REGISTERED CHARITY NUMBER	1145927
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
SOLICITORS	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
KEY MANAGEMENT	Mr J Smith Mrs S Smith Mrs H Dolfon

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

A message from the trustees and Susan and John Smith | founders of Footsteps |

Death is one of the hardest things to process and experience in life. It can be even more difficult when you're young. Talking about grief is so important.

Every child and young person is unique and will cope with the death of someone important in their own way. There is no magic formula. Children and young people grieve just as much as adults but show it in different ways. They rely on adults to provide them with the support they need in their grief. Many get the support they need from those already around them who they know and trust. However, there are many children who don't and can benefit from additional and professional support. Footsteps is a preventative service, and helps during children's formative years and in their time of real need, providing a platform to openly discuss and address fears and feelings and to develop personalised coping strategies.

We launched Footsteps back in October 2011 to meet a real gap in service provision in South Worcestershire where there was and continues to be no comparable service for our bereaved children and young people. Our service is delivered on an outreach basis, enabling us to be accessible to all, and particularly to very vulnerable and disadvantaged families without access to their own transport. Our service to bereaved children, young people and their families, is provided completely free of charge. This includes all of our activity days.

We are so proud of our Footsteps journey and our Footsteps family, our small and dedicated team of staff, trustees and volunteers and our wonderfully supportive community. Together we have achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to almost 1,600 bereaved children, young people and their families and impacting on the lives of more than 9,000.

Some support from the National Lottery Community Fund, together with support from Charitable Trusts, local businesses and our community enabled us to continue to provide our service to those who needed us most in 2023. We never take this support for granted; it is our driving force and each year we work hard behind the scenes to secure the funds we so desperately need. Our services are provided completely free of charge.

It is very important to us that we remain a small and personal charity, we strive to do what we do well, always retaining our ability to be flexible. These last few years have not been without challenges for us all; our bereaved children and young people have had so much to cope with. As a team we have learnt and continue to learn so much. We have adapted and evolved to support our bereaved children and young people in their journey through grief. We have helped them to develop their own unique coping mechanisms to enable them to manage their grief. We have positively impacted on their current and future mental health in order to help them live their lives to their fullest.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our team we would like to convey our heartfelt thanks to everyone who has supported and continues to support our service.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

OBJECTIVES AND ACTIVITIES

OUR SERVICE - WHAT WE DO



Footsteps provides a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire. **We provide our service completely free of charge.**

We aim to support bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

We deliver our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.



We work with a number of local hospices within our geographic boundaries, with social care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.

We meet a real gap in service provision in South Worcestershire.

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.

2023 overview - some achievements in numbers

We supported 155 children and young people and their families

We spent time talking with 121 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for their children.

We worked with 47 schools and colleges, 27 First, Middle and Primary; 14 High Schools; 2 SEN Schools and 4 Colleges

We now have a recognised presence in over 90% of schools in South Worcestershire. We have working relationships / work together with over 100 schools / colleges.

We directly impacted on the lives of more than 930 people bereaved of a loved one

The average number of 1:1 face-to-face support sessions provided to each child was 8 - 49% had between 8 and 20 sessions, 10% had between 15 and 20 sessions.

Our specialist Footsteps team - 1 Bereavement Services Manager and 2 part-time Bereavement Practitioners worked directly with bereaved children, young people and their families either face to face (91% of cases) or through providing support remotely (9% of cases).

We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester and Droitwich (62% of our caseload) Malvern (17%) Evesham and Pershore (18%) and other locations (3%).

1,580 young people together with their families have been supported by dedicated Footsteps Practitioners since October 2011. We have impacted on the lives of more than 9,480 in total over this time.

24% of the children we supported had additional learning / special educational needs.

WE ARE SO PROUD THAT FOOTSTEPS HAS BEEN MEETING THE NEEDS OF OUR COMMUNITY FOR OVER 12 YEARS.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

OBJECTIVES AND ACTIVITIES (continued)

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- ❖ Almost 1 in 4 of our children were trying to cope with the death of one of their parents.
- ❖ Just over a quarter were trying to cope with the death of their Dad.
- ❖ 10% were trying to cope with the death of a sibling.
- ❖ 35% were trying to cope with multiple deaths within their family and friendship groups.
- ❖ 35% of the children we supported were aged 5 -10 years.
- ❖ 60% of the children we supported were aged 11-16
- ❖ 5% were aged 17 and over.
- ❖ 40% of children / young people we supported were males.
- ❖ 60% were females.
- ❖ 20% of children were affected by death following a suicide.
- ❖ 33% were affected by death from cancer.
- ❖ 10% were affected by an accidental death or a drug/alcohol related death.

OUR REFERRALS

The majority of our referrals were from schools (70% - Head teachers, teachers, school counsellors, safeguarding leads), 20% were from parents and other family members. 10% of referrals were from social services or other agencies. We continue to receive many complex referrals from Worcestershire Children First and other social / medical professionals, including GPs, Worcestershire Suicide Liaison, Youth Justice, Community Public Health and Family Liaison. This is a testament to our service and reputation within our local area and communities.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable; they are referred to us during extremely sensitive and emotionally charged and needy times. Our every engagement, whether face-to-face or remote is bespoke, tailored to specific family situations and special and individual needs.

We provide: -

TAILORED SUPPORT carefully planned and evaluated **1: 1 face to face sessions** and remote / virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no set number.

1. **GROUP SESSIONS** carefully facilitated.
2. **DIRECT SUPPORT FOR PARENTS AND CARERS**, with an initial and in-depth family assessment and on-going telephone support.
3. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS** during weekends and school holidays.
4. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector
5. **AWARENESS RAISING SESSIONS** for young people in schools.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

Our Volunteers

We always welcome volunteers of all ages and backgrounds.



Our volunteers include young people we have supported, as well as some parents / carers; they range from teens to late 60-year-olds and they continue to bring to our organisation a variety of life skills.

We benefitted from the support of many professionals and many members of our community in 2023.

We were fortunate to have our Volunteer Practitioner continuing with us for part of 2023. She came to us with good knowledge and experience in 2022 to support the completion of her level 4 CPCAB (Counselling and Psychotherapy Central Awarding Body) in therapeutic counselling. Formerly a teacher with experience in further education and a volunteer with Mentor Support, supporting disadvantaged and distressed children and young people, she proved to be a huge asset to Footsteps.

Footsteps continues to benefit from a wide range and good support group of volunteers who help with the events we run, make wonderful hand-made crafts for our 1:1 support and therapy work and with whom we consult and work with in many other ways.

Our volunteers are truly remarkable. They give their skills and time to make a difference to the lives of bereaved children, young people and their families. We could not offer our full service without their amazing support and we feel privileged to have them working alongside us.

Our Trustees

Footsteps is under the guardianship and leadership of four Trustees.

Our trustees include the retired Head of the Institute of Health & Society at Worcester University, with a background in nursing and teaching and a former Trustee with St. Richard's Hospice. In addition, our legal representative Trustee, from a local and long-established law firm (an organisation which is very supportive to Footsteps) has a drama background, is very knowledgeable on GDPR and has access to employment law information. Our Board of Trustees also includes a retired teacher/Parish Councillor and a former School Health Nurse, both with very significant experience to offer. All our Trustees have "lived experience" of bereavement. Our Chair and our Trustee Group were again very active in 2023, continuing to provide excellent governance and steering throughout the year. One of our Trustees, previously a school Nurse and for the last few years a Reach 4 Wellbeing practitioner within the Health and Care NHS Trust, has been a great asset in supporting our pilot project surrounding new remote ways of working in 2023. All Footsteps team members continue to benefit from excellent Trustee support in a very challenging work environment.

Our Trustees work selflessly to ensure all decisions put the needs of our children, young people and their families first.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

Recruitment and appointment of new trustees

The Directors of the Company are also Charity Trustees for the purposes of charity law. Due to the nature of the charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

- CC3: The Essential Trustee: what you need to know.
- CC10: The Hallmarks of an effective Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Our Team



Our people define Footsteps and create the identity we are so very proud of. Our team is small, dedicated and passionate.

Our 2023 team comprised ♦ a full-time Bereavement Service Manager ♦ 2 part-time Bereavement Service Practitioners ♦ a part-time Operations Manager ♦ a part-time Consultant.

Our Consultant (former Service Manager) has 23 years' legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust (1999-2009), was a co-founder of Guy's Gift (2009-2012) supporting bereaved young people in Warwickshire and has been the Secretary to a large national Charitable Trust for the last 25 years. She was also on the decision-making panel of the Local Network Fund for Children & Young People in Worcestershire throughout its lifetime. Our recently retired consultant (our former Bereavement Service Manager) had 35 years' experience in senior management roles in education, 20 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009, which is still operating in Warwickshire. Both consultants co-founded Footsteps.

Our Bereavement Service Manager has a Postgraduate Degree in Children and Young People Counselling. She has been a practising counsellor for over 15 years. Her passion is to enable children and young people to have a voice to speak out about their thoughts and feelings through 1-2-1 sessions, talking, drawing, play and the use of many types of crafts. Our Practitioners have wide-ranging experience working with children and young people. They have a range of professional qualifications including: BSc(Hons) Psychology; post graduate diploma in counselling children and young people; advanced certificate and diploma in counselling / counselling skills; membership of the British Association for Counselling and Psychotherapy, abiding by their Ethical Framework for Good Practice. Our volunteer Practitioner during 2023 has been a teacher with experience in further education, and has now completed her level 4 CPCAB in therapeutic counselling. Her involvement with Footsteps was mutually beneficial, providing her with the further experience and support she sought to develop her future work and ambitions helping our local communities. We are in contact with two further similarly experienced individuals who have expressed interest in supporting our 1:2:1 sessions. Our practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week to review the week and our future plans.

Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of 2 children and joined our team to help make a difference to other bereaved families.

Together, our Team, Volunteers and Trustees work tirelessly to help prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into adulthood.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE

IN 2023

We again started the year in a strong position. 2023 saw a strong investment in training and continuing professional development of our team. This further supported us in our aim to continue to adapt, evolve and retain our flexibility to meet the very real and changing needs of our bereaved children, young people, and their families in South Worcestershire in very challenging times. Excellent Trustee governance, leadership, current technology and a cohesive, skilled and experienced team of professionals continued to facilitate mobile and new ways of working, both face-to-face and remotely in 2023. Safeguarding was, as always, a priority throughout the year for our children, young people and our whole team. Our Trustees were also involved in both the guidance and steering of safe and effective face-to-face sessions and remote working.

Thanks to some security of funding from the National Lottery Community Fund, further funding secured from Charitable Trusts, local business and our wonderful community, we were able to continue to provide our service free of charge to those in need and provide additional 1:1 bereavement support sessions.

2023 again ended as a very busy year for Footsteps - our second busiest year since the charity launched 12 years ago. Despite high numbers of referrals, we again succeeded in managing our waiting list to meet our demand and to provide our services as best we could at the times they were most needed and deemed to be at their most effective.

Our achievements in 2023 reflect the Footsteps team's continued commitment and dedication to support bereaved children and young people during very challenging times for many of our families.

SOME QUOTES FROM THOSE WE HAVE SUPPORTED THIS YEAR

"Without the support of Footsteps, I don't think I would have coped with losing my mum as well as I have and wouldn't be where I am today. The support from Footsteps has helped me get through a time I couldn't imagine getting through and continues to help me through things when they get hard."

"I know it is ok to be happy and okay to be sad"

"Support has changed my mind about some of my bad thoughts. I feel I have more options in dealing with how I am feeling now... I feel like I find life easier and less full of anger and stress."

My support has allowed me to open up, to talk about the things I wouldn't be able to talk about at home. It allowed me to open up my feelings and to process so much information. I would recommend to anyone...grateful for the sessions I have been offered, they have really helped me."

"I respect my feelings now which gives me the control of not taking it out on everyone else."

"Now I ask for support when I need it, Footsteps is amazing and listened to me in my "time of need" and helped me through tough times. I am so grateful that Footsteps have helped me through this time period in my life."

"The time I have spent with Footsteps is a once in a lifetime opportunity. It doesn't come around a lot and when you get the chance go for it! Get in early before things get worse! I've learned to love myself now whereas before I hated who I was. I feel a lot happier in myself. I'm able to talk about my loved ones no longer with us. I've learnt lot of different coping strategies that I know I can use again if anything else ever happens. Footsteps isn't just an inside school counselling thing. They offer outside activities that you can do as a family. I went to the lantern walk in December. I felt I was able to say what I needed to my loved one ... thank you Footsteps for everything"

"I feel so much more confident to tell / let people know what's the matter or if I have anything on my mind."

"... just wanted to say thank you so much for everything you've done these last few months, you've helped me so much and I couldn't have asked for anyone better to support me. I don't think I would be where I am without all the support and help you've given me....."

"Footsteps has helped me learn that it's okay to be sad but its best to think about the good times...I haven't hurt myself since seeing Footsteps."

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

2023 CONTINUED AS A DIFFICULT YEAR FOR SO MANY, NONE MORE SO THAN MANY OF OUR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES. THEY FACED (AND A NUMBER WE ARE STILL WORKING WITH CONTINUE TO FACE) CHALLENGES DEALING WITH AND JOURNEYING THROUGH THEIR GRIEF. MANY OF OUR REFERRALS WERE COMPLEX CASES; MANY OF THE CHILDREN REFERRED TO US DID NOT HAVE THEIR OWN FAMILY / FRIENDSHIP SUPPORT GROUPS. THERE IS AN EVER GROWING DESIRE FOR BEREAVEMENT SUPPORT AND A GROWING RECOGNITION FOR ITS NEED WITHIN OUR COMMUNITY. NEVER HAS OUR FREE SERVICE BEEN MORE ESSENTIAL. NOR THE DEMAND FOR OUR PROFESSIONAL SUPPORT BEEN HIGHER.

Footsteps meets a real gap in service provision in South Worcestershire where there continues to be no comparable bereavement service for our children, young people and their families.

REAL EXAMPLES AND CASE STUDIES

Seeing Figures

This young person's Dad died in a harrowing accident, has learning difficulties, and found it difficult to express their feelings. During sessions the young person would talk about having scary sightings of figures. The young person was helped by using drawings to show what they looked like and named them. Early sessions talked about new ones being seen and dad would be linked to each one – the young person was helped to explore these and meanings behind them. The young person made airplanes (like Dads) and then parachutes to demonstrate how these can stop him from falling hard within his emotions as Dad was missed so much. The young person really started to connect to how they were feeling and began to talk more openly about the things they missed with Dad and the changes at home, some being good and others not good. The young person was happy with weekly meetings as an emotional outlet. After months of sessions, it became apparent that Dad was not talked about anymore in a worrying manner and both the practitioner and the young person felt that the time was right to end the sessions. During the managed ending process the young person mentioned that the figures had gone and expressed great delight. Led by the young person, they and the practitioner destroyed the drawings, ripped them and made paper balls to throw into the bin.

This situation highlights the importance and benefits of being alongside the young person, of not being frightened of the figures they were seeing as these were demonstrating the impact of the loss of dad and how scary life was now going to be. Once the emotions and thoughts were heard, accepted and worked through, the figures left and the young person was freer to 'get on' with life.

A young person self-harming

A young person was feeling anger towards other people who still had a Mum alive. They felt unable to express this anger and frustration to others, holding onto it and had suicidal thoughts wanting to escape from their pain. The young person was self-harming. The practitioner worked with the young person to develop a rapport and create a safe environment in sessions. The young person began to feel they could open up about their feelings and began to express their anger through the use of creativity. Creative techniques in sessions allowed the young person to share things that they had originally found difficult to explain through words alone. The practitioner encouraged and helped facilitate a reflective process in sessions for the young person so they were able to communicate openly. This helped serve as another outlet. As sessions continued, the young person's suicidal thoughts reduced significantly and they stopped self-harming, as they had developed other ways to be able to express and to process some of their feelings.

WORKING WITH OTHERS, LEARNING AND ADAPTING

We are often asked to provide advice to teachers and school staff; we do this whenever possible. In September 2023 we delivered formal training to a number of teaching leaders and professionals. We continue to remain hopeful and keep a watchful eye on the Government's promise to take action to introduce death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools. Our research last year and our future aims for our charity are to play an early role in supporting this.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

In 2023 we undertook significant research to explore new ways of working, in particular to further develop our remote services and to share the knowledge and experience of our professional practitioners. We are passionate in our belief that specialist bereavement support to children and young people should be provided in a "joined-up" way. We pride ourselves on our ability and our desire to adapt to ensure we always meet very real needs. This is made more possible due to our small size, our leadership and the nature and personalities within our team. Our service is always flexible and personal, to meet the very different and individual needs of those children and their families wanting our bereavement support.



Delivery of our service this year was assisted by the National Lottery Community Fund recognising the continued importance and value of our work. This support, together with support from Charitable Trusts, local businesses and our local community, meant that Footsteps was again able to provide its much evidenced and needed support in 2023.

Support and donations from our community, however small or large, acknowledge the value of our service, as do our very many testimonials from professionals, parents / carers and from children themselves.

DELIVERING OUR OUTCOMES IN 2023

- 1> WE EMPOWERED BEREAVED CHILDREN AND YOUNG PEOPLE, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
- 2> WE REASSURED PARENTS and CARERS, improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
- 3> WE INCREASED PROFESSIONALS' knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.

DELIVERING OUR OBJECTIVES IN 2023

- Children and Young People developed their own unique coping mechanisms.
- Parents and carers felt better able to support their children.
- Family life benefitted.
- There was a positive impact on the Child's / young person's school and college life.
- 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
- School teachers and others professionals working with young people benefitted from our advice, knowledge and experience as to how best to support young people on a day to day basis.
- Our education of the wider community provided practical advice to enable individuals to support those they know who have been bereaved of a loved one.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

LONGER TERM BENEFITS ANTICIPATED

Coping with the loss of a loved one may be one of the hardest challenges that a child / young person faces.

Grief can be particularly intense and isolating and a young person can be overcome by shock and confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression. Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not have this. The situation and painful emotions will not improve by avoidance and it is very important for a grieving young person to talk to someone to express and share their emotions and thoughts. Discussing grief can stop negative and destructive emotions from building up at a time when young people are at their most vulnerable and can help prevent them from seeking solace in harmful lifestyle habits. Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health. 2023 was a difficult year for so many. Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being. We are a preventative service and help during children's formative years and in their time of real need, providing the platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships and improve physical / mental health and emotional wellbeing.

There are many factors that play a role in how we react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, existing coping mechanisms. Measuring and evaluating grief support can be challenging, as everyone's experiences are unique. Rather than using an evaluation tool with a "one size fits all" approach, we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and offer them support with these needs in mind.

NETWORKING AND TRAINING

The Footsteps team continued to attend and participate in Bereavement Sector Monthly Meetings organised by the Childhood Bereavement Network and National Bereavement Alliance. Webinars continue to provide an essential networking opportunity within the sector, as well as the opportunity to keep up-to-date with and share information and areas of interest. Relevant information continues to be shared across the team and follow up discussions take place at our weekly team meetings when relevant, particularly with regard to current topics of consideration within the sector and further training opportunities. All Footsteps practitioners are focused on their CPD, they identify their training needs together and with the support of their professional body and external supervisors. They also attend regular webinar training offered by the Childhood Bereavement Network and National Bereavement Alliance, and there continues to be a focus on neurodivergence and learning disabilities; areas which Footsteps is committed to incorporating into our service effectively. In 2023, 23% of the children and young people we supported had special educational / additional learning needs and this has informed our training. Monthly webinars enable us to communicate, share and learn from and with other bereavement services nationally and more locally; we have working relationships and good connections both nationally and within our region; these are further strengthened through a local practitioners network. It continues to be rewarding to see our service promoted and signposted during presentations by other national bereavement services / other organisations.

Our Bereavement Service Manager and Practitioners continue to be well equipped and experienced in dealing with the many 'complicated grief' referrals that we receive. Grief can very often be complicated by the circumstances of death, particularly if it is sudden or unexpected or as a result of suicide or violence (more than 20% of those referred to us) or multiple deaths over a short period of time (35% of our children / young people). Many of those referred to us are from disadvantaged backgrounds and some are exposed to substance abuse and domestic violence. In 2023 we saw a growing number of referrals for children and young people with special educational / additional learning needs (23% compared with 10% in the previous year).

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)

Links and a good working relationship continue to be developed with other care agencies as we work hard to further develop a joined-up approach in supporting bereaved children in Worcestershire. We have further strengthened our excellent working relationship with a newly funded suicide liaison role within Worcestershire (the role has responsibility for providing a practical service and support in the early days of a suicide) and continue to receive referrals from this service as well as considering the relevance of this service for some of our families and signposting if appropriate.

Our relationships with schools continues to develop year on year; we have working relationships now with over 90% of schools within our geographic area. Last year we supported children and young people in 47 schools and colleges in the area. We are often asked to provide advice to teachers and school staff; we do this whenever possible, recognising the importance of helping. In September 2023 we delivered formal training to a number of teaching leaders and professionals. We continue to remain hopeful and keeping a watchful eye on the Government's promise to take action to introduce death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools. Our research last year and our future aims for our charity are to play an early role in supporting this.

EVENTS

Last year we were again able to provide fun summer activity and poignant Christmas Lantern walk events for our bereaved children and their families.

Our Christmas Lantern Walk in the wonderful, private park and woodlands of Spetchley Gardens brought many of our bereaved children, young people and their families together to remember their loved ones. Funding towards our event was again secured from a long-established law firm and the grounds and facilities within the Spetchley Estate were generously provided, free of charge, by the Berkeley family. Christmas gifts were donated by Severn Valley Railway. Families spent precious time together, decorating wooden tree cookies made by the husband of one of our Practitioners. These were hung on an illuminated memory tree along our lantern route, to moving music. Refreshments were provided afterwards and opportunities for families and the team to share time together. Some of the wonderful feedback we received....



"The walk was a very calming and warming walk and it made me feel as though I wasn't alone...."

"I loved it, I am speechless! It was so good...."

"You are all doing a fabulous job, thank you...."

"Lovely hot chocolate. Me and my family really appreciated today. With getting to keep the lanterns, as well as getting given treats we could not have asked for anything more. We loved getting to put the cookies onto the tree in memory of our loved ones...."

"Thank you for a lovely afternoon and for letting me share the experience of remembering my loved ones. I'll never forget it, it made me feel happy to participate in hanging a cookie on the remembrance tree 😊..."

"The work you do is amazing, thank you so much for the support you have given our son. This has been our first lantern walk and it has been a lovely experience."

Footsteps Worcestershire Limited

**Report of the Trustees
for the Year Ended 31st December 2023**

ACHIEVEMENTS AND PERFORMANCE (continued)



Our Lakeside summer family activity day was another huge success. Bereaved children and their family members were invited to join us to take part in paddle boarding, canoeing, and kayaking. All activities were led and supervised by professional University of Worcester outdoor activity instructors. The location was a beautiful and tranquil one, though less tranquil when at the end of the day there was a lot of fun enjoyed by many – children and adults alike – jumping into the lake! Lunches were provided free of charge by a local catering company and our team themselves made lots of home bakes. A fantastic day was had by all, completely free of charge to families. Children challenged themselves and had fun together with their families and other families; there was such togetherness and wonderful camaraderie on the day with new friendships developing and contact details being shared. Our aim was to prevent feelings of isolation in our children, for them to feel that they weren't alone and to give them an opportunity to have fun, build confidence and strengthen bonds within and across their family groups.



"I thought today was an amazing day and I thought it was an amazing way to socialise with family and make new friends. Thank you, it couldn't have been better..."

"Thank you so much for today. XXX's confidence grew throughout the day. We are all truly grateful for the work and effort you guys put in..."

"I just wanted to say a massive thank you for Saturday, we as a family had a fabulous day and we can't thank you enough, what you all do is amazing..."

"Absolutely brilliant day. The children and adults had a great time. Thank you very much..."

"Wonderful day out for the family and lovely to meet other families and do something new, fun and confidence building for the children."

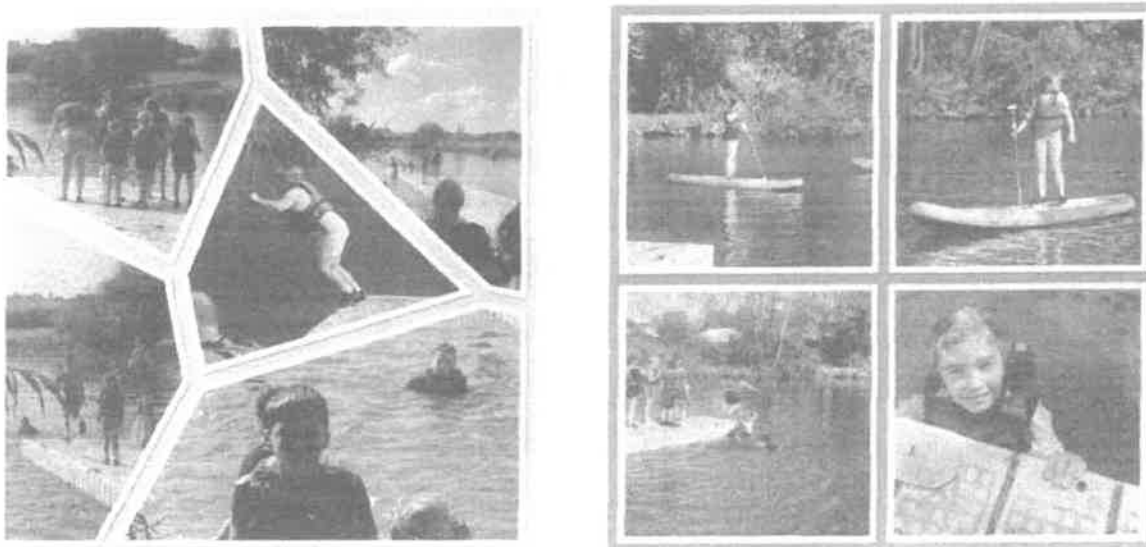
"We really enjoyed ourselves today. It was lovely to meet new friends. Thank you all so much"

"It was the best trip I have been on in years 😊 I really enjoyed it. It was fire (good!) loved the cupcakes"

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

ACHIEVEMENTS AND PERFORMANCE (continued)



MANAGING OUR DEMAND AND MEETING REAL NEEDS

Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including those most vulnerable. Some of our families are without access to transport / family support. This means that there can be significant travel time between schools due to the geography of South Worcestershire. We always consciously manage our practitioner caseloads and our school allocations to ensure that we are as efficient as possible, managing our costs and maximising our capacity. We are offered both face-to face support and remote support. Our practitioners have been able to be more flexible when offering appointments for remote 1:1 sessions and this has been welcomed.

- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.
- **Our whole team meets regularly on a weekly basis.** We pride ourselves on our ability to be flexible and adapt quickly. When we feel it is appropriate, we act on feedback / information quickly and put change in place, where relevant, always endeavouring to let the person that has led to this, know
- **We maintain excel spreadsheets to capture information that we require to deliver our service efficiently and effectively, and as additional information to review who, where when and how we deliver our service.** We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school / college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported etc. We continue to analyse this information, together with the geographical area we are supporting, to enable us to ensure that we provide our service in all areas of South Worcestershire when it is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2023

Public Benefit

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals

POLICIES

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children with the appropriate protection and to help employees, trustees and volunteers make informed and confident responses to child protection issues.

Footsteps has rigorous policies and procedures in place to ensure safeguarding and child protection, staff protection, data protection and confidentiality and protection of our employees and our clients, whilst working face-to-face and remotely. All records are protected appropriately in line with these policies and procedures (both electronic and paper records). Our Policies are renewed and updated annually.

RISK MANAGEMENT

The Trustees have examined the major strategic business operational risks that the charity faces and confirm that systems have been established to minimise the major risks. The management of risk is reviewed at every meeting of the Trustees and here new risks are identified and appropriate responses are implemented and recorded.

FINANCIAL REVIEW

Some of our income in 2023 came from the National Lottery Community Fund, the remainder coming from Charitable Trusts, local business and our community.

Our reputation goes from strength to strength together with the recognition of the value of our service. We are very proud of our success in developing our service and supporting bereaved children, young people and their families in South Worcestershire for over 12 years. Funding always remains challenging to enable the continuation of our support programme. No bereaved child, young person, together with their family, should be left isolated and vulnerable. Our aim is to work hard to continue to develop and deliver our service over the longer term to those in need, in order to ensure a better future for children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

The ongoing support of some of our current and some new Charitable Trusts is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort is invested to ensure that the charity can continue to thrive. Applications continue to be made to Charitable Trusts nationwide and locally, relationships made and managed and we are hopeful that with a lot of hard work, we will continue to achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been to do what we do well, provide a high-quality service and look after our staff.

Footsteps Worcestershire Limited

**Report of the Trustees
for the Year Ended 31st December 2023**

RESERVES POLICY

The Trustees have established the charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (SORP 2005). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free (ie unrestricted) reserves of a minimum of nine months' expenditure.

The charity will also maintain a reserve to close the charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year. The Trustees ensure that the reserves are monitored periodically and they keep the reserves policy under regular review.

The charity's unrestricted reserves, excluding fixed assets, were £176,993 as at 31 December 2023 (2022: £147,257), representing approximately 19 months of unrestricted expenditure. The stated strategy has therefore been achieved this year however of this £147,257, £44,067 represents a designated winding up fund.

Total unrestricted reserves as at 31 December 2023 were £177,783 (2022: £148,831).


Total restricted funds as at 31 December 2023 were £73,870 (2022: £166,330). Full information regarding fund movements and restrictions are detailed in note 17 to the accounts.

**Please help us to continue our work in 2024.
On behalf of our children, young people and their
families, we would like to thank everyone who has
supported our service.**

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 15/8/24

and signed on its behalf by:


.....
P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of
Footsteps Worcestershire Limited**

Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Melissa Godwin ACA ACCA

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Date: 22/05/24

Footsteps Worcestershire Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	27,847	15,000	42,847	49,438
Charitable activities	5				
Counselling and related services		650	-	650	360
Investment income	4	<u>2,721</u>	<u>-</u>	<u>2,721</u>	<u>464</u>
Total		<u>31,218</u>	<u>15,000</u>	<u>46,218</u>	<u>50,262</u>
EXPENDITURE ON					
Charitable activities	6				
Counselling and related services		<u>3,183</u>	<u>106,543</u>	<u>109,726</u>	<u>98,870</u>
NET INCOME/(EXPENDITURE)		28,035	(91,543)	(63,508)	(48,608)
Transfers between funds	17	<u>917</u>	<u>(917)</u>	<u>-</u>	<u>-</u>
Net movement in funds		28,952	(92,460)	(63,508)	(48,608)
RECONCILIATION OF FUNDS					
Total funds brought forward		148,831	166,330	315,161	363,769
TOTAL FUNDS CARRIED FORWARD		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

Balance Sheet
31st December 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	13	790	-	790	1,574
CURRENT ASSETS					
Debtors	14	16,547	-	16,547	60,900
Cash at bank		<u>164,117</u>	<u>73,870</u>	<u>237,987</u>	<u>256,836</u>
		180,664	73,870	254,534	317,736
CREDITORS					
Amounts falling due within one year	15	(3,671)	-	(3,671)	(4,149)
NET CURRENT ASSETS		<u>176,993</u>	<u>73,870</u>	<u>250,863</u>	<u>313,587</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>
NET ASSETS		<u>177,783</u>	<u>73,870</u>	<u>251,653</u>	<u>315,161</u>
FUNDS	17				
Unrestricted funds				177,783	148,831
Restricted funds				<u>73,870</u>	<u>166,330</u>
TOTAL FUNDS				<u>251,653</u>	<u>315,161</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2023.

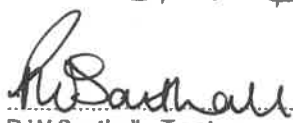
The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15/8/24 and were signed on its behalf by:


P W Southall - Trustee

Footsteps Worcestershire Limited

Notes to the Financial Statements for the Year Ended 31st December 2023

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

INCOME

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations from individuals within the community are recognised immediately upon receipt.

Interest income is recognised for all interest-bearing instruments on the effective interest rate basis.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

Assets above £100 are capitalised.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

FINANCIAL INSTRUMENTS

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2023

1. ACCOUNTING POLICIES - continued

FINANCIAL INSTRUMENTS

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

Basic Financial Liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity. The allocation of general support costs is between individual unrestricted and restricted funds is directly linked to the assumptions made in allocating staff costs between individual unrestricted and restricted funds.

Significant areas of estimation uncertainty

The charity has recognised grant income due from the National Lottery that is to be received in future years £13,015 (2022 £51,495). However the National Lottery may in future years subsequently amend the total value of this grant award (if there is either significant underspend or overspend on the related restricted fund activities) and the final amount received relating to this restricted fund grant may vary from the figure included within the financial statements.

3. DONATIONS AND LEGACIES

	2023	2022
	£	£
Community donations	3,847	7,538
Grants	<u>39,000</u>	<u>41,900</u>
	<u>42,847</u>	<u>49,438</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

4. INVESTMENT INCOME		2023	2022
		£	£
Bank interest		<u>2,721</u>	<u>464</u>
5. INCOME FROM CHARITABLE ACTIVITIES		2023	2022
	Activity	£	£
Grants	Counselling and related services	-	360
Bereavement Awareness Training	Counselling and related services	<u>650</u>	-
		<u>650</u>	<u>360</u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Counselling and related services	<u>98,244</u>	<u>11,482</u>	<u>109,726</u>
7. DIRECT COSTS OF CHARITABLE ACTIVITIES		2023	2022
		£	£
Staff costs		48,886	33,221
Travel		2,284	2,433
Communications		951	783
Bereavement Consultancy		40,642	44,487
Staff training		843	12
Workshops		812	612
Supervision		1,572	1,595
Resources		<u>2,254</u>	<u>991</u>
		<u>98,244</u>	<u>84,134</u>
8. SUPPORT COSTS			Management
			£
Counselling and related services			<u>11,482</u>
Support costs, included in the above, are as follows:			
		2023	2022
		Counselling and related services	Total activities
		£	£
Rent		1,280	440
Insurance		710	776
Computer expenses		202	118
Postage and stationery		1,274	797
Subscriptions		482	469
Sundries		1,121	885
Bank charges		65	81
Independent examination fee		2,880	3,924
Bookkeeping and payroll services		<u>1,767</u>	<u>1,685</u>
Carried forward		9,781	9,175

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2023**

8. SUPPORT COSTS - continued

	2023	2022
	Counselling and related services	Total activities
	£	£
Brought forward	9,781	9,175
Depreciation	<u>1,701</u>	<u>5,561</u>
	<u>11,482</u>	<u>14,736</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	1,701	5,561
Rent payable under operating leases	<u>1,280</u>	<u>440</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2023 nor for the year ended 31st December 2022.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2023 nor for the year ended 31st December 2022.

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022
Average number of employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Total remuneration (including employer national insurance and employer pension) paid to employed key management personnel during the year was £21,439 (2022: £19,870).

Two members of key management are engaged on a consultancy basis, and their payments are summarised as follows:

- Mrs S M Smith - consultancy fees totalling £9,795 (2022 (£9,370)).
- Mr J Smith - consultancy fees totalling £60 (2022 £1,180).

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2023

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1 1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	108,544	33,251	(37,031)	104,764
Winding Up Fund	-	-	44,067	44,067
	<u>108,544</u>	<u>33,251</u>	<u>7,036</u>	<u>148,831</u>
Restricted funds				
Awards for All - Practitioner hours	10,000	(10,000)	-	-
National Lottery Community Fund	234,577	(69,546)	-	165,031
National Lottery - Equipment	4,511	(227)	(2,985)	1,299
The Clothworkers' Foundation	4,051	-	(4,051)	-
The Eveson Charitable Trust	2,086	(2,086)	-	-
	<u>255,225</u>	<u>(81,859)</u>	<u>(7,036)</u>	<u>166,330</u>
TOTAL FUNDS	<u>363,769</u>	<u>(48,608)</u>	<u>-</u>	<u>315,161</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,202	(11,951)	33,251
Restricted funds			
Awards for All - Practitioner hours	-	(10,000)	(10,000)
John Martin's Charity	5,000	(5,000)	-
National Lottery Community Fund	60	(69,606)	(69,546)
National Lottery - Equipment	-	(227)	(227)
The Eveson Charitable Trust	-	(2,086)	(2,086)
	<u>5,060</u>	<u>(86,919)</u>	<u>(81,859)</u>
TOTAL FUNDS	<u>50,262</u>	<u>(98,870)</u>	<u>(48,608)</u>

PURPOSE OF FUNDS

Unrestricted Funds

General Fund

The unrestricted fund can be used for any charitable purpose within the charity's objects and approved by the Trustees. It is the policy of the charity to build a reserve of nine months' operating costs in this fund.

Winding Up Fund

This fund is designated in order to provide sufficient funds to cover the cost of redundancy and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

Restricted Funds

National Lottery Community Fund

The grants received on this fund are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc. During the year, £96,437 of lottery funding was spent on these costs, leaving £68,594 on the fund at the year end. .

The charity has notified the National Lottery of an underspend in the year and have confirmation that the remaining funds can be carried forward to future years funding.

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2023

17. MOVEMENT IN FUNDS - continued

Awards For All - Remote Training

A grant of £10,000 was received in 2023, to cover the costs of Remote Bereavement Support Groups & Training for Young People & Professionals. A total of £4,724 has been spent during the year, leaving £5,276 on the fund at the year end.

National Lottery - Equipment

A grant of £10,000 was received in 2020 towards the cost of updating the information technology and the purchase of computer software. A balance of £1,299 was brought forward, and this has been fully spent in the year.

Awards for All - Practitioner Hours

A grant of £10,000 was received in 2021 from Awards for All to fund additional Bereavement Practitioner sessional work during 2022. This covered 28 sessional hours per week for a period of 6 months during a period when the workload and waiting list had increased significantly due to the impact of Covid-19. This was fully spent by the end of 2022.

John Martin's Charity

A grant of £5,000 was received in the year towards supporting children in the Evesham area. This has been fully spent in the year.

TRANSFERS BETWEEN FUNDS

During the year the following amounts were transferred to the general unrestricted fund representing the net book value of fixed assets purchased using restricted funds:

	£
Big Lottery IT Equipment Fund	<u>917</u>
	<u>917</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023 nor for the previous year ended 31 December 2022.

19. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £2,880 (2022 £3,924) for the independent examination and £1,767 (2022 £1,685) for bookkeeping and payroll services.

Footsteps Worcestershire Limited
Detailed Statement of Financial Activities
for the Year Ended 31st December 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Community donations	3,847	7,538
Grants	<u>39,000</u>	<u>41,900</u>
	42,847	49,438
Investment income		
Bank interest	2,721	464
Charitable activities		
Grants	-	360
Bereavement Awareness Training	<u>650</u>	<u>-</u>
	650	360
Total incoming resources	46,218	50,262
EXPENDITURE		
Charitable activities		
Wages	47,869	32,551
Pensions	1,017	670
Travel	2,284	2,433
Communications	951	783
Bereavement Consultancy	40,642	44,487
Staff training	843	12
Workshops	812	612
Supervision	1,572	1,595
Resources	<u>2,254</u>	<u>991</u>
	98,244	84,134
Support costs		
Management		
Rent	1,280	440
Insurance	710	778
Computer expenses	202	118
Postage and stationery	1,274	797
Subscriptions	482	469
Sundries	1,121	885
Bank charges	65	81
Independent examination fee	2,880	3,924
Bookkeeping and payroll services	1,767	1,685
Depreciation of computer equipment	<u>1,701</u>	<u>5,561</u>
	11,482	14,736
Total resources expended	109,726	98,870
Net expenditure	<u>(63,508)</u>	<u>(48,608)</u>

This page does not form part of the statutory financial statements

FOOTSTEPS WORCESTERSHIRE

England & Wales - Charity number 1145927

Accounts

REGISTERED COMPANY NUMBER: 07912948 (England and Wales)
REGISTERED CHARITY NUMBER: 1145927

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2022
for
Footsteps Worcestershire Limited**

**The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU**

Footsteps Worcestershire Limited

**Contents of the Financial Statements
for the Year Ended 31st December 2022**

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Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2022**

TRUSTEES	Mrs P W Southall Mrs V L Searle Dr J M Husband Ms B A Wright
COMPANY SECRETARY	Mrs S M Smith
REGISTERED OFFICE	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
REGISTERED COMPANY NUMBER	07912948 (England and Wales)
REGISTERED CHARITY NUMBER	1145927
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
SOLICITORS	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
KEY MANAGEMENT	Mr J Smith Mrs S Smith Mrs H Dolton

**Report of the Trustees
for the Year Ended 31st December 2022**

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31st December 2022. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

A message from the Trustees and Susan & John Smith (founders of Footsteps):

The national outpouring of grief following the death of Queen Elizabeth II in September caused significant emotion and feelings in many of our local children and young people. For many, these emotions were connected with their own experiences of death and grief. For others, it was their first experience of bereavement. Death is one of the hardest things to process and experience in life; it can be even more difficult when you're young. Talking about grief is so important.

Every child is unique and will cope with the death of someone important in their own way; there is no magic formula. Children and young people grieve just as much as adults, but show it in a variety of different ways. They rely on adults to provide them with the support they need in their grief. Many get the support they need from those already around them who they know and trust. However, there are many children who don't, and who need additional and professional support. Footsteps offers a preventative service and helps during children's formative years and in their time of real need, providing the platform to discuss openly and address fears and feelings.

We launched Footsteps back in October 2011 to meet a real gap in service provision in South Worcestershire, where there was and continues to be no comparable service for our bereaved children and young people. We are so proud of our Footsteps journey and our Footsteps family, our small and dedicated team of long-serving staff, Trustees and volunteers and our wonderfully supportive community. Together, we have achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to almost 1,500 bereaved children, young people and their families and impacting on the lives of more than 8,500.

Some support from the National Lottery Community Fund, together with support from Charitable Trusts, local businesses and our community has enabled us to continue to provide our service to those who needed us most in 2022. We never take this support for granted; it is our driving force and each year we work hard behind the scenes to secure the funds we so desperately need.

Our services are provided completely free of charge to our bereaved families.

It is very important to us that we remain a small and personal Charity; we strive to do what we do well, always retaining our ability to be flexible. These last few years have not been without challenges for us all; our bereaved children and young people have had so much to cope with. As a team, we have learnt - and continue to learn - so much. We have adapted and evolved to support our bereaved children and young people in their journey through grief. We have helped them to develop their own unique coping mechanisms to be able to manage their grief. We have positively impacted on their current and future mental health in order to help them live their lives to their fullest.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our team we would like to convey our heartfelt thanks to everyone who has supported and continues to support our service.

#TeamFootsteps

OBJECTIVES AND ACTIVITIES

OUR SERVICE - WHAT WE DO



Footsteps provides a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire.

We provide our service to them completely free of charge.

We aim to support bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

We deliver our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.



We work with a number of local hospices within our geographic boundaries, with social care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.

We meet a real gap in service provision in South Worcestershire.

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.

2022 overview - some achievements in numbers

We supported 175 children and young people and their families

We spent time talking with 137 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for their children.

We worked with 56 schools & colleges, 35 First, Middle and Primary; 16 High Schools; 2 SEN Schools and 3 Colleges

We now have a recognised presence in just over 90% of schools in South Worcestershire. We have working relationships / work together with over 100 schools / colleges.

We directly impacted on the lives of more than 1,050 people bereaved of a loved one

The average number of 1:1 face-to-face support sessions provided to each child was 7. 17% had between 8 -20 sessions.

We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester and Droitwich (74% of our caseload) Malvern (6%) Evesham and Pershore (16%) and other locations (4%).

1,425 young people together with their families have been supported by dedicated Footsteps Practitioners since October 2011!

..... and we have impacted on the lives of more than 8,550 in total over this time.

Our specialist Footsteps team - 1 Bereavement Service Manager and 2 part-time Bereavement Practitioners worked directly with bereaved children, young people and their families either face to face (90% of cases) or through providing support remotely (4% of cases). 6% of our children opted for a mixture of face to face and remote sessions.

2022 saw our referrals increase by 20% on the previous year.

2022 has been Footsteps' BUSIEST YEAR EVER

OBJECTIVES AND ACTIVITIES (continued)

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES:

- ❖ 40% of our children were trying to cope with the death of one of their parents.
- ❖ 26% were trying to cope with the death of their Dad, 13% their Mum.
- ❖ 6% were trying to cope with the death of a sibling.
- ❖ Almost a quarter were / are trying to cope with multiple deaths within their family and friendship groups.
- ❖ 45% of the children we supported were 5-10 years.
- ❖ 52% of the children we supported were 11-16 years
- ❖ 3% were aged 17 and over.
- ❖ 44% of children / young people we supported were males.
- ❖ 56% were females.
- ❖ 8% of children were trying to cope with death following a suicide.
- ❖ 9% with death from sepsis.
- ❖ 9% were trying to cope with a bereavement following a drug / alcohol related death.
- ❖ 6% with death from covid variants

OUR REFERRALS:

The majority of our referrals were from schools (63% - Head teachers, teachers, school counsellors, safeguarding leads). 21% were from parents and other family members. 22% of referrals were from social services or other agencies. We had a small number of self-referrals. We received more referrals in 2022 from Worcestershire Children First and other social / medical professionals, including GP's, Worcestershire Suicide Liaison, Youth Justice, Community Public Health and Family Liaison. This is a testament to our service and reputation within our local area and communities.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us in extremely sensitive and emotionally charged and needy times. Our every engagement, whether face-to-face or remote, is bespoke, tailored to specific family situations and special and individual needs.

We provide: -

TAILORED SUPPORT carefully planned and evaluated: **1: 1 face to face sessions** and remote/virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no set number.

1. **GROUP SESSIONS** carefully facilitated.
2. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial and in-depth family assessment and on-going telephone support.
3. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, on weekends and in school holidays.
4. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
5. **AWARENESS RAISING SESSIONS** for young people in schools.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a Charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

Objects

The Charity's objects (the 'Objects') are to relieve the mental, spiritual and physical distress of children affected by bereavement or loss, particularly through group work, support, counselling and education, including (but not by way of limitation):

- increasing a child's knowledge and understanding of death,
- increasing awareness and understanding of the grieving process,
- promoting open communication within the child's family,
- responding to the individual needs of each child and its family, enabling them to continue their lives in a meaningful way, and
- establish any other services as might be required by an agency dealing with child bereavement,

Our Volunteers



We always welcome volunteers of all ages and backgrounds.

Our volunteers include young people we have supported, as well as some parents/carers; they range from teens to late 60-year-olds and they continue to bring to our organisation a variety of life skills.

We benefitted from the support of many professionals and many members of our community in 2022.

Our volunteers are truly remarkable. They give their skills and time to make a difference to the lives of bereaved children, young people and their families. We could not offer our full service without their amazing support and we feel privileged to have them working alongside us.

Our Trustees

Footsteps is under the guardianship and leadership of four Trustees.

Our newest Trustees include the retired Head of the Institute of Health & Society at Worcester University, with a background in nursing and teaching and a former Trustee with St. Richard's Hospice. In addition, a legal representative from a local and long-established law firm (an organisation that is very supportive to Footsteps); she has a drama background, is very knowledgeable around GDPR and has access to Employment Law information.

Trustees who have been with us since the Charity's inception include a retired teacher/Parish Counsellor and also a School Health Nurse, both having very significant experience to offer and who are very active in their roles and support of Footsteps. Our Chair and our Trustee Group have been very active and supportive during 2022. Footsteps' team members have all benefitted from excellent Trustee support during recent very challenging times.

Our Trustees work selflessly to ensure all decisions put the needs of our children, young people and their families first.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Recruitment and appointment of new Trustees

The Directors of the Company are also Charity Trustees for the purposes of Charity law. Due to the nature of the Charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new Trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

CC3: The Essential Trustee: what you need to know.
CC10: The Hallmarks of an effective Charity.

Our Team



Our people define Footsteps and create the identity we are so very proud of. Our team is small, dedicated and passionate.

Our team comprises ♦ a full-time Bereavement Service Manager ♦ 2 part-time Bereavement Service Practitioners ♦ a part-time Operations Manager ♦ 2 part-time Consultants.

One Consultant (former Service Manager) has legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust in Worcestershire (1999-2009), was a co-founder of Guy's Gift in Warwickshire (2009-2012) supporting bereaved young people in Warwickshire and has been Secretary to a large national Charitable Trust for the last 24 years. She was also on the decision-making panel of the Local Network Fund for Children & Young People in Worcestershire throughout its lifetime. Our other Consultant (former Bereavement Service Manager) has 35 years' experience in senior management roles in education, 20 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009. He has been instrumental in building the Practitioner team for Footsteps - a small team of highly skilled and experienced Bereavement Practitioners who are both dynamic and passionate about the service they deliver.

Our Bereavement Service Manager has a Postgraduate Degree in Children and Young People Counselling. She has been a practicing counsellor for over 15 years. Her passion is to enable children and young to have a voice to speak out about their thoughts and feelings through 1-2-1 sessions, talking, drawing, play and the use of many types of crafts. Our Practitioners all have wide-ranging experience working with children and young people. They have a range of professional qualifications including: BSc(Hons) Psychology; post graduate diploma in counselling children and young people; advanced certificate and diploma in counselling / counselling skills; membership of the British Association for Counselling and Psychotherapy, abiding by their Ethical Framework for Good Practice.

Our volunteer Bereavement Service Practitioner is a former teacher with experience in further education and currently completing her level 4 CPCAB in therapeutic counselling. Her involvement with Footsteps is mutually beneficial, providing her with the further experience and support she is seeking to develop her future work and ambitions helping our local communities.

Our Practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week to review the week and our future plans.

Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of two children and joined our team to help make a difference to other bereaved families.

Together, our Team, Volunteers and Trustees work tirelessly to help prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into adulthood.

As always, our policy is to remain small, doing what we are doing well.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE

IN 2022 We again started the year in a strong position. This supported us in our aim to continue to adapt, evolve and retain our flexibility to meet the very real and changing needs of our bereaved children, young people, and their families in South Worcestershire, in very challenging times.

2022 was Footsteps' busiest year since the Charity launched 11 years ago. We reported the same in 2021. Our referral numbers in 2022 were almost 20% greater than in 2021! Our small team worked hard to provide specialist and professional support to 175 bereaved children, young people and their families. Thanks to some security of funding from the National Lottery Community Fund, further funding secured from other Charitable Trusts, local business and our wonderful community, we were able to continue to provide our service to those in need and provide additional 1:1 bereavement support sessions. In a climate of high numbers of referrals, we worked hard to manage our waiting list to meet the demand and to provide our services as best we could at the times they were most needed and deemed to be at their most effective.

Safeguarding, as always, was a priority throughout the year - for our children, young people and our team. Our Trustees were also involved in both the guidance and steering of safe and effective face-to-face sessions and remote working.

The Practitioner team continued to further develop their skill sets and professional development. Some of the training and professional development undertaken during the year included :-

- Safeguarding Children Level 3 Refresher Training
- Safeguarding Adults Level 3 Refresher Training
- Self harm and Suicide Awareness and Prevention – TKQUK
- Suicide and Self-harm Prevention – MindEd Hub
- Childhood Trauma and the Brain – UK Trauma Council
- Traumatic Bereavement – UK Trauma Council
- An Attachment Aware and Trauma-informed Perspective on Resilience; Hearing and Healing the Ripples - BACP
- Sssh!! The 'S' WORD - Lets Talk about it! (Suicide) – BACP
- Helping Children Through Adversity and Building Emotional Resilience - BACP
- Trauma and the Body - BACP
- Understanding Complex Grief and Suicide Bereavement - BACP
- Children, Neuro-divergence and Grief - Sarah Helton Back Pocket Teacher
- Childhood Trauma and Bereavement – UK Trauma Council

SOME QUOTES FROM OUR SERVICE USERS

*"..... thank you for so much for your support of ****. She was always very happy to have sessions with you and found you very easy to talk to. I think she appreciated being able to talk without any need to self-censor what she said for fear of perhaps upsetting me. Recently, she has not been experiencing panic attacks and I am sure that your support has been a significant factor. It's such a kind, compassionate service and just what a child needs when they are suffering a loss and all the sadness that comes with it... We are so pleased you have helped us to ease the pain and help us to begin healing our hearts with ****'s death. You get to see what we see in ****, a depth of kindness and a sense of humour which makes us so very proud. Your support has been brilliant. Thank you.. We have noticed a big difference in her recently, thanks to your help...."*

Safeguarding Lead: I would like to thank you for the support that Footsteps have given our High School students over a number of years. Your organisation meets and helps students struggling with very difficult and upsetting situations. The process for taking our referrals is very thoughtfully managed, the process is efficient and not time consuming which is very much appreciated by school staff. We have found that once the referral is in the system and a counsellor has been allocated to work with the child, the support is invaluable. Our students very much appreciate the 1-1 contact and care. The counsellors manage to quickly form trusting and supportive relationships that are guided by the student's needs and requests. This has been seen with some of our most unhappy students who, when they have worked with your counsellors over a period of time, have acquired the skills to be able to manage their emotions and cope with their loss in a way that is appropriate for them. I hope that our partnership, and your staff expertise, will continue to be able to look after these vulnerable young people in what is often the most challenging point in their young lives.

Inclusion leader & Assistant Principal: Footsteps has provided a fantastic service for several children within our school. Children who have lost close family members in tragic circumstances and those who have witnessed the grief of the build up to facing the loss. Children have been supported, understood and provided with the building blocks to be able to begin to move forwards in tragic and distressing circumstances. The support Footsteps have provided has allowed our children to begin to understand and rebuild their lives. This service has been invaluable to our school.

Some of our Parents / Carers have said:

"This service has been invaluable. My children have both had sessions with counsellors and I have seen very positive changes. They are both under xxx for mental health issues and have had support workers, but this service has been of more benefit to them than xxx. They can now talk about those they have lost (died) and are more aware of how they are feeling and that it's ok to have those feelings. I cannot begin to tell you how much the counsellors have helped them and I hope and pray that this service will continue to grow and offer more children this support. Thank you so much." Brilliant.

"Footsteps kept my family together, giving the children answers to questions that I could not. Showing the children, it was ok to grieve and to remember our loved ones in such a way they would never be forgotten. This is a priceless Charity for our families."

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

SOME QUOTES FROM OUR SERVICE USERS (continued)

Some of our children have said:

"I feel so much more confident to tell / let people know what's the matter or if I have anything on my mind."

"Without the support of Footsteps, I don't think I would have coped with losing my mum as well as I have and wouldn't be where I am today. The support from Footsteps has helped me get through a time I couldn't imagine getting through and continues to help me through things when they get hard." "I know it is ok to be happy and okay to be sad."

"Footsteps has helped me learn that it's okay to be sad but it's best to think about the good times...I haven't hurt myself since seeing Footsteps"

2022 CONTINUED AS A DIFFICULT YEAR FOR SO MANY, NONE MORE SO THAN MANY OF OUR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES.

THEIR CHALLENGES, DEALING WITH AND JOURNEYING THROUGH THEIR GRIEF BACK IN 2021 CONTINUED TO BE COMPOUNDED BY MORE ISOLATION - FROM THEIR FRIENDS, FAMILIES AND TEACHERS AND WITH THE ADDED ANXIETIES THAT COVID-19 CREATED IN MANY.

THE DEATH OF OUR LATE QUEEN ELIZABETH II IN SEPTEMBER 2022 TRIGGERED AN OUTPOURING OF NATIONAL GRIEF. THIS TOO HAD A BIG IMPACT ON OUR CHILDREN AND YOUNG PEOPLE.

THE **DEMAND** FOR OUR PROFESSIONAL SUPPORT WITHIN OUR LOCAL COMMUNITY IN 2022 WAS HIGH AND OUR **FREE SERVICE** WAS SOUGHT BY MANY.

REAL EXAMPLES AND CASE STUDIES

Supporting a young, bereaved person following the death of her Mum:

This young person is now mid-teens and Mum died when the young person was a baby so they have no recollection of Mum at all, only from stories being told by others. There is also a twin and both were separated for some months after the death. Separation anxiety and not feeling like any decisions were theirs were big issues in the lives of both twins. The young person referred to us finds it very hard to attach to another person. Now a lot older and having struggles with ways to express emotions, wanting to die, feelings of being better off not in the world, and also about to take important exams... Footsteps provided bereavement support as a priority.

One of the roles of the practitioner was to demonstrate that not all people will 'just up and leave' and the need to gain trust with the young person was paramount. This was carefully managed recognising that the therapeutic relationship between the young person and the practitioner would need to end. Emphasis was on this ending being in a different manner with no death or fall out being involved. The young person was free to be able to express feelings through drawing and voice, which were explored.

Exploring the missed opportunities without having a mum; the simple things like not making or writing Mother's Day, Birthday and Christmas cards, were very painful. Together with the practitioner these were made during support sessions. The relief and excitement to make these were so enlightening for the young person as there was no judgment. This created a positive feeling in the young person as it felt there was more of a connection to Mum. A memory book with lots of things about feelings - happy, sad, anger and fear - was also made. Work sheets gave the young person lots of ways to express grief. As the sessions drew to a close the young person realised they were in a much calmer state and could place Mum within their heart, and they actually chose to end support which gave them the autonomy they needed.

A re-referral to Footsteps:

A young person was re-referred following a second bereavement, the death of a friend having died the day before. The first session was arranged, after the 'normal' three months' waiting/grieving process time. Due to the same practitioner supporting and as a therapeutic relationship had already been created there was excitement from the young person to "just to say hi". The young person expressed that they had processed the death and felt they didn't need support. Thoughts that the young person would be unable to cope with the death of their friend was due to adults' reactions, immediately thinking that the support was needed. However, previous support sessions when the young person had support for the death of Dad had taught them ways to gain their own resilience.

In this situation it was about trusting that a young person can chose what's right for themselves and can demonstrate that they can support themselves; a healthier way of being as life continues. The practitioner respected this.

Angry young person:

A young bereaved person who is very angry and gets defensive if things don't go in the direction they would like, feels like the world is against them. At first not wanting to engage with the death of the grandparent and feeling the death is more about the parent's grief. This was explored and agreed. A parent's grief can have an impact on a young person, creating worry and wanting to support the parent. In this situation this caused frustration as the young person was also juggling with their own grief. This was discussed, together with finding ways to support the parent with the young person in mind. The parent was very reluctant to have support themselves. However, holding the space for the young person is paramount. Lying also became apparent - and the young person wanting the practitioner to lie too;... this of course cannot happen and was explored during the session. The young person started to realise that the practitioner isn't someone to 'fight' against but there to support the emotions of anger; this was explored in a healthier manner.

This was a challenging young person to support. However the practitioner held and contained the space within the room to show that not all 'relationships' are there to fight against.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)



Delivery of our service this year was helped by the National Lottery Community Fund recognising the continued importance and value of our work. This support, together with some support from other Charitable Trusts, local businesses and our local community meant that Footsteps was again able to provide its much evidenced and needed support in 2022.

Support and donations from our community, however small or large acknowledge the value of our service, as do our very many testimonials; from professionals, parents / carers and from children themselves.

DELIVERING OUR OUTCOMES IN 2022

- 1> **WE EMPOWERED BEREAVED CHILDREN & YOUNG PEOPLE**, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
- 2> **WE REASSURED PARENTS and CARERS**, improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
- 3> **WE INCREASED PROFESSIONALS'** knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.

DELIVERING OUR OBJECTIVES IN 2022

- Children and Young People developed their own unique coping mechanisms.
- Parents and carers felt better able to support their children.
- Family life benefitted.
- There was a positive impact on the Child's/young person's school and college life.
- 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
- School teachers and other professionals working with young people benefitted from our advice, knowledge and experience as to how to best support young people on a day to day basis.
- Our education of the wider community provided practical advice to enable members to help those they know who have been bereaved of a loved one.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

LONGER TERM BENEFITS ANTICIPATED

Coping with the loss of a loved one may be one of the hardest challenges that a child / young person faces.

Grief can be particularly intense and isolating and a young person can be overcome by shock & confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression. Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not have this. The situation and painful emotions will not improve by avoidance and it is very important for a grieving young person to talk to someone to express and share their emotions and thoughts. Discussing grief can prevent negative and destructive emotions from building up at a time when young people are at their most vulnerable and can also help prevent them from seeking solace in harmful lifestyle habits. Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health.

2022 was a difficult year for so many, not least those bereaved of a loved in, in unprecedented times of social isolation and continued anxieties caused by the Covid-19 virus and pandemic. Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being.

We are a preventative service and help during children's formative years and in their time of real need, providing the platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical/mental health and emotional wellbeing.

There are many factors that play a role in how we react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, existing coping mechanisms.

Measuring and evaluating grief support can be challenging, as everyone's experience is unique. Rather than using an evaluation tool with a one size fits all approach, we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and offer them support with these needs in mind.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

NETWORKING AND TRAINING

The Footsteps team continue to attend and participate in Bereavement Sector Monthly Meetings organised by the Childhood Bereavement Network and National Bereavement Alliance. Webinars continue to provide an essential networking opportunity within the sector, as well as the opportunity to keep up-to-date with and share information and areas of interest. Relevant information to the Charity continues to be shared across the team and follow up discussions take place at our weekly team meetings when relevant; particularly with regard to current topics of consideration within the sector and further training opportunities. Early in 2022, Footsteps together with other services in the sector considered the impact of the War in Ukraine. Advice and information was shared across the network regarding refugees who may be signposted to our services, as well as how to work effectively with military families. Monthly webinars enable us to communicate, share and learn from and with other bereavement services nationally and more locally; we have working relationships and good connections both nationally and within our region; these are further strengthened through a local practitioners network.

Links and a good working relationship continue to be developed with other care agencies as we work hard to develop a joined-up approach in supporting bereaved children in Worcestershire. 2022 saw a significant increase in referrals from Worcestershire Children First and a number of other professional bodies. We continue to recognise the importance of communication with these agencies to work together to determine the most appropriate support and the most appropriate timing for bereavement support in the more complex cases referred to us and where other specialist support is needed for a child / young person.

Our relationships with schools continue to develop year on year; we have working relationships now with over 90% of schools within our geographic area. We are often asked to provide advice to teachers and school staff; we do this whenever possible, recognising the importance of helping. We remain hopeful and are keeping a watchful eye on the Government's promise to take action to introduce the subject of death and grief more readily in schools; educating teachers and further raising their awareness of what professional expertise exists outside of schools.

We were also asked to provide input for other professionals during the year, including student social work placements, school nurses, and to give talks to local groups (a local theatre group and a golf club being two examples). We are a small team and after considering the benefits of requests we do this whenever we feel we have the capacity.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

EVENTS

During the year we were able to provide fun summer activity and Christmas Lantern walk events for our bereaved children and their families.

Our Christmas Lantern Walk in the wonderful, private park and woodlands of Spetchley Gardens brought many of our bereaved children, young people and their families together to remember their loved ones. Funding for the event was again secured from a long-established law firm and the grounds and facilities within the Spetchley Estate were generously provided, free of charge, by the Berkeley family. Families spent precious time together, decorating wooden tree cookies made by a Practitioner's husband. These were hung on an illuminated memory tree along our lantern route to a background of moving music. Refreshments were provided afterwards, with opportunities for families and the team to share time together. The snow didn't stop us and made the event even more magical.

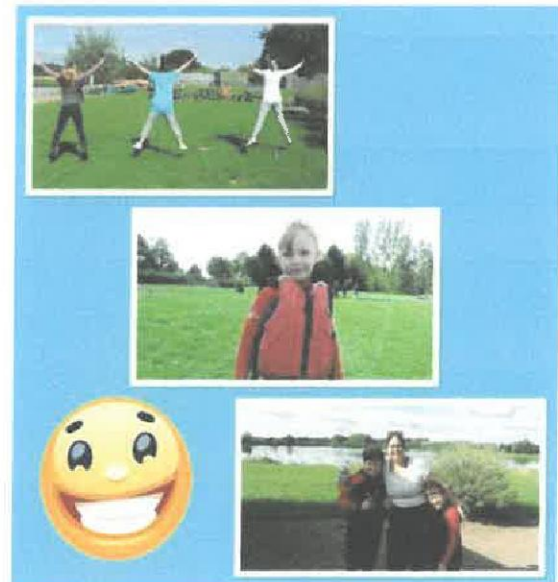
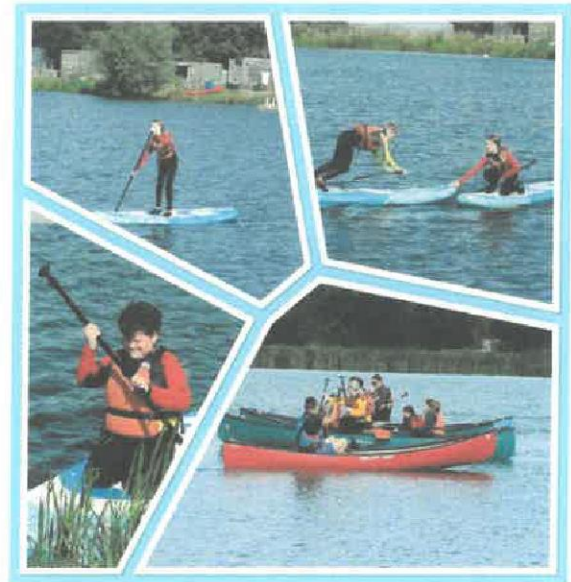
Some of the wonderful feedback we received....

"Thank you so much! What a wonderful evening and beautiful location! It brought some beauty and warmth to the prospect of Christmas (and a lifetime) without Dad. The snow made it even better Really lovely event to remember our loved ones. The children loved decorating their wooden tree cookies and we are looking forward to hanging them up at home....What a wonderful experience! We cannot thank you enough for all the support you have provided to our son through the hardest part of his life, we are eternally grateful! Thank you from the bottom of our hearts!... Thank you for a lovely time remembering and letting us do this with you! We love joining you with these activities! It has been very special. Thank you so much....Your service has been much needed. We are very thankful for your help in our time of need.....I think what you do for all the children to help them cope with the emotions of grieving is phenomenal. As an adult I have struggled with loss, so can't imagine how the children cope. Thank you for everything you do to help those who need you....Really enjoyed it. Best bit was the walk in the dark!"



Our Lakeside summer family activity day was a huge success. Bereaved children and their family members were invited to join us to take part in paddle boarding, canoeing, raft building and raft racing. All activities were led and supervised by professional University of Worcester outdoor activity instructors. The location was a beautiful and tranquil one. Lunches were provided by a local café and a great day was had by all, completely free of charge to families. Children challenged themselves and had fun together with their own families and with other families; there was such togetherness and wonderful camaraderie on the day with new friendships developing.

"I just wanted to say a massive thank you for such a wonderful day yesterday. We had such fun and it is so nice to make happy memories together. It was lovely to meet the other families too. It was obvious how much effort and care had been put into the day, as it ran seamlessly. A big, big thank you again and also thank you so much for the support...I honestly can't tell you the difference it has made.... What can I say, it's been a brilliant day and very grateful, there's nothing more I can suggest 'cause it was fab, thank you... "A very big thank you, we had such a fun day!"



MANAGING OUR DEMAND AND MEETING REAL NEEDS

2022 was Footsteps' busiest year. Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including those most vulnerable. Some of our families are without access to transport / family support. This means that there can be significant travel time between schools due to the geography of South Worcestershire.

We manage our Practitioner caseloads and our school allocations to ensure that we are as efficient as possible, managing our costs and maximising our capacity. We offer both face-to face support and remote support. Our Practitioners have been able to be more flexible when offering appointments for remote 1:1 sessions, and this has been welcomed.

- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.
- **Our team meets regularly on a weekly basis.** We pride ourselves on our ability to be flexible and adapt quickly. When we feel it is appropriate, we act on feedback/information quickly and put change in place, where relevant, always endeavouring to let the person that has led to this, know;
- We maintain Excel spreadsheets to capture information that we require in order to **DELIVER** our service efficiently and effectively, and as additional information to **REVIEW** who, where, when and how we deliver our service and reach our local community. We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school/college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported, etc. We continue to analyse this information, together with the geographical area we are supporting, to support us in ensuring that we reach all areas of South Worcestershire, when our service is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

Public Benefit

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the Charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals.

POLICIES

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children with the appropriate protection and help employees, Trustees and volunteers make informed and confident responses to child protection issues.

Footsteps has rigorous policies and procedures in place to ensure safeguarding and child protection, staff protection, data protection and confidentiality and protection of our employees and our clients, whilst working face-to-face and remotely. All records are protected appropriately in line with these policies and procedures (both electronic and paper records). Our Policies are renewed and updated annually.

RISK MANAGEMENT

The Trustees have examined the major strategic business operational risks that the charity faces and confirm that systems have been established to minimise the major risks. The management of risk is reviewed at every meeting of the Trustees and here new risks are identified and appropriate responses are implemented and recorded.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

FINANCIAL REVIEW

A sizeable amount of our income in 2022 came from the National Lottery Community Fund, with the remainder coming from Charitable Trusts, local businesses and our community.

Our reputation goes from strength to strength, together with the recognition of the value of our service. We are very proud of our success in developing our service and supporting bereaved children, young people and their families in South Worcestershire for over 11 years. Funding always remains challenging to enable the continuation of our support programme. No bereaved child, young person, together with their family, should be left isolated and vulnerable. Our aim is to work hard to continue to develop and deliver our service over the longer term to those in need, in order to ensure a better future for children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

The ongoing support of some of our current and some new Charitable Trusts is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is a vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort have been and are continuing to be invested to ensure that the Charity can continue to thrive. Applications will continue to be made to Charitable Trusts nationwide and locally, relationships will be made and managed and we are hopeful that with a lot of hard work, we will achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been to do what we do well, provide a high-quality service and to look after our staff.

RESERVES POLICY

The Trustees have established the Charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (Charities SORP (FRS 102) 2019). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free, ie unrestricted, reserves of a minimum of nine months expenditure.

The Charity will also maintain a reserve to close the Charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year. The Trustees ensure that the reserves are monitored periodically and they keep the reserves policy under regular review.

The charity's unrestricted reserves, excluding fixed assets, were £147,257 as at 31 December 2022 (2021: £108,445), representing approximately 17 months of unrestricted expenditure. The stated strategy has therefore been achieved this year however of this £147,257, £44,067 represents a designated winding up fund.

Total unrestricted reserves as at 31 December 2022 were £148,831 (2021: £108,544).

Total restricted funds as at 31 December 2022 were £166,330 (2021: £255,225). Full information regarding fund movements and restrictions are detailed in note 16 to the accounts.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2022

YOUR HELP AND THANK YOU

On behalf of our children, young people and their families, we would like to thank everyone who has supported our service.

Please help us to continue our work in 2023.

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 18th September 2023
and signed on its behalf by:

P.W. Southall
P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of
Footsteps Worcestershire Limited**

Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Melissa Godwin ACA ACCA

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Date: 21/9/23

Footsteps Worcestershire Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	44,438	5,000	49,438	39,999
Charitable activities	5				
Counselling and related services		300	60	360	238,596
Investment income	4	<u>464</u>	-	<u>464</u>	-
Total		<u>45,202</u>	<u>5,060</u>	<u>50,262</u>	<u>278,595</u>
EXPENDITURE ON					
Charitable activities	6				
Counselling and related services		<u>11,951</u>	<u>86,919</u>	<u>98,870</u>	<u>83,447</u>
NET INCOME/(EXPENDITURE)		33,251	(81,859)	(48,608)	195,148
Transfers between funds	16	<u>7,036</u>	<u>(7,036)</u>	-	-
Net movement in funds		40,287	(88,895)	(48,608)	195,148
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>108,544</u>	<u>255,225</u>	<u>363,769</u>	168,621
TOTAL FUNDS CARRIED FORWARD		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

Balance Sheet
31st December 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	13	1,574	-	1,574	6,727
CURRENT ASSETS					
Debtors	14	9,405	51,495	60,900	131,044
Cash at bank		<u>142,001</u>	<u>114,835</u>	<u>256,836</u>	<u>229,732</u>
		151,406	166,330	317,736	360,776
CREDITORS					
Amounts falling due within one year	15	(4,149)	-	(4,149)	(3,734)
NET CURRENT ASSETS		<u>147,257</u>	<u>166,330</u>	<u>313,587</u>	<u>357,042</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>
NET ASSETS		<u>148,831</u>	<u>166,330</u>	<u>315,161</u>	<u>363,769</u>
FUNDS	16				
Unrestricted funds				148,831	108,544
Restricted funds				<u>166,330</u>	<u>255,225</u>
TOTAL FUNDS				<u>315,161</u>	<u>363,769</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18th September 2023 and were signed on its behalf by:


P W Southall - Trustee

Footsteps Worcestershire Limited

Notes to the Financial Statements for the Year Ended 31st December 2022

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

INCOME

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations from individuals within the community are recognised immediately upon receipt.

Interest income is recognised for all interest-bearing instruments on the effective interest rate basis.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

Assets above £100 are capitalised.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

FINANCIAL INSTRUMENTS

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

1. ACCOUNTING POLICIES - continued

FINANCIAL INSTRUMENTS

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

Basic Financial Liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity. The allocation of general support costs is between individual unrestricted and restricted funds is directly linked to the assumptions made in allocating staff costs between individual unrestricted and restricted funds.

Significant areas of estimation uncertainty

The charity has recognised grant income due from the National Lottery that is to be received in future years £51,495 (2021 £126,709). However the National Lottery may in future years subsequently amend the total value of this grant award (if there is either significant underspend or overspend on the related restricted fund activities) and the final amount received relating to this restricted fund grant may vary from the figure included within the financial statements.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Community donations	7,538	8,033
Grants	<u>41,900</u>	<u>31,966</u>
	<u>49,438</u>	<u>39,999</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	<u>464</u>	<u>-</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

5. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
Activity		£	£
Grants	Counselling and related services	<u>360</u>	<u>238,596</u>

Grants received, included in the above, are as follows:

		2022	2021
		£	£
Awards For All		-	10,000
Coronavirus Job Retention Scheme		-	471
Medical Accident Group		300	174
National Lottery Community Fund		<u>60</u>	<u>227,951</u>
		<u>360</u>	<u>238,596</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Support costs (see note 8)		Totals
	£	£		£
Counselling and related services	<u>84,134</u>	<u>14,736</u>		<u>98,870</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

		2022	2021
		£	£
Staff costs		33,221	19,772
Travel		2,433	1,060
Communications		783	1,260
Bereavement Consultancy		44,487	45,689
Staff training		12	692
Workshops		612	16
Supervision		1,595	1,040
Resources		<u>991</u>	<u>543</u>
		<u>84,134</u>	<u>70,072</u>

8. SUPPORT COSTS

		Management £
Counselling and related services		<u>14,736</u>

Support costs, included in the above, are as follows:

	2022 Counselling and related services £	2021 Total activities £
Rent	440	560
Insurance	776	796
Computer expenses	118	469
Postage and stationery	797	803
Subscriptions	469	334
Sundries	885	1,097
Bank charges	81	231
Independent examination fee	<u>3,924</u>	<u>1,440</u>
Carried forward	7,490	5,730

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

8. SUPPORT COSTS - continued

	2022	2021
	Counselling and related services	Total activities
	£	£
Brought forward	7,490	5,730
Bookkeeping and payroll services	1,685	2,197
Depreciation	<u>5,561</u>	<u>5,448</u>
	<u>14,736</u>	<u>13,375</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	5,561	5,447
Rent payable under operating leases	<u>440</u>	<u>560</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2022 nor for the year ended 31st December 2021.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2022 nor for the year ended 31st December 2021.

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2022	2021
Average number of employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Total remuneration (including employer national insurance and employer pension) paid to key management personnel during the year was £19,870 (2021: £19,411).

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	39,999	-	39,999
Charitable activities			
Counselling and related services	<u>472</u>	<u>238,124</u>	<u>238,596</u>
Total	<u>40,471</u>	<u>238,124</u>	<u>278,595</u>
EXPENDITURE ON			
Charitable activities			
Counselling and related services	<u>1,800</u>	<u>81,647</u>	<u>83,447</u>
NET INCOME	38,671	156,477	195,148

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Transfers between funds	<u>(123)</u>	<u>123</u>	<u>-</u>
Net movement in funds	38,548	156,600	195,148
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>69,997</u>	<u>98,624</u>	<u>168,621</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>108,545</u></u>	<u><u>255,224</u></u>	<u><u>363,769</u></u>

13. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1st January 2022	<u>16,606</u>
Additions	<u>408</u>
At 31st December 2022	<u>17,014</u>
DEPRECIATION	
At 1st January 2022	<u>9,879</u>
Charge for year	<u>5,561</u>
At 31st December 2022	<u>15,440</u>
NET BOOK VALUE	
At 31st December 2022	<u>1,574</u>
At 31st December 2021	<u>6,727</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	-	3,374
Prepayments and accrued income	<u>60,900</u>	<u>127,670</u>
	<u><u>60,900</u></u>	<u><u>131,044</u></u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	913	1,934
Wages control account	188	-
Accrued expenses	<u>3,048</u>	<u>1,800</u>
	<u><u>4,149</u></u>	<u><u>3,734</u></u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

16. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	108,544	33,251	(37,031)	104,764
Winding Up Fund	-	-	44,067	44,067
	<u>108,544</u>	<u>33,251</u>	<u>7,036</u>	<u>148,831</u>
Restricted funds				
Awards for All - Practitioner hours	10,000	(10,000)	-	-
National Lottery Community Fund	234,577	(69,546)	-	165,031
National Lottery - equipment	4,511	(227)	(2,985)	1,299
The Clothworkers' Foundation	4,051	-	(4,051)	-
The Eveson Charitable Trust	2,086	(2,086)	-	-
	<u>255,225</u>	<u>(81,859)</u>	<u>(7,036)</u>	<u>166,330</u>
TOTAL FUNDS	<u>363,769</u>	<u>(48,608)</u>	<u>-</u>	<u>315,161</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	45,202	(11,951)	33,251
Restricted funds			
Awards for All - Practitioner hours	-	(10,000)	(10,000)
John Martin's Charity	5,000	(5,000)	-
National Lottery Community Fund	60	(69,606)	(69,546)
National Lottery - equipment	-	(227)	(227)
The Eveson Charitable Trust	-	(2,086)	(2,086)
	<u>5,060</u>	<u>(86,919)</u>	<u>(81,859)</u>
TOTAL FUNDS	<u>50,262</u>	<u>(98,870)</u>	<u>(48,608)</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.21 £
Unrestricted funds				
General fund	69,997	38,670	(123)	108,544
Restricted funds				
Awards for All - Practitioner hours	-	10,000	-	10,000
National Lottery Community Fund	80,786	153,791	-	234,577
National Lottery - equipment	7,349	(2,838)	-	4,511
The Clothworkers' Foundation	7,070	(3,142)	123	4,051
The Eveson Charitable Trust	3,419	(1,333)	-	2,086
	<u>98,624</u>	<u>156,478</u>	<u>123</u>	<u>255,225</u>
TOTAL FUNDS	<u>168,621</u>	<u>195,148</u>	<u>-</u>	<u>363,769</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,470	(1,800)	38,670
Restricted funds			
Awards for All - Practitioner hours	10,000	-	10,000
Medical Accident Group	174	(174)	-
National Lottery Community Fund	227,950	(74,159)	153,791
National Lottery - equipment	-	(2,838)	(2,838)
The Clothworkers' Foundation	1	(3,143)	(3,142)
The Eveson Charitable Trust	-	(1,333)	(1,333)
	<u>238,125</u>	<u>(81,647)</u>	<u>156,478</u>
TOTAL FUNDS	<u>278,595</u>	<u>(83,447)</u>	<u>195,148</u>

PURPOSE OF FUNDS

Unrestricted Funds

General Fund

The unrestricted fund can be used for any charitable purpose within the charity's objects and approved by the Trustees. It is the policy of the charity to build a reserve of three months' operating costs in this fund.

Winding Up Fund

This fund is designated in order to provide sufficient funds to cover the cost of redundancy and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

Restricted Funds

The Eveson Charitable Trust

A grant of £6,000 was received in 2020, this covered Bereavement Practitioner costs and associated expenses. The remaining balance was fully spent in the year.

National Lottery Community Fund

A balance of £234,577 was brought forward, grants of £99,616 were received during the year and accrued income of £51,495 has been included to include all of the income for this project. The grants are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc.

The charity has notified the National Lottery of the underspend in the year and have confirmation that the remaining funds can be carried forward to future years funding.

Clothworkers' Foundation

A grant of £9,900 was received in 2020, this was to cover the costs towards the purchase of laptops, ipads and mobile phones. This has been fully spent.

National Lottery - equipment

A grant of £10,000 was received in 2020 towards the cost of updating the information technology and the purchase of computer software.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

16. MOVEMENT IN FUNDS - continued

Awards for All - Practitioner Hours

A grant of £10,000 was received in 2021 from Awards for All to fund additional Bereavement Practitioner sessional work during 2022. This covered 28 sessional hours per week for a period of 6 months during a period when the workload and waiting list had increased significantly due to the impact of Covid-19. This was fully spent in the year.

John Martin's Charity

A grant of £5,000 was pledged in the year towards supporting children in the Evesham area. This has been fully spent in the year.

TRANSFERS BETWEEN FUNDS

During the year the following amounts were transferred to the general unrestricted fund representing the net book value of fixed assets purchased using restricted funds:

Clothworkers Foundation Fund	£ 4,051
Big Lottery IT Equipment Fund	<u>2,985</u>
	<u>7,036</u>

During the year £44,067 was transferred from the unrestricted general fund to a newly-created designated winding-up fund. £44,067 is the amount identified as being payable for redundancy costs and lease termination costs in the event of the charity winding up, as well as the continuation of services provided to families already receiving support.

17. RELATED PARTY DISCLOSURES

During the year the following amounts were paid to key management personnel:

- Mrs S M Smith - consultancy fees totalling £9,370 (2021 (£14,645)).
- Mr J Smith - consultancy fees totalling £1,180 (2021 £1,525).

18. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £3,924 (2021 £1,440) for the independent examination and £1,685 (2021 £2,197) for bookkeeping and payroll services.

Footsteps Worcestershire Limited

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Community donations	7,538	8,033
Grants	<u>41,900</u>	<u>31,966</u>
	49,438	39,999
Investment income		
Bank interest	464	-
Charitable activities		
Grants	<u>360</u>	<u>238,596</u>
Total incoming resources	50,262	278,595
EXPENDITURE		
Charitable activities		
Wages	32,551	18,953
Pensions	670	819
Travel	2,433	1,060
Communications	783	1,260
Bereavement Consultancy	44,487	45,689
Staff training	12	692
Workshops	612	16
Supervision	1,595	1,040
Resources	<u>991</u>	<u>543</u>
	84,134	70,072
Support costs		
Management		
Rent	440	560
Insurance	776	796
Computer expenses	118	469
Postage and stationery	797	803
Subscriptions	469	334
Sundries	885	1,097
Bank charges	81	231
Independent examination fee	3,924	1,440
Bookkeeping and payroll services	1,685	2,197
Depreciation of computer equipment	<u>5,561</u>	<u>5,448</u>
	14,736	13,375
Total resources expended	<u>98,870</u>	<u>83,447</u>
Net (expenditure)/income	<u>(48,608)</u>	<u>195,148</u>

This page does not form part of the statutory financial statements

FOOTSTEPS WORCESTERSHIRE

England & Wales - Charity number 1145927

Accounts

REGISTERED COMPANY NUMBER: 07912948 (England and Wales)
REGISTERED CHARITY NUMBER: 1145927

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2021
for
Footsteps Worcestershire Limited**

**The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU**

Footsteps Worcestershire Limited

**Contents of the Financial Statements
for the Year Ended 31st December 2021**

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Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2021**

TRUSTEES	Mrs P W Southall Mrs V L Searle Dr J M Husband Ms B A Wright
COMPANY SECRETARY	Mrs S M Smith
KEY MANAGEMENT	Mr J Smith Mrs S Smith Mrs H Dalton
REGISTERED OFFICE	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
REGISTERED COMPANY NUMBER	07912948 (England and Wales)
REGISTERED CHARITY NUMBER	1145927
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
SOLICITORS	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

A message from the Trustees and Susan & John Smith (founders of Footsteps)

A recent report (Farewill Report, Death and Us, 2021) on the attitudes of death, concluded that the pandemic has impacted on the way we talk and feel about dying, with more than half of participants stating that they now talked more openly about death. However, a quarter of those taking part still felt death wasn't an appropriate topic to discuss, with a fifth of respondents stating that they weren't sure of the best approach when talking to children about death.

Every child is unique and will deal with the death of someone important in their own way. There is no magic formula. Children and young people grieve just as much as adults but show it in different ways. They rely on adults to provide them with the support they need in their grief. Many get the support they need from those already around them who they know and trust. However, there are many children who don't and need additional - and professional - support. Footsteps provides a preventative service, and helps during children's formative years and in their time of real need, providing the platform to openly discuss and address fears and feelings.

We launched Footsteps back in October 2011 to meet a real gap in service provision in South Worcestershire where there was and continues to be no comparable service for our bereaved children and young people. We are so proud of our Footsteps' journey and our Footsteps' family, our small and dedicated team of staff, Trustees and volunteers, and our wonderfully supportive community. Together we have achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to almost 1,300 bereaved children, young people and their families and impacting on the lives of more than 7,500.

October 2021 marked the beginning of Footsteps' 10th year of service to our community. The ongoing support of Charitable Trusts, local businesses, our community and more recently the National Lottery enables us to continue to deliver to those who need us most. We never take this support for granted; it is our driving force.

It is very important to us that we remain a small and personal charity. We strive to do what we do well, always retaining our ability to be flexible. The last two years have not been without challenges for us all; our bereaved children have had so much to cope with, with the added challenges of social isolation and for many, significant anxieties arising from Covid-19 variants and the pandemic in which we suddenly found ourselves. As a team we have learnt so much. We have adapted and evolved to support our bereaved children and young people in their journey through grief, enabling them to develop their own unique coping mechanisms to be able to manage their grief and to impact positively on their current and future mental health in order to help them live their lives to their fullest.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our team we would like to convey our heartfelt thanks to everyone who has supported and continues to support our service.

OBJECTIVES AND ACTIVITIES

OUR SERVICE - WHAT WE DO



Footsteps provides a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire.

We provide our service completely free of charge.

We aim to support bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

We deliver our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.

Footsteps Worcestershire Limited

**Report of the Trustees
for the Year Ended 31st December 2021**

OBJECTIVES AND ACTIVITIES (continued)



We work with a number of local hospices within our geographic boundaries, with Social Care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.

We meet a real gap in service provision in South Worcestershire.

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.

2021 overview - some achievements in numbers

We supported 146 children and young people and their families

We spent time talking with 116 families to undertake professional family assessments, to better understand needs and to provide the best tailored support possible for their children.

We worked with 41 schools & colleges, 24 First, Middle and Primary; 12 High Schools; 3 SEN Schools and 2 Colleges

We now have a recognised presence in almost 90% of schools in South Worcestershire. We have working relationships / work together with over 100 schools / colleges.

We directly impacted on the lives of more than 900 people bereaved of a loved one

The average number of 1:1 face-to-face support sessions provided to each child was 7.

16% have between 10 - 20 sessions.

We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester and Droitwich (77% of our caseload) Malvern (9%) Evesham and Pershore (12%) and other locations (2%).

1,250 young people together with their families have been supported by dedicated Footsteps Practitioners since October 2011! And we have impacted on the lives of more than 7,500 in total over this time.

Our specialist Footsteps team - 1 Bereavement Service Manager and 3 Bereavement Service Practitioners worked directly with bereaved children, young people and their families either face to face (85% of cases) or through remote support (15% of cases).

**2022 IS
FOOTSTEPS'
10TH BIRTHDAY
YEAR!**



2021 has been Footsteps' BUSIEST YEAR EVER

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

OBJECTIVES AND ACTIVITIES (continued)

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- ❖ 30% of our children were trying to cope with the death of their Dad.
- ❖ 20% were trying to cope with the death of their Mum.
- ❖ 10% were trying to cope with the death of a sibling.
- ❖ Over a quarter were / are trying to cope with multiple deaths within their family and friendship groups.
- ❖ 35% of the children we supported were *5 -10 years*.
- ❖ 56% of the children we supported were *11-16 years*
- ❖ 9% were aged *17 and over*.
- ❖ 47% of children / young people we supported were males.
- ❖ 53% were females.
- ❖ **7%** of children were trying to cope with death following a **suicide**.
- ❖ **15%** with death from Covid-19 variants.
- ❖ **13%** were trying to cope with a bereavement following a drug / alcohol related death.
- ❖

❖ **OUR REFERRALS** – The majority of our referrals were from schools (61% - Head teachers, teachers, school counsellors, safeguarding leads). 22% were from parents and other family members. 15% of referrals were from social services or other agencies and 2% were self-referrals. We received more referrals in 2021 from Worcestershire Children First and more self referrals.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us at extremely sensitive and emotionally charged and needy times, 2021 added further to vulnerabilities with enforced social anxiety and significant anxieties arising from the Covid-19 virus. Our every engagement, whether face-to-face or remote is bespoke, tailored to specific family situations and special and individual needs.

We provide: -

1. **TAILORED SUPPORT** carefully planned and evaluated **1: 1 face to face sessions** and remote / virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no set number.
2. **GROUP SESSIONS** carefully facilitated when safe to do so.
3. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial and in-depth family assessments and on-going telephone support.
4. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, on weekends and in school holidays (when safe to do so).
5. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
6. **AWARENESS RAISING SESSIONS** for young people in schools.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

OBJECTS

The Charity's objects (the 'Objects') are to relieve the mental, spiritual and physical distress of children affected by bereavement or loss, particularly through group work, support, counselling and education, including (but not by way of limitation):

- increasing a child's knowledge and understanding of death,
- increasing awareness and understanding of the grieving process,
- promoting open communication within the child's family,
- responding to the individual needs of each child and its family, enabling them to continue their lives in a meaningful way, and
- establish any other services as might be required by an agency dealing with child bereavement,

Our Volunteers

We always welcome volunteers of all ages and backgrounds.



Our volunteers include young people we have supported, as well as some parents / carers; they range from teens to late 60-year-olds and they continue to bring to our organisation a variety of life skills.

We benefitted from the support of many professionals and many members of our community in 2021.

We welcomed a new and experienced volunteer into our Practitioner team towards the end of 2021. The Footsteps team feel she will be a great asset to Footsteps.

Our volunteers are truly remarkable. They give their skills and time to make a difference to the lives of bereaved children, young people and their families. We could not offer our full service without their amazing support and we feel privileged to have them working alongside us.

Our Trustees

Footsteps is under the guardianship and leadership of 4 Trustees.

Our most recent Trustees include a Legal Secretary from a long-established law firm (a Company which has been very supportive of Footsteps over a long period of time). She has a drama background, is very knowledgeable on GDPR and has access to employment law information. In addition, the retired Head of the Institute of Health & Society at Worcester University is a member of our Trustee team, with a background in nursing and teaching and a former Trustee with St. Richard's Hospice. Our Board of Trustees also includes a retired teacher/Parish Counsellor and a School Health Nurse, both with very significant experience to offer and who are very active in their roles/support for Footsteps. Our Chair and our Trustee Group were very active in 2021, providing significant governance and steering throughout the Covid-19 pandemic and throughout our restructuring and reorganisations over the year. Footsteps' team have all benefitted from excellent Trustee support during very challenging times.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Our Trustees work selflessly to ensure all decisions put the needs of our children, young people and their families first.

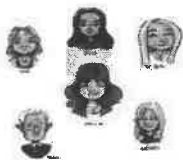
Recruitment and appointment of new trustees

The Directors of the Company are also Charity Trustees for the purposes of charity law. Due to the nature of the charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

- CC3: The Essential Trustee: what you need to know.
- CC10: The Hallmarks of an effective Charity.

Our Team

Our people define Footsteps and create the identity we are so very proud of. Our team is small, dedicated and passionate.



Our team comprises ♦ a Bereavement Service Manager ♦ 3 additional Bereavement Service Practitioners ♦ an Operations Manager ♦ 2 Consultants.

One Consultant (former Service Manager) has significant legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust (1999-2009), was a co-founder of Guy's Gift (2009-2012) supporting bereaved young people in Warwickshire and has been Secretary to a large national Charitable Trust for the last 23 years. She was also on the decision-making panel of the

Local Network Fund for Children & Young People in Worcestershire throughout its lifetime. Our other Consultant (former Bereavement Service Manager) has 35 years' experience in senior management roles in education, 20 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009, which is still operating in Warwickshire. He has been instrumental in building the Practitioner team for Footsteps - a small team of highly skilled and experienced Bereavement Practitioners who are both dynamic and passionate about the service they deliver.

Our Bereavement Service Manager has an MA in Dramatherapy. She has 13 years' experience working with children, which includes working in mainstream education supporting young people with learning difficulties as a trainee therapist and working in a residential home for young people with severe learning difficulties, also as a trainee therapist. She has had a paper published "Children and young adults of alcoholics and attachment theory." Our Bereavement Service Practitioners have 46+ years of wide-ranging experience working with children and young people. They have a range of professional qualifications including: BSc(Hons) Psychology; post graduate diploma in counselling children and young people; advanced certificate and diploma in counselling / counselling skills; membership of the British Association for Counselling and Psychotherapy, abiding by their Ethical Framework for Good Practice. We welcomed a volunteer Bereavement Service Practitioner into the team towards the end of 2021; a former teacher with experience in further education and currently undertaking her level 4 CPCAB in therapeutic counselling. She will have a small workload and we hope that her involvement with Footsteps will be mutually beneficial, also providing her with the further experience and support she is seeking to develop her future work and ambitions helping our local communities. Our Practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week to review the week and our future plans.

Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of 2 children and joined our team to help make a difference to other bereaved families.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

#TEAMFootsteps

We consider ourselves very fortunate to have such a strong, cohesive team who have all worked together for several years, enjoy their work, have fun together, and support one another extremely well on a day to day basis through some very difficult emotional work.

Together, our Team, Volunteers and Trustees work tirelessly to help prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into adulthood.

ACHIEVEMENTS AND PERFORMANCE

IN 2021 The winter of 2021 saw further lengthy school closures and changing government restrictions and guidelines, as the Covid-19 pandemic continued to take its toll on our communities. The Footsteps team started the year with processes, policies and procedures in place to ensure that we were in the best possible position to provide our bereavement services at the times they were most needed and however we best could. We started the year in a strong position. This supported us in our aim to continue to adapt, evolve and retain our flexibility to meet the very real and changing needs of our bereaved children, young people, and their families in South Worcestershire, in very challenging times. New technology, funded by a National Lottery IT grant, facilitated our new virtual ways of working, as did our initiative-taking research, online learning and development in 2020.

2021 ended as Footsteps' busiest year. The demand for our services throughout the year was at its highest since the Charity's launch ten years ago. Our small team worked very hard to provide specialist and professional support to 146 bereaved children, young people and their families. Thanks to the security of funding from the National Lottery Community Fund; further funding secured from other Charitable Trusts, local business and our wonderful community, we were able to continue to provide our service to those in need and provide additional 1:1 bereavement support sessions. This enabled us to manage our waiting list to meet our demand and to provide our services at the times they were most needed and deemed to be at their most effective. Safeguarding, as always was a priority throughout the year, for our children, young people and our team. Our Trustees were also involved in both the guidance and steering of safe and effective face-to-face sessions and remote working.

SOME QUOTES FROM OUR SERVICE USERS

Safeguarding Lead: I would like to thank you for the support that Footsteps have given our High School students over a number of years. Your organisation meets and helps students struggling with very difficult and upsetting situations. The process for taking our referrals is very thoughtfully managed, the process is efficient and not time consuming which is very much appreciated by school staff. We have found that once the referral is in the system and a counsellor has been allocated to work with the child, the support is invaluable. Our students very much appreciate the 1-1 contact and care. The counsellors manage to quickly form trusting and supportive relationships that are guided by the student's needs and requests. This has been seen with some of our most unhappy students who, when they have worked with your counsellors over a period of time, have acquired the skills to be able to manage their emotions and cope with their loss in a way that is appropriate for them. I hope that our partnership, and your staff expertise, will continue to be able to look after these vulnerable young people in what is often the most challenging point in their young lives.

Inclusion leader & Assistant Principal: Footsteps has provided a fantastic service for several children within our school. Children who have lost close family members in tragic circumstances and those who have witnessed the grief of the build up to facing the loss. Children have been supported, understood and provided with the building blocks to be able to begin to move forwards in tragic and distressing circumstances. The support Footsteps have provided has allowed our children to begin to understand and rebuild their lives. This service has been invaluable to our school.

Some of our Parents / Carers have said:

"This service has been invaluable. My children have both had sessions with counsellors and I have seen very positive changes. They are both under xxx for mental health issues and have had support workers, but this service has been of more benefit to them than xxx. They can now talk about those they have lost (died) and are more aware of how they are feeling and that it's ok to have those feelings. I cannot begin to tell you how much the counsellors have helped them and I hope and pray that this service will continue to grow and offer more children this support. Thank you so much." Brilliant.

"Footsteps kept my family together, giving the children answers to questions that I could not. Showing the children, it was ok to grieve and to remember our loved ones in such a way they would never be forgotten. This is a priceless charity for our families."

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

SOME QUOTES FROM OUR SERVICE USERS (continued)

Some of our children have said:

"I feel so much more confident to tell / let people know what's the matter or if I have anything on my mind."

"Without the support of Footsteps, I don't think I would have coped with losing my mum as well as I have and wouldn't be where I am today. The support from Footsteps has helped me get through a time I couldn't imagine getting through and continues to help me through things when they get hard." "I know it is ok to be happy and okay to be sad."

"Footsteps has helped me learn that it's okay to be sad but it's best to think about the good times...I haven't hurt myself since seeing Footsteps"

In 2020 we adapted our service to meet changing needs so that when it was not safe to deliver face-to-face support and services indoors within our safe educational environments, we provided:

2021 FOLLOWED 2020 AS A DIFFICULT YEAR FOR SO MANY, NONE MORE SO THAN MANY OF OUR BEREAVED CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES. THEIR CHALLENGES, DEALING WITH AND JOURNEYING THROUGH THEIR GRIEF, HAVE BEEN COMPOUNDED BY SOCIAL ISOLATION - FROM THEIR FRIENDS, FAMILIES AND TEACHERS AND WITH THE ADDED ANXIETIES THAT COVID-19 HAS CREATED IN MANY.

NEVER HAS OUR FREE SERVICE AND THE DEMAND FOR OUR PROFESSIONAL SUPPORT BEEN MORE ESSENTIAL THAN IN THIS CURRENT PANDEMIC.

LEARNING AND ADAPTING OUR SERVICE - Case Study Examples

As a charity our team has spent a significant amount of time learning and adapting our service throughout the pandemic. We have remained flexible and accessible wherever possible to those in need and have provided safe professional support in the best way that we were able, to meet individual children's and families' needs. In 2021 we part automated our processes to capture feedback from our children and young people and this information continues to be used alongside paper feedback surveys to develop and adapt and ensure that we are meeting real and changing needs.

Real Examples and Case Studies

Supporting a young, bereaved person during the Pandemic: One of our Practitioners supported a young person whose close family member died in March 2020 from COVID-19. In January 2021, the pandemic was still restricting accessibility of face-to-face support, as schools were instructed to close. With the first anniversary of Nan's death approaching, the young person was open to the idea of remote support via video link. As the young person was preparing for exams, she felt that support was necessary to help minimise the impact her grief was having on her studies. Our Practitioner worked flexibly to offer a convenient time to meet remotely, outside the home-schooling hours. The young person's family were supportive of her need for a safe, private space within the home to conduct sessions. Support sessions took place weekly during the Spring, allowing for in-depth discussion around different aspects of the death, including the ongoing pandemic.

Our Practitioner offered reassurance and self-care techniques which the young person found very helpful. They explored the impact of the sudden nature of the death, how the young person felt about this, and the pandemic itself. The young person identified as being someone who struggles to 'let go' emotionally. She identified that she had concerns around how she would feel once sessions closed, as she had come to value the reflection time which sessions offered to her.

Our Practitioner paid particular attention to closing sessions appropriately and comfortably, so she felt reassured in-between sessions. Once support was ending, the young person noted that she felt better having spoken to someone about her feelings and about her exams and that she felt she now had in place the relaxation techniques to use.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

Supporting a young person bereaved by a sudden death: One of our Practitioners has been supporting a young person whose father died suddenly at the end of 2020. School closures at the time resulted in careful consideration of the suitability of remote support for this young person. Teaching staff and family members felt face-to-face support would be more appropriate. However, as his sister was already receiving remote support from another Practitioner, and engaging well, it was offered to the young person with the offer to change sessions to face-to-face support as soon as it was possible.

The young person developed a rapport with our Practitioner very quickly. Throughout the sessions he talked openly and participated in several drawing activities focused on emotions and memories. Individual emotions were explored visually, allowing a platform to identify his specific feelings, and discuss these in relation to his bereavement. The young person also made use of the support sessions to explore his relationships, and his role within his family. Our Practitioner used a variety of resources to engage the young person and tailor the sessions to his individual interests. He reported having found his support sessions 'fun' and transitioned well to face-to-face support.

Online Support: A Practitioner supported a young person during lockdown via Zoom, following the death of a great grandparent with whom they had an extremely close relationship. This worked well and the young person was confident and comfortable with this way of working. They were able to access sentimental items within the house to share via the camera with the Practitioner. This gave a very personal feel to sessions and brought an element not easily available when meeting in an educational setting. However, there were periodic interruptions by other household members. The Practitioner and the young person agreed that the Practitioner would contact the parent and ask for more privacy during sessions and this was achieved. Support was brought to a close in a controlled way, when the young person established the ability to discuss their bereavement with other family members and felt that they had developed their own coping strategies.

Covid Death: A young person was referred for support, following the death of her Mum from COVID-19. Mum was in hospital for a number of months before she died and sadly restrictions at the time meant the young person could only have contact with Mum via video call. Their relationship had always been a close one and during the sessions the Practitioner noticed that transference/attachment had shifted onto them as a parent. Together, the Practitioner and young person explored this with the young person acknowledging that talking to the Practitioner was like talking to her Mum. Over time the Practitioner made sure there was no dependent relationship developing and that the young person could separate Mum from the Practitioner. The young person is very aware of COVID-19, in a fearful manner she continues to adhere to all advised safety precaution even as restricting are lifting. Together with the Practitioner they are checking that they are following covid guidelines but not turning them into an obsession. Our support continues as coping strategies are being developed.

Our priority and efforts throughout the year in 2021 were on ensuring wherever we could, that our service reached those who most needed our support. We now have a recognised presence in almost 90% of schools in South Worcestershire and in 2021 we strived to increase further awareness of our work through communications. We have also grown our social media presence significantly this year and feedback on this is very positive.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)



Delivery of our service this year was helped by the National Lottery Community Fund recognising the continued importance and value of our work. This grant came at a time of great need when charities struggled – and continue to struggle – to secure funding.

Support and donations from our community, however small or large, acknowledge the value of our service, as do our very many testimonials from professionals, parents / carers and from children themselves.

DELIVERING OUR OUTCOMES IN 2021

- 1> WE EMPOWERED BEREAVED CHILDREN & YOUNG PEOPLE, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
- 2> WE REASSURED PARENTS and CARERS, improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
- 3> WE INCREASED PROFESSIONALS' knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.

DELIVERING OUR OBJECTIVES IN 2021

- Children and Young People developed their own unique coping mechanisms.
- Parents and carers felt better able to support their children.
- Family life benefitted.
- There was a positive impact on the Child's / young persons school and college life.
- 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
- School teachers and others professionals working with young people benefitted from our advice, knowledge and experience as to how to best support young people on a day to day basis.
- Our education of the wider community provided practical advice to enable members to help those they know that have been bereaved of a loved one.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

LONGER TERM BENEFITS ANTICIPATED

Coping with the loss of a loved one may be one of the hardest challenges that a child / young person faces.

Grief can be particularly intense and isolating and a young person can be overcome by shock & confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression. Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not have this. The situation and painful emotions will not improve by avoidance and it is very important for a grieving young person to talk to someone to express and share their emotions and thoughts. Discussing grief can stop negative and destructive emotions from building up at a time when young people are at their most vulnerable and can help prevent them from seeking solace in harmful lifestyle habits. Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health. 2020 was a difficult year for so many, not least those bereaved of a loved in, in unprecedented times of social isolation and added anxieties caused by the Covid-19 virus and pandemic. Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being. We are a preventative service and help during children's formative years and in their time of real need, providing the platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical/ mental health & emotional wellbeing.

There are many factors that play a role in how we react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, existing coping mechanisms. Measuring and evaluating grief support can be challenging, as everyone's experiences are unique. Rather than using an evaluation tool with a one size fits all approach; we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and offer them support with these needs in mind.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

NETWORKING AND EVALUATION

- **We work in partnership** with both national and local organisations to ensure that we continually learn, our service meets very real needs, is flexible and unique. We receive and pass referrals, exchanging ideas, sharing best practice, training and ensuring that there is no duplication in service provision.
- **We liaise and work collaboratively with other professionals and agencies.** Schools and education professionals are increasingly seeking our support for young people, both individually and in school group work and assemblies. These are often very participative, with young people sharing and discussing their concerns and emotions regarding recent national events that have resulted in the death of young people, as well as friends. We attend review meetings, providing specialist advice, input and training as required.
- **We prioritise the safeguarding and wellbeing of children and young people** by communicating and working with a range of other professionals including schools, counsellors and health service professionals to collaboratively support children and young people to achieve positive outcomes.
- **We have excellent links with stakeholders & other organisations** within our local communities. We play an active role in a network of bereavement experts & services both nationally (Child Bereavement Network) & regionally, to ensure that our approach & service is the best way to meet the needs / issues that we have identified with our beneficiaries & their families.

Footsteps continued to develop and evolve through networking as the COVID-19 pandemic continued into 2021 and within changing government restrictions. A Practitioner participated in Bereavement Sector monthly webinars, a network for Bereavement Alliance and Childhood Bereavement Network members (set up in response to the challenges COVID-19 posed to UK Bereavement services). Learning and findings from presentations and training opportunities continue to be shared across the team at our weekly team meetings, as are campaign ideas and awareness weeks e.g., Loneliness Week, Mental Health Awareness Week, Children's Grief Awareness Week, Baby Loss Awareness Week, National Grief Awareness Week. Our learnings are incorporated into our services and into our social media communications and engagement, including our closed Parents' Facebook Group. A team member participates in webinar discussion rooms when opportunities arise. Resource libraries are taken advantage of. It has also been rewarding to see our service promoted and signposted during presentations by other bereavement services / other organisations.

The team have continued to further develop their skill sets and professional development, some most recently undertaking and taking advantage of new Suicide and Bereavement Training Opportunities. Links and a good working relationship have been developed with a new Suicide Liaison role within Worcestershire. The role has responsibility for providing a practical service and support in the early days of a suicide. Following discussions, the new postholder will refer parents/carers with bereaved children/young people in South Worcestershire to Footsteps whenever appropriate. Equally, when taking referrals from others or undertaking Family Assessments, we will be considering the relevance of this service and signposting if appropriate.

NETWORKING AND TRAINING

We provided training to teaching staff in schools. We delivered training to 30 professionals: Assistant Heads; Associate Heads; class teachers; teaching assistants; pastoral leads and learning support professionals. The aim was to provide school professionals with the knowledge and confidence to help their bereaved children, to increase an awareness of our specialist support and to signpost other services. We had excellent feedback; our evaluation highlighted 100% of attendees would recommend our training. This is something we aim to do more of in 2022, subject to capacity, resourcing and funding. Some feedback we received ...*"Training was brilliant....I have learnt a lot today, thank you! I have 3 children in my class who have all lost a parent, very useful to have a forum to discuss death openly and candidly and very helpful to know about the counselling service available to children.....Lots of ideas given to help, questions on playing cards, Jenga blocks, memory boxes, questions in jars, pictures...Good to have a better understanding of good language to use and not to use.....Amazing to know free support is available....this [training] will support me to share strategies with the rest of school staff... Thank you so much...A valuable service...Thank you for everything you've done and continue to do...."*

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

EVENTS

Following the COVID-19 outbreak and with the easing of government restrictions later in 2021, Footsteps was able to organise its first larger scale, face-to-face family event of the year. Our Christmas Lantern Walk in the wonderful, private park and woodlands of Spetchley Gardens brought many of our bereaved children, young people and their families together to remember their loved ones. Funding for the event was secured from a long-established law firm and the grounds and facilities within the Spetchley Estate were generously provided, free of charge, by the Berkeley family. The event was carefully managed to ensure a safe environment for all and was a great success. Families spent precious time together, decorating wooden tree cookies (made by the husband of one of our Practitioners). These were hung on an illuminated memory tree along our lantern route. Refreshments were provided afterwards and opportunities for families and the team to share time together, helping to prevent feelings of isolation. Some of the wonderful feedback we received:

- ❖ *The lanterns made the whole experience incredibly magical;*
- ❖ *Thank you for all your wonderful work, not just tonight, but always...*
- ❖ *Thank you for a lovely reflective time. So nice to be with other people in the same position...*
- ❖ *Lovely lantern walk to remember our loved one at Christmas;*
- ❖ *Lovely for my children remembering their Dad;*
- ❖ *Thank you so much for a very thoughtful and special night;*
- ❖ *A time to remember;*
- ❖ *Footsteps you have been so valuable to my daughter;*
- ❖ *Thank you so much Footsteps, for everything you do.*

SOCIAL MEDIA

We developed our social media presence significantly in 2021. This not only added to an increased awareness of our services but has also provided greater support remotely for the wider bereaved community. We are continuing to develop our Facebook Parent/Carer Support Group, set up in 2020. This was implemented at a time of most need and provides a medium for peer support between parents and carers, helping to reduce feelings of isolation in a time of real need. It is managed and monitored by one of our Practitioners.

MANAGING OUR DEMAND AND MEETING REAL NEEDS

2021 was Footsteps' busiest year. Footsteps' unique service has always been an outreach service, thereby ensuring that we are accessible to all, including those most vulnerable. Some of our families are without access to transport / family support. This means that there can be significant travel time between schools due to the geography of South Worcestershire. We always consciously manage our Practitioner caseloads and our school allocations to ensure that we are as efficient as possible, managing our costs and maximising our capacity. Most of our children, young people and their families are now requesting face-to-face support, following significant periods of isolation in their young lives and this is also recommended on most occasions following our initial Practitioner assessments. Remote support continues to be offered as and when it is felt to be a suitable and effective option for a young person. In 2021, 15% of our young people were supported remotely - our Practitioners have been able to be more flexible when offering appointments for remote 1:1 sessions and this has been welcomed.

- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.
Our team meets regularly on a weekly basis and this continued remotely during lockdowns. We pride ourselves on our ability to be flexible and adapt quickly. When we feel it is appropriate, we act on feedback/information quickly and put change in place, where relevant, always endeavouring to let the person that has led to this, know that we have acted on their valuable input.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

- We maintain Excel spreadsheets to capture information that we require to **DELIVER** our service efficiently and effectively, and as additional information to **REVIEW** who, where when and how we deliver our service. We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school / college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported etc. We continue to analyse this information, together with the geographical area we are supporting in more detail, to support us in ensuring that we provide our service in all areas of South Worcestershire, when it is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

Public Benefit

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals.

POLICIES

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children with the appropriate protection and help employees, trustees and volunteers make informed and confident responses to Child Protection issues.

Footsteps has rigorous policies and procedures in place to ensure Safeguarding and Child Protection, staff protection, Data Protection and Confidentiality, and protection of our employees and our clients, whilst working face- to- face and remotely. All records are protected and appropriately in line with these policies and procedures (both electronic and paper records). Our Policies are renewed and updated annually.

FINANCIAL REVIEW

The majority of our income in 2021 came from the National Lottery Community Fund, with the remainder coming from Charitable Trusts, corporates and our community. 2021 was a difficult year to secure funding from Charitable Trusts, corporates and our community, due to the ongoing Covid-19 pandemic. Funding sources were less, when demand for funding from many worthy causes continued to increase and when many were and are experiencing financial hardship. Despite this and largely due to our proven track-record, we secured some annual commitments from loyal Charitable Trusts; and some one-off donations, although there were smaller numbers making these donations. We had some good support from our community, albeit for smaller amounts of money, and also from some corporates.

Our reputation goes from strength to strength together with the recognition of the value of our service. We are very proud of our success in developing our service and supporting bereaved children, young people and their families in South Worcestershire for the last ten years. Funding always remains challenging to enable the continuation of our support programme. No bereaved child, young person, together with their family, should be left isolated and vulnerable. Our aim is to work hard to continue to develop and deliver our service over the longer term to those in need, in order to ensure a better future for children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

The ongoing support of some of our current and some new Charitable Trusts is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort have been and are continuing to be invested to ensure that the charity can continue to thrive. Applications will continue to be made to Charitable Trusts nationwide and locally, relationships will be made and cultivated and we are hopeful that with a lot of hard work, we will achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been to do what we do well, provide a high-quality service and to look after our staff.

RESERVES POLICY

The Trustees have established the charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (Charities SORP (FRS 102) 2019). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free (i.e., unrestricted) reserves of a minimum of nine months expenditure. The charity will also maintain a reserve to close the charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year. The Trustees ensure that the reserves are monitored periodically and they keep the reserves' policy under regular review.

GENERAL FUND

The Trustees' intention is to build up reserves to ensure continuity of service and they consider it is prudent to work towards free reserves of a minimum of nine months' expenditure. The Charity will also maintain a reserve to close the Charity, should it be necessary, this will cover staff notice and redundancy costs.

The Charity is currently holding 16 months of total expenditure including restricted fund expenditure. The Charity was unable to fully utilise funding this year due to Covid-19 and 1 member of staff going on maternity leave. The trustees aim to make a planned deficit next year as a result.

The general fund balance at 31 December 2021 was £108,544 (2020 £69,997).

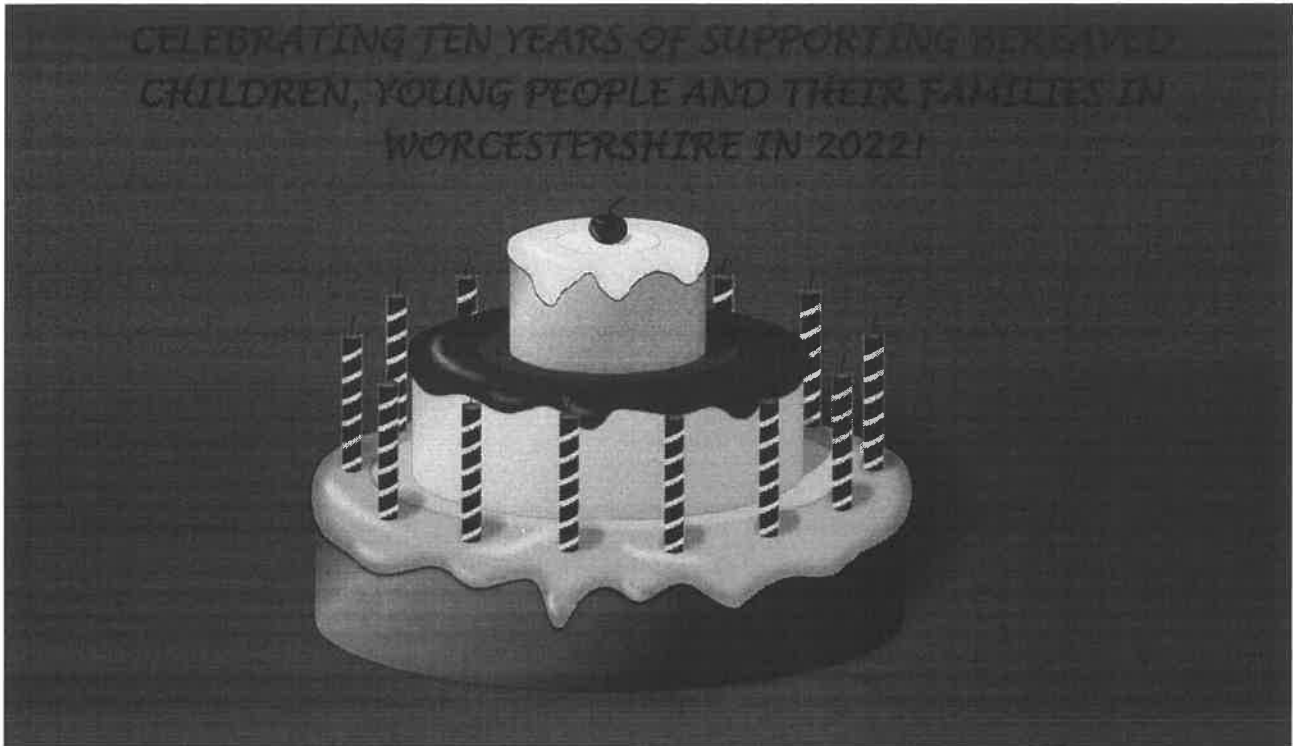
RESTRICTED FUNDS

The Charity currently benefits from the following restricted funds:-

- **National Lottery Community Fund - £234,577 (2020 £80,786)**
This grant covers the salaries of our Bereavement Service Manager, Operations Manager, and 2 part time Bereavement Service Practitioners, travel, organisational overheads, workshop materials and evaluation.
- **The Eveson Charitable Trust - £2,086 (2020 £3,419)**
This was a grant of £6,000 that was received in 2020 towards salary costs and associated expenses. To date £3,914 has been spent and the balance of £2,086 will be spent in 2022.
- **Clothworkers' Foundation - £4,051 (2020 £7,070)**
This was a grant of £9,900 towards the cost of laptops, ipads and mobile phones. The balance at 31 December 2021 is £4,051, which represents the net book value of the assets purchased.
- **National Lottery Equipment - £4,511 (2020 £7,349)**
A grant was received towards the cost of updating technology. The balance at 31 December 2021 is £4,511 which represents the net book value of the assets purchased in 2020 and 2021 £2,577 plus a balance of £1,934 which will be spent in 2022.
- **Awards for All - £10,000 (2020 (£Nil))**
This was a grant of £10,000 received in 2021 to fund additional Bereavement Practitioner sessional work during 2022. The balance at 31 December 2021 is £10,000.
- **Medical Accident Group**
A grant of £174 was received from the Medical Accident Group to fund a running kit for the London Marathon the full amount has been spent in the year.

Footsteps Worcestershire Limited
Report of the Trustees
for the Year Ended 31st December 2021

ACHIEVEMENTS AND PERFORMANCE (continued)



YOUR HELP AND THANK YOU

Please help us to continue our work in 2022/23.

On behalf of our children, young people and their families, we would like to thank everyone who has supported our service.

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 21/8/2022 and signed on its behalf by:


.....
P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of
Footsteps Worcestershire Limited**

Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Rob Richards FCA CTA FCCA
Chartered Certified Accountants
The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

Date: 2/3/2022

Footsteps Worcestershire Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	32,599	-	32,599	16,978
Charitable activities					
Counselling and related services	5	7,871	238,125	245,996	141,938
Investment income	4	-	-	-	1
Total		40,470	238,125	278,595	158,917
EXPENDITURE ON					
Charitable activities					
Counselling and related services	6	1,800	81,647	83,447	92,967
NET INCOME		38,670	156,478	195,148	65,950
Transfers between funds	16	(123)	123	-	-
Net movement in funds		38,547	156,601	195,148	65,950
RECONCILIATION OF FUNDS					
Total funds brought forward		69,997	98,624	168,621	102,671
TOTAL FUNDS CARRIED FORWARD		108,544	255,225	363,769	168,621

The notes form part of these financial statements

Footsteps Worcestershire Limited

Balance Sheet
31st December 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	13	99	6,628	6,727	8,735
CURRENT ASSETS					
Debtors	14	961	130,083	131,044	1,016
Cash at bank		<u>111,218</u>	<u>118,514</u>	<u>229,732</u>	<u>161,530</u>
		112,179	248,597	360,776	162,546
CREDITORS					
Amounts falling due within one year	15	(3,734)	-	(3,734)	(2,660)
NET CURRENT ASSETS		<u>108,445</u>	<u>248,597</u>	<u>357,042</u>	<u>159,886</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>108,544</u>	<u>255,225</u>	<u>363,769</u>	<u>168,621</u>
NET ASSETS		<u>108,544</u>	<u>255,225</u>	<u>363,769</u>	<u>168,621</u>
FUNDS	16				
Unrestricted funds				108,544	69,997
Restricted funds				<u>255,225</u>	<u>98,624</u>
TOTAL FUNDS				<u>363,769</u>	<u>168,621</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21/12/2022 and were signed on its behalf by:


P W Southall - Trustee

Footsteps Worcestershire Limited

**Notes to the Financial Statements
for the Year Ended 31st December 2021**

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

INCOME

All income is recognised in the Statement of Financial Activities once the Charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income from grants is only deferred when the charity has to fulfil conditions not yet met before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Donations from individuals within the community are recognised immediately upon receipt.

Interest income is recognised for all interest-bearing instruments on an accrual basis.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

FINANCIAL INSTRUMENTS

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

1. ACCOUNTING POLICIES - continued

FINANCIAL INSTRUMENTS

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

Basic Financial Liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical areas of judgement

The allocation of staff costs between individual unrestricted and restricted funds is based on the estimated split of staff time for each individual employee of the charity. The allocation of general support costs is between individual unrestricted and restricted funds is directly linked to the assumptions made in allocating staff costs between individual unrestricted and restricted funds.

Significant areas of estimation uncertainty

The charity has recognised grant income due from the National Lottery that is to be received in future year £126,709 (2020 £nil). However the National Lottery may in future years subsequently amend the total value of this grant award (if there is either significant underspend or overspend on the related restricted fund activities) and the final amount received relating to this restricted fund grant may vary from the figure included within the financial statements.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Charitable trusts and foundations	24,566	10,551
Community donations	<u>8,033</u>	<u>6,427</u>
	<u>32,599</u>	<u>16,978</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest	<u>-</u>	<u>1</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

5. INCOME FROM CHARITABLE ACTIVITIES

Grants received are as follows:

	2021	2020
	£	£
National Lottery Community Fund	227,951	98,534
Coronavirus Job Retention Scheme	471	17,504
National Lottery Awards For All	-	10,000
The Clothworkers' Foundation	10,000	-
The Eveson Charitable Trust	-	9,900
John Martin's Charity	-	6,000
The Edward and Dorothy Cadbury Trust	5,000	-
Medical Accident Group	2,400	-
	<u>174</u>	<u>-</u>
	<u>245,996</u>	<u>141,938</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Counselling and related services	<u>70,072</u>	<u>13,375</u>	<u>83,447</u>

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Staff costs	19,772	45,804
Travel	1,060	1,338
Communications	1,260	1,212
Consultancy fees	45,689	28,567
Staff training	692	334
Workshops	16	270
Supervision	1,040	1,325
Resources	<u>543</u>	<u>18</u>
	<u>70,072</u>	<u>78,868</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

8. **SUPPORT COSTS**

Support costs, included in the above, are as follows:

	2021	2020
	£	£
Rent	560	1,330
Insurance	796	567
Computer expenses	469	1,256
Postage and stationery	803	1,258
Subscriptions	334	368
Sundries	1,097	882
Bank charges	231	240
Independent examination fee	1,440	1,350
Bookkeeping and payroll services	2,197	2,504
Depreciation	<u>5,448</u>	<u>4,344</u>
	<u>13,375</u>	<u>14,099</u>

9. **NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	5,447	4,346
Rent payable under operating leases	<u>560</u>	<u>1,330</u>

10. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2021 nor for the year ended 31st December 2020.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020.

11. **STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2021	2020
Average number of employees	<u>2</u>	<u>2</u>

Staff costs for the year are as follows:-

	2021	2020
	£	£
Wages	18,953	43,780
Social security costs	-	1,084
Pension costs	<u>819</u>	<u>940</u>
Total	<u>19,772</u>	<u>£45,804</u>

No employees received emoluments in excess of £60,000.

1 employee was on maternity leave during the year and their wages were covered by statutory maternity payments from HMRC.

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

11. STAFF COSTS - continued

During the year the following amounts have been paid in key management remuneration:

- Mrs Helen Dolton - Operations Manager £19,411 (2020 £21,629) including employer N.I. and employer pension costs.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	16,978	-	16,978
Charitable activities			
Counselling and related services	17,504	124,434	141,938
Investment income	<u>1</u>	<u>-</u>	<u>1</u>
Total	34,483	124,434	158,917
EXPENDITURE ON			
Charitable activities			
Counselling and related services	20,057	72,910	92,967
NET INCOME	14,426	51,524	65,950
RECONCILIATION OF FUNDS			
Total funds brought forward	55,571	47,100	102,671
TOTAL FUNDS CARRIED FORWARD	<u>69,997</u>	<u>98,624</u>	<u>168,621</u>

13. TANGIBLE FIXED ASSETS

COST		Computer equipment £
At 1st January 2021		13,167
Additions		<u>3,439</u>
At 31st December 2021		<u>16,606</u>
DEPRECIATION		
At 1st January 2021		4,432
Charge for year		<u>5,447</u>
At 31st December 2021		<u>9,879</u>
NET BOOK VALUE		
At 31st December 2021		<u>6,727</u>
At 31st December 2020		<u>8,735</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other debtors	3,374	463
Prepayments and accrued income	127,670	553
	<u>131,044</u>	<u>1,016</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	1,934	110
Accrued expenses	1,800	2,550
	<u>3,734</u>	<u>2,660</u>

16. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	Transfers between funds	At 31.12.21
	£	£	£	£
Unrestricted funds				
General fund	69,997	38,670	(123)	108,544
Restricted funds				
The Eveson Charitable Trust	3,419	(1,333)	-	2,086
National Lottery Community Fund	80,786	153,791	-	234,577
The Clothworkers' Foundation	7,070	(3,142)	123	4,051
National Lottery - equipment	7,349	(2,838)	-	4,511
Practitioner hours	-	10,000	-	10,000
	<u>98,624</u>	<u>156,478</u>	<u>123</u>	<u>255,225</u>
TOTAL FUNDS	<u>168,621</u>	<u>195,148</u>	<u>-</u>	<u>363,769</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	40,470	(1,800)	38,670
Restricted funds			
The Eveson Charitable Trust	-	(1,333)	(1,333)
National Lottery Community Fund	227,950	(74,159)	153,791
The Clothworkers' Foundation	1	(3,143)	(3,142)
National Lottery - equipment	-	(2,838)	(2,838)
Medical Accident Group	174	(174)	-
Practitioner hours	10,000	-	10,000
	<u>238,125</u>	<u>(81,647)</u>	<u>156,478</u>
TOTAL FUNDS	<u>278,595</u>	<u>(83,447)</u>	<u>195,148</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2021

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	55,571	14,426	69,997
Restricted funds			
The Eveson Charitable Trust	-	3,419	3,419
National Lottery Community Fund	47,100	33,686	80,786
The Clothworkers' Foundation	-	7,070	7,070
National Lottery - equipment	-	7,349	7,349
	<u>47,100</u>	<u>51,524</u>	<u>98,624</u>
TOTAL FUNDS	<u>102,671</u>	<u>65,950</u>	<u>168,621</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	34,483	(20,057)	14,426
Restricted funds			
The Eveson Charitable Trust	6,000	(2,581)	3,419
National Lottery Community Fund	98,534	(64,848)	33,686
The Clothworkers' Foundation	9,900	(2,830)	7,070
National Lottery - equipment	10,000	(2,651)	7,349
	<u>124,434</u>	<u>(72,910)</u>	<u>51,524</u>
TOTAL FUNDS	<u>158,917</u>	<u>(92,967)</u>	<u>65,950</u>

Restricted Funds

The Eveson Charitable Trust

A grant of £6,000 was received in 2020 this covered Bereavement Practitioner costs and associated expenses.

National Lottery Community Fund

A balance of £80,786 was brought forward, grants of £101,242 were received during the year and accrued income of £126,709 has been included to include all of the income for this project. The grants are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc.

The charity has notified the National Lottery of the underspend in the year and have confirmation that the remaining funds can be carried forward to future years funding.

Clothworkers' Foundation

A grant of £9,900 was received in 2020 this was to cover the costs towards the purchase of laptops, ipads and mobile phones.

National Lottery - equipment

A grant of £10,000 was received in 2020 towards the cost of updating the information technology and the purchase of computer software.

Awards for All

A grant of £10,000 was received in 2021 from Awards for All to fund additional Bereavement Practitioner sessional work during 2022. This will cover 28 sessional hours per week for a period of 6 months during a period when our workload and waiting list has increased significantly due to the impact of Covid-19.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

16. MOVEMENT IN FUNDS - continued

Medical Accident Group

A grant of £174 was received from the Medical Accident Group in 2021 to fund a running kit for the London Marathon, the full amount has been spent in the year.

Transfers between funds

A transfer of £123 has been made from the General Fund to the Clothworkers' Foundation this to cover the additional costs of the computer equipment that was purchased in 2022.

17. RELATED PARTY DISCLOSURES

During the year the following amounts were paid to key management personnel:

- Mrs S M Smith - consultancy fees totalling £14,645 (2020 (£14,780)).
- Mr J Smith - consultancy fees totalling £1,525 (2020 £2,490).

18. INDEPENDENT EXAMINER FEES

During the year the independent examiner has charged £1,440 (2020 £1,350) for the independent examination and £2,197 (2020 £2,504) for bookkeeping and payroll services.

FOOTSTEPS WORCESTERSHIRE

England & Wales - Charity number 1145927

Accounts

REGISTERED COMPANY NUMBER: 07912948 (England and Wales)
REGISTERED CHARITY NUMBER: 1145927

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2020
for
Footsteps Worcestershire Limited**

The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU



Footsteps Worcestershire Limited

**Contents of the Financial Statements
for the Year Ended 31st December 2020**

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Detailed Statement of Financial Activities	27

Footsteps Worcestershire Limited

**Reference and Administrative Details
for the Year Ended 31st December 2020**

TRUSTEES	Mrs P W Southall Mrs V L Searle Dr J M Husband (appointed 1.2.20) Ms B A Wright (appointed 1.2.20)
REGISTERED OFFICE	Harrison Clark Rickerbys 5 Deansway Worcester Worcestershire WR1 2JG
REGISTERED COMPANY NUMBER	07912948 (England and Wales)
REGISTERED CHARITY NUMBER	1145927
INDEPENDENT EXAMINER	The Richards Sandy Partnership Thorneloe House 25 Barbourne Road Worcester Worcestershire WR1 1RU
SOLICITORS	Harrison Clark Rickerbys 5 Deansway Worcester WR1 2JG
BANKERS	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

Footsteps Worcestershire Limited

Report of the Trustees for the Year Ended 31st December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

A message from the Trustees and Susan & John Smith (founders of Footsteps)

Every child is unique and will cope with the death of someone important in their own way. There is no magic formula. Children and young people grieve just as much as adults, but show it in different ways. They rely on adults to provide them with the support they need in their grief. Many get all the support they need from those already around them who they know and trust; however, there are many children who don't and who need additional and professional support.

We launched Footsteps back in October 2011 to meet a need for service provision in South Worcestershire where there was - and continues to be - no other comparable service for our bereaved children and young people. We are so proud of our Footsteps journey and our Footsteps family: our small and dedicated team of staff, trustees and volunteers and our wonderfully supportive community. Together we have all achieved so much, not least in developing and delivering bespoke and tailored bereavement support packages to 1,200 bereaved children, young people and their families and impacting directly on the lives of more than 7,000.

October 2021 marks the beginning of Footsteps' 10th year of service to our community. The ongoing support of Charitable Trusts, local businesses, our community and more recently the National Lottery Community Fund enables us to continue to deliver to those who need us most. We never take this support for granted; it is our driving force.

We are very pleased to be launching our brand-new website very soon, a tool which we hope will help so many more and in many additional ways.

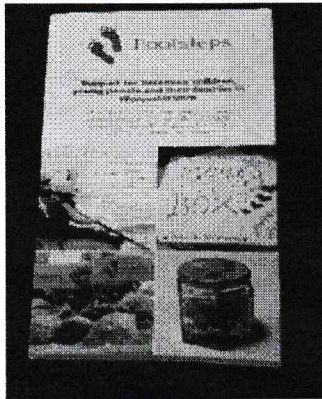
It is very important to us that we remain a small and personal charity. We strive to do what we do well, always retaining our ability to be flexible. 2020 has brought many new challenges for us all; our bereaved children have had so much to cope with, on top of the added challenges of social isolation. For many, significant anxieties have arisen from Covid-19 and the pandemic in which we suddenly found ourselves. As a team we have learnt so much. We have adapted and evolved to support our bereaved children and young people in new ways to develop their own unique coping mechanisms to manage their grief, to positively impact on their current and future mental health in order to help them live their lives to their fullest.

We feel very privileged to be heading up such a great team of reliable, enthusiastic and professional staff, volunteers and all those who support us in so many ways.

On behalf of our FOOTSTEPS family, our bereaved children, young people, their families and our staff and supporters, we would like to say an immense THANK YOU to you all.

OBJECTIVES AND ACTIVITIES

Our Service – What We Do:

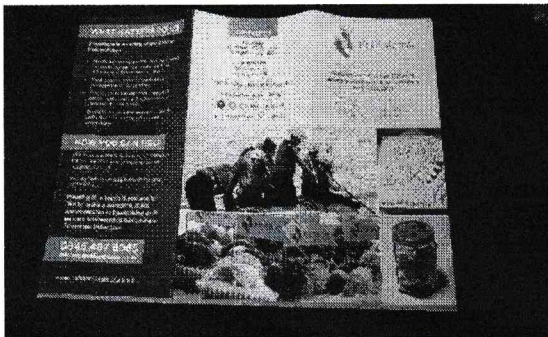


Footsteps provides a specialist programme of support to bereaved children, young people (5 -21 years) and their families in South Worcestershire.

We provide our service completely free of charge.

We support bereaved children and young people in their journey through grief, to help them to develop their own unique coping mechanisms to manage their grief. We aim to positively impact on their current and future mental health, to help them live their lives to their fullest potential.

We deliver our service on an outreach basis. This is essential to ensure that our service is accessible to all in need.



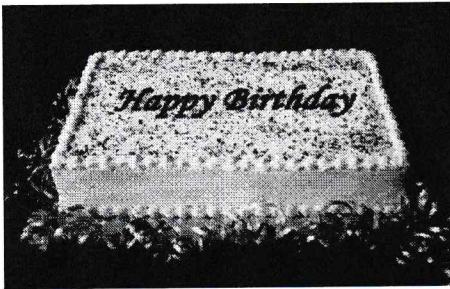
We work with a number of local hospices within our geographic boundaries, with social care, medical, and educational professional agencies, with Childhood Bereavement Network, Child and Adolescent Mental Health Services, and other support services.

We meet a real gap in service provision in South Worcestershire.

Our service is wholly dependent upon the wonderful generosity of our local community, local businesses, Charitable Trusts and the National Lottery Community Fund.

2020 OVERVIEW – SOME ACHIEVEMENTS IN NUMBERS

During the year:

We supported 91 children and young people and their families.	
<p>We liaised (either face to face or virtually) with 56 families to undertake professional assessments.</p> <p>This enabled us to better understand their individual needs and provide the best tailored support possible to each of them.</p>	<p>We worked with:</p> <p>37 schools and colleges – 21 First/Middle/Primary Schools, 15 High Schools and 1 College/University.</p> <p>We now have a recognised presence in approximately 85% of schools in South Worcestershire.</p> <p>We have strong working relationships with over 100 Schools and Colleges.</p>
<p><u>We directly impacted on the lives of more than 500 individuals bereaved of a loved one.</u></p>	
<p>The average number of 1:1 face to face support sessions provided to each child was 8.</p> <p>10% of young people have between 10 and 20 sessions.</p>	<p>Our specialist Footsteps team – 1 full-time Bereavement Service Manager and 3 part-time Bereavement Service Practitioners – worked directly with bereaved children, young people and their families either face to face or through remote support.</p>
<p>We supported families on an outreach basis when it was safe to do so. We supported children and young people from many locations: Worcester and Droitwich (67% of our caseload), Malvern (18%), Evesham and Pershore (13%) and other locations (2%)</p>	
<p>1,200 young people, together with their families, have been supported by dedicated Footsteps Practitioners since October 2011.</p> <p>We have impacted on the lives of more than 7,000 young people in total during this time.</p>	<p>IT IS FOOTSTEPS' 10TH BIRTHDAY IN OCTOBER 2021!</p> 

ABOUT OUR CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

- 42% of our children were trying to cope with the death of their Dad;
- 30% were trying to cope with the death of their Mum;
- 20% were trying to cope with the death of a sibling
- 3% were trying to cope with the death of a friend;
- 52% were trying to cope with multiple deaths within their family and friendship groups;
- 31% of the children we supported were 5-10 years of age;
- 63% of the young people we supported were 11-16 years of age;
- 2% were aged 17 and over;
- 48% of children/young people we supported were males, and 52% females;
- 12% of children/young people were trying to cope with a death following a suicide;
- 35% of children/young people were trying to cope with a death from cancer;
- 6% of children/young people were trying to cope with a death from Covid 19.

OUR REFERRALS – The majority of our referrals were from Schools (63 – Head Teachers, teachers, School Counsellors, Safeguarding leads). 25% were from parents, 4% from other family members. 8% of referrals were from Social Services or other agencies.

OUR PROGRAMME OF SUPPORT

Our young people and their families are vulnerable - referred to us at extremely sensitive and emotionally charged and needy times. 2020 added further to their vulnerabilities with enforced social isolation leading to anxiety, and significant anxieties arising from the Covid-19 virus and pandemic. Our every engagement, whether face-to-face or remote is bespoke, tailored to specific family situations and their specific and individual needs.

We provide: -

1. **TAILORED SUPPORT**, carefully planned and evaluated **1: 1 face to face sessions** and remote / virtual sessions for bereaved children and young people. These are needs-led and flexible and there is no fixed number of sessions.
2. **GROUP SESSIONS**, carefully facilitated when safe to do so.
3. **DIRECT SUPPORT FOR PARENTS & CARERS**, with an initial home visit (when safe to do so) and on-going telephone support.
4. **WORKSHOP OPPORTUNITIES and FAMILY ACTIVITY DAYS**, during weekends and school holidays (when safe to do so).
5. **ADVICE, TRAINING AND PROFESSIONAL INPUT** in both the statutory and voluntary sector.
6. **AWARENESS RAISING SESSIONS** for young people in schools.

STRUCTURE, GOVERNANCE AND MANAGEMENT

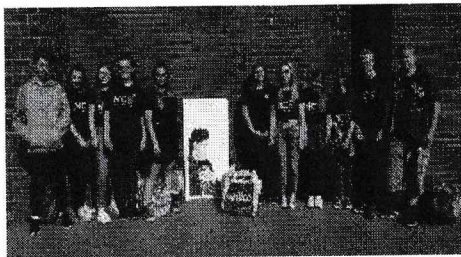
Governing document

"Footsteps" is a charitable company limited by guarantee, incorporated on 17th January 2012 and registered as a charity on 15th February 2012.

The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up directors are required to contribute an amount not exceeding £1.

Our Volunteers

We always welcome volunteers of all ages and backgrounds.



Our volunteers include young people we have supported, as well as some parents / carers and members of our local community. They range from teens to those who have retired, and they bring to our organisation a variety of life skills and experience.

20+ volunteers supported us in 2020.

We also value the support we have received from many professionals within our local community during 2020.

Our volunteers are truly remarkable. They give their skills and time to make a difference to the lives of bereaved children, young people and their families. We couldn't offer our full service without their dedicated support and we feel privileged to have them working alongside us.

OUR TRUSTEES

Footsteps is under the guardianship and leadership of 4 Trustees.

Our Trustees' team has been expanded from 3 to 4 and now includes a representative from a long-established local Solicitors' practice (a company which is in itself extremely supportive of Footsteps); she brings extensive knowledge of Employment Law and GDPR to our team. In addition, the retired Head of the Institute of Health & Society at Worcester University has been welcomed to the Trustee team, with a background in nursing and teaching. Our Board of Trustees also includes two highly-valued further Trustees who have been with us from Day One and who have used their extensive skills and experience to guide us through the last ten years. They both have very relevant experience and are very active in their roles and support of our Charity.

We hope to add a Parent Trustee to the Board in the coming year.

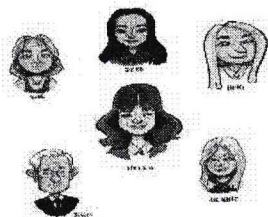
Our Trustees work selflessly
to ensure all decisions put the needs of our children, young people and their families first.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

The Directors of the Company are also Charity Trustees for the purposes of charity law. Due to the nature of the charity's work with bereaved children, the Trustees and Management Team are always mindful of the need to recruit additional Trustees who can bring specialist expertise, skills and knowledge of the community we serve. The Trustees seek advice and recommendations of staff before appointing new trustees. New Trustees are provided with a Trustee induction pack which includes the following Charity Commission publications: -

CC3: The Essential Trustee: What you Need to Know;
CC10: The Hallmarks of an Effective Charity.

OUR STAFF TEAM



Our people define Footsteps and create the identity we are so very proud of. Our team is small, dedicated and passionate.

Our team comprises

- ◆ A full time Bereavement Service Manager
- ◆ 2 part time Bereavement Service Practitioners;;
- ◆ A part time Operations Manager;
- ◆ 2 Consultants.

One Consultant (our former Service Manager) has 21 years' legal experience, 10 years' experience as Fundraising Manager with Noah's Ark Trust (1999-2009), was a co-founder of Guy's Gift (2009-2012) supporting bereaved young people in Warwickshire and has been Secretary to a large national Charitable Trust for the last 22 years. She was also on the decision-making panel of the Local Network Fund for Children & Young People in Worcestershire throughout its lifetime.

Our other Consultant (our former Bereavement Service Manager) has 35 years' experience in senior management roles in education, 12 years' experience of working specifically with bereaved young people and was also one of the co-founders of Guy's Gift in 2009. He has been instrumental in building the Practitioner team for Footsteps - a small team of highly skilled and experienced Bereavement Practitioners who are both dynamic and passionate about the service they deliver.

Our Bereavement Service Manager has an MA in Dramatherapy. She has 12 years' experience working with children, which includes working in mainstream education supporting young people with learning difficulties as a trainee therapist, and working in a residential home for young people with severe learning difficulties, also as a trainee therapist. She has had a paper published "Children and young adults of alcoholics and attachment theory" and is currently writing a book specifically to support those bereaved due to alcohol / drug addiction. Our two part-time Bereavement Service Practitioners have 30+ years of wide-ranging experience working with children and young people. They have a range of professional qualifications which bring extensive value to our service.

Our Operations Manager has 30 years' experience within the Police Service, working in business, programme and project management. She herself is a widowed mother of 2 children and joined our team to help make a difference to other bereaved families.

Our Practitioners all have monthly peer supervision and professional clinical supervision. Our full team meets once a week and we have an extended team meeting once every term to review that period and what we aim to achieve in the coming months.

Our Trustees and founders feel very privileged and fortunate to have such a valuable and reliable team of Staff on board.

Together, our Staff Team, our Volunteers and our Trustees work tirelessly to help prevent children and young people from suffering the long-lasting negative impacts of bereavement right through into adulthood.

ACHIEVEMENTS AND PERFORMANCE

Despite the lengthy lockdown periods during the Covid-19 pandemic and the changing national and local restrictions, we worked hard to provide specialist and professional support to 91 bereaved children, young persons and their families during the year.

Although there were required periods of furlough when we were unable to work, over the rest of the year we supported just under 70% of the total number of cases we supported in 2019. This was a significant achievement and reflects the Footsteps team's commitment and dedication to supporting bereaved children and young people during such unprecedented and even more challenging times for our families in particular.

There were many months during 2020 when it was not possible to provide face-to-face support in schools (due to school policies, school closures, trustee concern and responsibility for staff welfare). This equated to more than HALF of the working year.

We were very fortunate to secure funding during the first lockdown which enabled us to purchase new technology during the year. This meant we were now well-placed to provide the option of flexible access to our service through virtual platforms to suit the preferences of individuals and Schools, eg via Zoom, Teams, Skype, etc.

We worked hard to develop safe remote working practices, in liaison with schools. This took significant time and there were many hurdles and restrictions, with schools initially having varying viewpoints with regards to remote working, trying to work through and develop their own individual policies and procedures moving forward. In the interim periods we provided telephone support and advice to many of our families, including "check-in" sessions during lockdown periods. Our remote working commenced in earnest in the last quarter of 2020, following further new lockdown restrictions and following the implementation of Footsteps' policies and procedures with safeguarding a priority for our children, young people and our team. Remote working became the norm for Footsteps and this service continues to be provided wherever wanted by, possible and effective for individuals.

SOME QUOTES FROM OUR SERVICE USERS

Lead Thrive Practitioner: *We have worked with Footsteps for a number of years now and find their support and knowledge invaluable. They have worked with children in school and families in the home. Staff are always very accommodating and are happy to share their expertise, whether that is over the phone or in face-to-face meetings. The children who have had support from Footsteps following a bereavement, have valued the support and as a school, knowing that they have a trained professional with whom they can share their grief is comforting. We would highly recommend Footsteps to other organisations and families, as they provide an excellent service. Keep up the good work!*

Deputy Head: *Footsteps provides an invaluable service for our children. We have been so indebted to Footsteps over the last few years as, unfortunately, a number of our children have lost a close relative. Circumstances have differed in these cases and for some children the loss was expected and preparation could be made. In a few cases the death was sudden. The support that Footsteps can give to a child in these circumstances cannot be underestimated. A person from Footsteps will come to school, talk with the relevant adults to explore the individual child's needs and be a great support to them in their time of real need. It gives the child a person who is completely detached from the situation time to talk and explore their own emotions. A child who lost their father was visibly less weighted down after a visit from the team. A relationship is built up through one-to-one work and this has a noticeable, positive impact on the child. We value the work of Footsteps and know that they are there to support us. They are on the end of the phone to give advice which is greatly appreciated! Knowing that someone is there and can give support really does answer our prayers. Thank you!*

One of our Parents / Carers has said:

"Footsteps has supported my daughter XXX through one of the most difficult and sudden losses my family could go through. It was an extremely hard time for myself and my family. Not only did Footsteps support XXX but they gave me much more than I could ever imagine; confidence in my choices as to how to explain this sudden loss, reassurance that it was ok for me to grieve. even if the girls were around and encouragement that it was good to talk to each other. Footsteps took the burden away from me and helped XXX become more open with her feelings...XXX was a child that would bottle her feelings and not really talk about them. Footsteps has some wonderful ideas, games, and much more to help XXX express her feelings and tools which I believe XXX will continue to use to deal with grief throughout her life ... thank you for your wonderful service and thank you to an amazing staff. will be eternally grateful to you for everything."

Our priority and efforts throughout 2020 were to ensure that our service reached those who most needed our support.

Some of our children have said:

"I feel so much more confident to tell / let people know what's the matter or if I have anything on my mind."

"... just wanted to say thank you so much for everything you've done these last few months, you've helped me so much and I couldn't have asked for anyone better to support me. I don't think I would be where I am without all the support and help you've given me so Thank you. I'm going to miss you a lot :("

"Footsteps has helped me learn that it's okay to be sad but It's best to think about the good times...I haven't hurt myself since seeing Footsteps"

In 2020 we adapted our service to meet changing needs so that when it was not safe to deliver face-to-face support and services indoors within our safe educational environments, we provided:

1. **Outdoor face to face support, in open spaces in school grounds;**
2. **Telephone support and "Check-in" sessions** with schools, families, young people and children themselves, offering advice and support. *Although these sessions were initially for children / young people on our caseloads, from our feedback we found that parents and carers were supported indirectly knowing that these were taking place and this also benefitted parents / carers' emotional health. One practitioner found that they were helping to liaise between a parent and young person after communication had broken down at home due to so many additional stresses.*
3. **Regulated and managed virtual support sessions** as well as ensuring all procedures and policies were in place that were satisfactory for schools, families and Footsteps, there have been many further challenges and learning that has helped us to grow as a charity and a service. The core of Footsteps' service is to tailor each support session to meet the unique and individual needs of the child / young person. This continued during 2020 and we assessed each individual case to decide whether virtual support was appropriate and whether it was likely to be effective. Our learnings informed some of the rationale for decision-making regarding age, safeguarding, confidentiality, technology, feedback, team wellbeing.
4. **A closed social media group, facilitating peer support for bereaved parents and carers** was implemented at a time of most need, and provides a medium for peer support between parents and carers, helping to reduce feelings of isolation in a time of real need. This continues to grow and is managed and monitored by one of our Practitioners.
5. Our **social media sites** continue to be utilised as a means of remote support with frequent communications and postings. Feedback on this is very positive.
6. Our **new website** is close to going live and will further enhance our service during the ongoing pandemic, providing a wealth of support, information and tools, and providing easy access to our service.
7. Some additional funding enabled a much-needed **upgrade to old Charity IT technology**: laptops, telephones and iPads. These are proving to be invaluable given our increasing reliance on technology and a need to work in new ways with new functionality. They have also increased our day to day efficiency.
8. We currently have a **waiting list** which we are working very hard to manage. Footsteps' unique service has always been an outreach service, to ensure that we are accessible to all, including the most vulnerable who do not have access to transport / family support. This generally involves a significant amount of travelling time between schools. An advantage of virtual support has been that time saved travelling has enabled us to spend more time focusing on supporting the child/young person, having more time to read or research techniques and resources to help support specific needs. Our practitioners have also been able to be more flexible when offering appointments for virtual 1:1 sessions. More children can also be supported virtually, where such support is appropriate. We do, however, continue to manage this to ensure that once face-to-face support is able to resume safely, we will have the capacity to support those children who are awaiting this support.
9. We are hopeful that in 2021 we can focus on some of the **development work** we had planned for 2020 and were unable to deliver. We are also hopeful that we will be able to safely resume provision of face-to-face bereavement support. We will continue to provide remote support to all those who choose and will benefit from this support. We have learnt so much during the pandemic and this will continue to change how we deliver our service and how we work together with our children, young people and our communities to evolve and continue to meet growing and changing needs.
10. October 2021 marks the beginning of Footsteps' 10th Year of service to the bereaved in South Worcestershire. We plan to promote and celebrate our success during the subsequent 12 months.



Delivery of our service this year was helped significantly by the National Lottery Community Fund recognising the continued importance and value of our work. This five year grant (tapered during the final two years) commenced in January 2020, which was very timely, given the way in which 2020 was to continue, with the majority of our other planned fundraising during the year drying up completely.

Support and donations from our community, however small or large, acknowledge the value of our service, as do our very many testimonials from professionals, parents/carers and from young people themselves.

DELIVERING OUR OUTCOMES IN 2020

1. WE EMPOWERED bereaved children and young people, with greater ability to explore and express difficult feelings, and acquire greater confidence and improved self-esteem, increasing their emotional resilience.
 2. WE REASSURED parents and carers, leading to improved relationships and increased communication with their children, diminishing the levels of stress likely to cause distress.
 3. WE INCREASED professionals' knowledge and awareness of bereavement issues and enabled them to better support those with whom they are interacting.
- Children and Young People developed their own unique coping mechanisms
 - Parents and carers felt better able to support their children.
 - Family life benefitted.
 - There was a positive impact on individuals' school and college life.
 - 1:1 work provided opportunities for young people to be heard, to ask questions, to unburden themselves.
 - School teachers and others professionals working with young people benefitted from our advice, knowledge and experience as to how to best support young people on a day to day basis.
 - Our education of the wider community provided practical advice to enable members of the community to help those they know who have been bereaved of a loved one.

LONGER TERM BENEFITS ANTICIPATED:

Coping with the loss of a loved one may be one of the hardest challenges that a child or young person faces.

Grief can be particularly intense and isolating and a young person can be overcome by shock & confusion, leading to prolonged periods of emotional turmoil, anger, sadness or depression. Many people find it difficult to talk about death. A good social, support network can help, but many of our young people do not

have this. The situation and painful emotions will not improve by avoidance and it is very important for a grieving young person to talk to someone to express and share their emotions and thoughts.

Discussing grief can prevent negative and destructive emotions from building up at a time when young people are at their most vulnerable and can help prevent them from seeking solace in harmful lifestyle habits. Negative ways to cope with thoughts and feelings about loss and death, if unsupported, can predispose children to a mental health condition. Acute or even suppressed grief can lead to distorted grieving, characterised by extreme guilt or anger, leading to aggressive and destructive outbursts, self-harm, school refusal, crime and anti-social behaviour, drug/alcohol abuse, testing of authority systems, loss of self-respect, loss of confidence, depression, physical ailments and symptoms, loss of a general sense of purpose in life and poor mental health. 2020 was a difficult year for so many, not least those bereaved of a loved one, in unprecedented times of social isolation and added anxieties caused by the Covid-19 virus and pandemic.

Our specialised bereavement support positively contributes to not only the mental and physical health of children and young people, but also to their welfare and future well-being. We are a preventative service, and our input during children's formative years and in their time of real need provides a platform to openly discuss and address fears and feelings. Our input can help to prevent the breakdown of family relationships & improve physical / mental health & emotional wellbeing.

There are many factors that play a role in how individuals react to a significant loss, too many to list here; they include our cultural norms, our support systems, the circumstances of a death, our existing coping mechanisms. Measuring and evaluating grief support can be challenging, as everyone's experiences are unique. Rather than using an evaluation tool with a "one size fits all" approach, we use our carefully tailored family assessment form when we first visit parent/carers and young people. Our process allows us to highlight and identify any specific needs of young people and their families and offer them support with these needs in mind.

Case study: supporting young people with anxiety

Footsteps supported a young person who was particularly anxious about other people dying in their life and also worried about their own mortality. This can be particularly common after someone dies, because the thought process about death comes to the forefront of a person's mind.

The fear and anxiety in relation to death was having a huge impact on their day-to-day relationships with others, not wanting to leave loved ones and continuously make sure they were ok. This fear impaired their concentration levels and they didn't have any motivation to carry out everyday tasks.

During sessions it was important not to block out these feelings or encourage the young person to "try and forget them" or "distract themselves" as the feelings are still there. It was crucial for these feelings to be acknowledged and explored and the young person was willing to try techniques to help manage some of these worries so they weren't impacting their life as much. Techniques such as giving the worries "15 minutes a day" (or a suitable time which the young person felt would be good). During this time the young person could spend all this time worrying, writing down/drawing/journaling what they were worrying about whilst containing it within this time period.

Gradually, the young person began to reduce their worry time over some weeks. Exploring where and why these worries were happening also allowed the young person to have a better understanding and to feel more in control.

Case study: supporting a young person bereaved by alcoholism

Footsteps previously supported a young person whose Mum had died from alcoholism. The young person didn't want to talk about Mum's cause of death to anybody, and instead would create a fantasy about what Mum was like; such as always baking, cleaning etc.

Our Practitioner was able to build a good, trusting rapport with the young person and explore their feelings about the "ideal Mum". This enabled the young person to open up and begin to talk about the reality of life with Mum, including her drinking.

After accepting that it was ok to talk about the reality of the situation and the things they had experienced whilst living with Mum, the young person began to feel lighter and this was also noticed outside sessions by school and by the family. The young person was able to share with others that things were not always ok at home.

Speaking their truth allowed them to look at how this had a huge impact on them, enabling their self-awareness to increase and for future relationships with others to have more stability.

NETWORKING AND EVALUATION

- **We work in partnership** with both national and local organisations to ensure that we continually learn, that our service meets current needs, is flexible and unique. We receive and pass referrals, exchanging ideas, sharing best practice, training and ensuring that there is no duplication in service provision.
- **We liaise and work collaboratively with other professionals and agencies.** Schools and education professionals are increasingly seeking our support for young people, both individually and in school group work and assemblies. These are often very participative, with young people sharing and discussing their concerns and emotions regarding recent national events that have resulted in the death of young people, as well as friends. We attend review meetings, providing specialist advice, input and training as required.
- **We prioritise the safeguarding and wellbeing of children and young people** by communicating and working with a range of other professionals including schools, counsellors and health service professionals to collaboratively support children and young people to achieve positive outcomes.
- **We have excellent links with stakeholders & other organisations** within our local communities. We play an active role in a network of bereavement experts & services both nationally (Child Bereavement Network) & regionally, to ensure that our approach & service is the best way to meet the needs / issues that we have identified with our beneficiaries & their families.
- **We can only measure and track our performance and our success** by involving those we are aiming to help. It is important to us to give children, young people and their families a voice; and for them to feel that they are being listened to. They are valuable contributors from whom we are keen to learn.

- **Our team meets weekly and this continued remotely during lockdowns.** We pride ourselves on our ability to be flexible and adapt quickly. When appropriate, we act on feedback / information quickly and put any changes in place, always endeavouring to keep informed the person who made such valuable suggestions.
- We maintain excel spreadsheets to capture information that we require to **DELIVER** our service efficiently and effectively, and as additional information to **REVIEW** who, where, when and how we deliver our service. We record and track information including sources of referrals and enquiries, the age and sex of each child referred, the school / college they attend, where they live, the relationship to them of those who have died, the nature of the death(s), multiple deaths, number of sessions they receive, time frame over which they are supported etc. We continue to analyse this information, together with the geographical area we are supporting, to ensure that our service reaches all parts of South Worcestershire, when it is needed. The information from our spreadsheets is vital to track our work, to better understand and learn from the wider picture, to support our fundraising and our service development.

PUBLIC BENEFIT

The Trustees can confirm that they have had due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. In all work with bereaved young people and their families, benefit to the public is of paramount importance. We measure the success of our direct support against the required outcomes for individuals

POLICIES

We have a commitment and a responsibility to safeguard all the children we work with from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

The aim of the Footsteps Child Protection and Safeguarding Policy is to promote good practice, provide children and young people with the appropriate protection and to help staff, trustees and volunteers make informed and confident responses to child protection issues.

Footsteps has rigorous policies and procedures in place to ensure safeguarding and child protection, staff protection, data protection and confidentiality and protection of our employees and our clients, whilst working face-to-face and remotely. All records are protected appropriately in line with these policies and procedures (Both electronic and paper records). Our Policies are updated annually.

FINANCIAL REVIEW

The majority of our income in 2020 came from the National Lottery Community Fund, with the remainder coming from Charitable Trusts, corporates and our community. 2020 proved to be a very difficult year in which to secure funding due to the Covid-19 pandemic.

Despite this and largely due to our proven track record, we secured some annual commitments from Charitable Trusts; and some one-off donations, although there were smaller numbers making these donations. We benefitted from some significant support from our community, particularly from a young person we had supported who wanted to "give back".

Our reputation goes from strength to strength, together with the recognition of the value of our service. We are very proud of our success in developing our service over the last 9 years and moving towards our 10th year of service to bereaved children, young people and their families in South Worcestershire. We found ourselves in a difficult financial climate in 2020. Some welcome and significant funding towards our costs from the National Lottery Community Fund allowed us to continue our work, helping us adapt and developing our service and charity over the longer term. Funding always remains challenging to enable the continuation of our support programme. No bereaved child, young person, together with their family, should be left isolated and vulnerable. Our aim is to work hard to continue to develop and deliver our service over the longer term to those in need, in order to ensure a better future for children and their families in South Worcestershire by addressing grief at an early stage and preventing future mental health problems.

Ongoing support from Charitable Trusts and Corporates, the community is vital to ensure the continuation of our service and we are working hard to deliver our sustainability plans. It is vital, ethical and a requirement of our service that we have the ability to continue to support once we have given our commitment to a young person. Long term financial security is critical to achieve this. Significant work and effort is being invested to ensure that the charity can continue to thrive. Applications will continue to be made to Charitable Trusts nationwide and locally, relationships will be made and managed and we are hopeful that with a lot of hard work, we will achieve the necessary funding to continue to develop and make a real difference to the significant needs within Worcestershire for future years.

Our Trustees have always felt it to be important that we do not grow too large, nor overstretch ourselves. The main consideration for Footsteps has always been to do what we do well, provide a high-quality service and look after our staff.

RESERVES POLICY

The Trustees have established the charity's reserves policy with reference to Charity Commission Guidance (CC19) and accounting standards (SORP 2005). The Trustees' intention is to build sufficient reserves to ensure continuity of service and they consider it prudent to work towards free i.e., unrestricted) reserves of a minimum of nine months expenditure. The charity will also maintain a reserve to close the charity, should it be necessary, without adversely affecting the service to families already receiving support, meet liabilities to creditors and meet staff notice and redundancy costs. This intention is established annually when the Trustees agree the budget for the forthcoming year. The Trustees ensure that the reserves are monitored periodically and they keep the reserves' policy under regular review.

GENERAL FUND

The Trustees' intention is to build reserves to ensure continuity of service and they consider it is prudent to work towards free reserves of a minimum of nine months' expenditure. The Charity will also maintain a reserve to close the Charity, should it be necessary, this will cover staff notice and redundancy costs. The general fund balance at 31 December 2020 is £69,997 (2019 £55,571).

Free reserves (general funds less fixed assets) at 31 December 2020 amount to £69,977 which based on current expenditure levels of £20,057 (2020) and this equates to approximately 42 months of expenditure.

RESTRICTED FUNDS

The Charity currently benefits from the following restricted funds:

- **National Lottery Community Fund - £80,786 (2019 £47,100 – to be spent during 2020)**

This grant covers the salaries of our Bereavement Service Manager, Operations Manager, 2 part time Bereavement Service Practitioners, travel, organisational overheads, workshop materials and evaluation. The balance at 31 December 2020 is £80,786.

- **Eveson Charitable Trust - £3,419 (2019 £Nil)**

This was a grant of £6,000 towards salary costs. The balance remaining at 31 December 2020 is £3,419 and will be spent during 2021.

- **Clothworkers' Foundation - £7,070 (2019 £Nil)**

This was a grant of £9,900 towards the purchase of laptops, ipads and mobile phones. The balance at 31 December 2020 is £7,070, which represents the net book value of the assets purchased in 2020 £4,730 plus a balance of £2,340 which will be spent during 2021.

- **National Lottery – £7,349 (2019 £Nil)**


This is a grant towards the cost of updating technology. The balance at 31 December 2020 is £7,349, which represents the net book value of the assets purchased in 2020 £3,985 plus a balance of £3,364 which will be spent during 2021.

On behalf of our children, young people and their families, we would like to thank everyone who has supported our service during 2020.

PLEASE HELP US TO CONTINUE OUR WORK IN 2021.

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the Board of Trustees on 8 July 2021 and signed on its behalf by:



P.W. SOUTHALL

**Independent Examiner's Report to the Trustees of
Footsteps Worcestershire Limited**

Independent examiner's report to the trustees of Footsteps Worcestershire Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Rob Richards FCA CTA FCCA
Chartered Certified Accountants
The Richards Sandy Partnership
Thorneloe House
25 Barbourne Road
Worcester
Worcestershire
WR1 1RU

8th July 2021

Footsteps Worcestershire Limited

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	16,978	-	16,978	87,087
Charitable activities					
Counselling and related services	4	-	124,434	124,434	52,225
Investment income	3	1	-	1	5
Other income		<u>17,504</u>	<u>-</u>	<u>17,504</u>	<u>-</u>
Total		34,483	124,434	158,917	139,317
EXPENDITURE ON					
Charitable activities					
Counselling and related services		<u>20,057</u>	<u>72,910</u>	<u>92,967</u>	<u>143,479</u>
NET INCOME/(EXPENDITURE)		14,426	51,524	65,950	(4,162)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>55,571</u>	<u>47,100</u>	<u>102,671</u>	<u>106,833</u>
TOTAL FUNDS CARRIED FORWARD		<u>69,997</u>	<u>98,624</u>	<u>168,621</u>	<u>102,671</u>

The notes form part of these financial statements

Footsteps Worcestershire Limited

**Balance Sheet
31st December 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	9	20	8,715	8,735	72
CURRENT ASSETS					
Debtors	10	1,016	-	1,016	328
Cash at bank		<u>71,621</u>	<u>89,909</u>	<u>161,530</u>	<u>108,626</u>
		72,637	89,909	162,546	108,954
CREDITORS					
Amounts falling due within one year	11	<u>(2,660)</u>	-	<u>(2,660)</u>	<u>(6,355)</u>
NET CURRENT ASSETS		<u>69,977</u>	<u>89,909</u>	<u>159,886</u>	<u>102,599</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>69,997</u>	<u>98,624</u>	<u>168,621</u>	<u>102,671</u>
NET ASSETS		<u>69,997</u>	<u>98,624</u>	<u>168,621</u>	<u>102,671</u>
FUNDS	13				
Unrestricted funds				69,997	55,571
Restricted funds				<u>98,624</u>	<u>47,100</u>
TOTAL FUNDS				<u>168,621</u>	<u>102,671</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8th July 2021 and were signed on its behalf by:



P W Southall - Trustee

Footsteps Worcestershire Limited

Notes to the Financial Statements for the Year Ended 31st December 2020

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

FINANCIAL INSTRUMENTS

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic Financial Assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market value rate of interest.

Basic Financial Liabilities

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

1. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

Basic Financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Basic Financial Liabilities

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If they are presented as non-concurrent liabilities. Trade payables are recognised initially at transaction costs.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

GOVERNMENT GRANTS

Government Grants are recognised using the accruals model.

Government grants relating to compensation for expenses or losses already incurred or for the purpose of giving immediate support to the Charity, with no future related costs are recognised in income in the period in which the grants become payable.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Charitable trusts & foundation	10,551	72,921
Community donations	<u>6,427</u>	<u>14,166</u>
	<u>16,978</u>	<u>87,087</u>

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>1</u>	<u>5</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Grants	<u>124,434</u>	<u>52,225</u>

Activity
Counselling and related services

Grants received, included in the above, are as follows:

	2020	2019
	£	£
National Lottery Community Fund	98,534	47,100
The Eveson Charitable Trust	6,000	5,000
The Clothworkers' Foundation	9,900	-
Harrison Clark Rickerbys Medical Accident Group	-	125
National Lottery	<u>10,000</u>	<u>-</u>
	<u>124,434</u>	<u>52,225</u>

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Depreciation - owned assets	<u>4,346</u>	<u>174</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2020	2019
Average number of employees	<u>2</u>	<u>4</u>

Staff costs for the year are as follows:-

	2020 £	2019 £
Wages	43,780	95,961
Social security costs	1,084	5,504
Pension costs	<u>940</u>	<u>882</u>
Total	<u>£45,804</u>	<u>£102,347</u>

No employees received emoluments in excess of £60,000.

During the year £21,629 has been paid in key management remuneration (gross pay £19,937 - employer national insurance £1,280 and employer pension £412).

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	86,536	551	87,087
Charitable activities			
Counselling and related services	-	52,225	52,225
Investment income	<u>5</u>	<u>-</u>	<u>5</u>
Total	86,541	52,776	139,317
EXPENDITURE ON			
Charitable activities			
Counselling and related services	<u>137,754</u>	<u>5,725</u>	<u>143,479</u>
NET INCOME/(EXPENDITURE)	(51,213)	47,051	(4,162)

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Transfers between funds	<u>(49)</u>	<u>49</u>	<u>-</u>
Net movement in funds	(51,262)	47,100	(4,162)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>106,833</u>	<u>-</u>	<u>106,833</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>55,571</u></u>	<u><u>47,100</u></u>	<u><u>102,671</u></u>

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1st January 2020	2,804	10,673	13,477
Additions	-	13,008	13,008
Disposals	<u>(2,804)</u>	<u>(10,514)</u>	<u>(13,318)</u>
At 31st December 2020	<u>-</u>	<u>13,167</u>	<u>13,167</u>
DEPRECIATION			
At 1st January 2020	2,804	10,601	13,405
Charge for year	-	4,346	4,346
Eliminated on disposal	<u>(2,804)</u>	<u>(10,515)</u>	<u>(13,319)</u>
At 31st December 2020	<u>-</u>	<u>4,432</u>	<u>4,432</u>
NET BOOK VALUE			
At 31st December 2020	<u>-</u>	<u>8,735</u>	<u>8,735</u>
At 31st December 2019	<u>-</u>	<u>72</u>	<u>72</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	463	-
Prepayments	<u>553</u>	<u>328</u>
	<u><u>1,016</u></u>	<u><u>328</u></u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	110	1,273
Social security and other taxes	-	2,399
Accrued expenses	<u>2,550</u>	<u>2,683</u>
	<u>2,660</u>	<u>6,355</u>

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	950	884
Between one and five years	<u>1,050</u>	<u>1,683</u>
	<u>2,000</u>	<u>2,567</u>

13. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	55,571	14,426	69,997
Restricted funds			
National Lottery Community Fund	47,100	33,686	80,786
The Eveson Charitable Trust	-	3,419	3,419
The Clothworkers' Foundation	-	7,070	7,070
National Lottery - equipment	-	7,349	7,349
	<u>47,100</u>	<u>51,524</u>	<u>98,624</u>
TOTAL FUNDS	<u>102,671</u>	<u>65,950</u>	<u>168,621</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	34,483	(20,057)	14,426
Restricted funds			
National Lottery Community Fund	98,534	(64,848)	33,686
The Eveson Charitable Trust	6,000	(2,581)	3,419
The Clothworkers' Foundation	9,900	(2,830)	7,070
National Lottery - equipment	10,000	(2,651)	7,349
	<u>124,434</u>	<u>(72,910)</u>	<u>51,524</u>
TOTAL FUNDS	<u>158,917</u>	<u>(92,967)</u>	<u>65,950</u>

Footsteps Worcestershire Limited

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	56,833	(51,213)	49,951	55,571
Designated fund	<u>50,000</u>	<u>-</u>	<u>(50,000)</u>	<u>-</u>
	106,833	(51,213)	(49)	55,571
Restricted funds				
National Lottery Community Fund	-	47,100	-	47,100
Harrison Clark Rickerbys Medical Accident Group	-	(27)	27	-
Monday Night Group	<u>-</u>	<u>(22)</u>	<u>22</u>	<u>-</u>
	-	47,051	49	47,100
TOTAL FUNDS	<u>106,833</u>	<u>(4,162)</u>	<u>-</u>	<u>102,671</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	86,541	(137,754)	(51,213)
Restricted funds			
National Lottery Community Fund	47,100	-	47,100
Harrison Clark Rickerbys Medical Accident Group	126	(153)	(27)
The Eveson Charitable Trust	5,000	(5,000)	-
Monday Night Group	<u>550</u>	<u>(572)</u>	<u>(22)</u>
	52,776	(5,725)	47,051
TOTAL FUNDS	<u>139,317</u>	<u>(143,479)</u>	<u>(4,162)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2020.

15. FUNDS

Unrestricted Funds

General Fund

The Trustees intention is to build up reserves to ensure continuity of service and they consider it is prudent to work towards free reserves of a minimum of nine months' expenditure. The Charity will also maintain a reserve to close the Charity, should it be necessary, this will cover staff notice and redundancy costs.

The balance at 31 December 2020 £69,997 (2019 £55,571).

Restricted Funds

The Eveson Charitable Trust

A grant of £6,000 was received during the year and this covered bereavement salary costs.

Footsteps Worcestershire Limited

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. FUNDS - continued

The balance at 31 December 2020 is £3,419.

National Lottery Community Fund

A balance of £47,100 was brought forward and additional grants of £98,534 have been received during the year. The grants are to cover salaries, travelling expenses, office rent, insurance, postage, stationery etc.

Due to Covid-19 not all of the grants for 2020 were spent and £29,353 has been carried forward to 2020 together with £51,433 which was received on 18 December 2020 (this is for expenditure for 2021).

The charity has notified the National Lottery of the underspend in the year, and have had confirmation that the remaining funds can be carried forward to future years funding.

The balance at 31 December 2020 is £80,786.

Clothworkers Foundation

A grant of £9,900 was received during the year this was to cover the costs towards the purchase of laptops, ipads and mobile phones.

The balance at 31 December 2020 is £7,070.

National Lottery - equipment

A grant of £10,000 was received during the year towards the cost of updating the information technology and the purchase of computer software.

The balance at 31 December 2020 is £7,349.

16. INDEPENDENT EXAMINATION

An amount of £1,350 (2019 £1,200) was paid for the Independent Examination fee.

Footsteps Worcestershire Limited

Detailed Statement of Financial Activities
for the Year Ended 31st December 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Charitable trusts & foundation	10,551	72,921
Community donations	<u>6,427</u>	<u>14,166</u>
	16,978	87,087
Investment income		
Deposit account interest	1	5
Charitable activities		
Grants	124,434	52,225
Other income		
Government Grants	<u>17,504</u>	-
Total incoming resources	158,917	139,317
EXPENDITURE		
Charitable activities		
Wages	43,780	95,961
Social security	1,084	5,504
Pensions	940	882
Travel	1,338	9,356
Insurance	567	876
Communications	1,212	1,436
Postage and stationery	1,258	609
Sundries	882	790
Support costs	28,567	19,210
Staff training	334	79
Workshops	270	64
Subscriptions	368	199
Supervision	1,325	1,675
Resources	18	1,362
Rent	1,330	1,187
Bookkeeping	2,504	2,273
Independent examination	1,350	1,200
Bank charges	240	240
Loss on disposal of FA	-	6
London Marathon	-	396
Computer expenses	1,256	-
Fixtures and fittings	-	70
Computer equipment	<u>4,344</u>	<u>104</u>
	<u>92,967</u>	<u>143,479</u>
Total resources expended	<u>92,967</u>	<u>143,479</u>
Net income/(expenditure)	<u>65,950</u>	<u>(4,162)</u>

This page does not form part of the statutory financial statements