



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 12	Year 2019		Day 30	Month 12	Year 2020

Section A Reference and administration details

Charity name Stand-by-Me Bereavement Support Service for Children

Other names charity is known by Stand-by-me

Registered charity number (if any) 1161035

Charity's principal address

Starfish House	
3 North Road	
Stevenage	
Postcode	SG1 4AT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Shirley Ann AVERY			
2	Sandra Rosamond BLACKER			
3	Ian Christopher COTTERILL	Chair		
4	Lesley Carol Morag READ	Vice-Chair/Safeguarding		
5	Keith Stuart WADSWORTH	Secretary		
6	John BOTLEY	Treasurer		
7	James LAWRENCE			
8	Jasbinder KAUR			
9	Jane WALTON			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	John Anthony IZZARD	'Reedings', Moor Green, Ardeley, Stevenage, SG2 7AU

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation (CIO) with a 'Foundation' model constitution which was registered on 24 March 2015
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	New Trustees are appointed by the existing trustees to maintain and ensure an appropriate skillset. The Trust appointed a new Treasurer and someone with marketing experience, thus refreshing the charity's governance. The Trust has now appointed a former school nurse with many years of a variety of community nursing experience to add to the Trustees' clinical expertise and have a close oversight of the Contact-me programme in schools and families through the Uniting Families project.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees have in place a range of relevant policies including Safeguarding, Code of Conduct and Conflicts of Interest. The charity's Safeguarding Policy is reviewed annually and has had to be developed significantly to enable online support to take place during the Covid restrictions. The following policies are reviewed every three years:

- Health & Safety
- Equality & Diversity
- Confidentiality
- Data Protection
- Lone Working
- Complaints

Trustees receive induction, safeguarding and prevent training, as do staff and volunteers. DBS clearance is mandatory for all. Trustees have a detailed Risk Register as part of its Business Plan 2018- 20. This is reviewed and updated on a regular basis. Particular and detailed policies were written and approved in relation to the charity's work during the Covid Pandemic. These related to the health and safety of administrative staff, volunteers and clients. Precise criteria were decided for online activities and once face to face sessions were allowed under Government guidelines. The Trustees erred on the side of extreme caution whilst doing its best to allow the Charity to continue to provide support to bereaved children and young people.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide and protect the health of bereaved children and young people aged 0-19 living in North Hertfordshire and Stevenage by helping to prevent the negative outcomes of grief affecting their health, education and future life prospects through the provision of information, advice, support and guidance to them, their families, carers and associated professionals involved in their day to day care.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

'Grief is in two parts. The first is loss. The second is the remaking of life' Anne Rolphe All trustees read the Charity Commission's guidance on public benefit when they were drafting Stand-by-Me's charitable objects as part of the successful application for charity registration as a CIO. Stand-by-Me's charity classification is:

- ☐ the advancement of education
- ☐ the advancement of health or the saving of lives.

Trustees have received explicit evidence from self-assessment questionnaires filled in by bereaved children and teenagers and oral feedback from parents and family members that the charity's website and newsletter, free telephone advice line, and group programmes have all been beneficial and made a material difference to their lives following bereavement. These activities have

1. helped children and young people know what is happening and what can help
2. helped parents to understand and support their children
3. given professionals information to support bereaved children and young people
4. provided ways for bereaved families to meet and share their experiences.

The main benefits to children and families have been

- ☐ the provision of an open access, early intervention, free at the point of need, varied level of bereavement support
- ☐ reduction in the need for referral to specialist services and target agencies because of escalating levels of need
- ☐ support for families to understand their grief reactions and enhance family functioning
- ☐ reduction of the social isolation frequently highlighted by children and families by creating new contacts with others experiencing bereavement
- ☐ provision of opportunities for forging new friendships and learning from others

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

During the period covered by this report the charity has continued to enjoy support from two types of volunteers:

- (1) Volunteers, of which new ones have been trained and others upskilled by building on their experience of running group programmes for bereaved children and teenagers. These group programmes continue to be in much demand and remain at the core of what Stand-by-Me is seeking to provide as described above in its objects. Without the volunteers the delivery of the group programmes would be impossible.

However, adhering to Government guidance and legislation during periods of total 'lockdown' and restricted contact as a result of the Covid pandemic, meant that the ongoing recruitment and training of new volunteers had to be curtailed. Training experienced volunteers in managing online sessions, however, was thorough and detailed. There were new and different safeguarding issues involved and close consultation took place, of course, with parents. Equipment to allow online sessions where families did not have access to the necessary equipment was resolved by acquiring local funding specifically for Covid response.

The Charity took part in an innovative programme initiated by the local Rotary club focusing on young people's mental health as they returned to school. A number of children and young people had experienced the deaths particularly of grandparents in our area during the pandemic and the charity tried to support schools dealing with this.

As restrictions changed the Charity was as nimble as possible in responding and in shifting resources from one method of delivery to another.

- (2) Fundraising volunteers, who have fronted roadshow events in Royston, Hitchin, Letchworth and Baldock, and actively participated in fund-raising events, organised by donors. These have been vital in providing funds to strengthen the charity's ability to make a direct approach to bereaved children, teenagers and their families. They have also considerably raised public awareness of what Stand-by-Me has to offer bereaved families and of what resources are needed from donors in order to deliver the charity's services. Stand-by-Me was adopted by the one of the Rotary Clubs of Hitchin for donations, specifically for the Contact-me project launched by Stand-by-me.

- (3) Trustees have also attended various functions to acknowledge the generosity of donors, raise awareness of the charity and educate people about the need for such a charity.

Volunteers continue to organise and manage the now annual 'Remember-me' day (see Section D below), though all such events were affected by Covid restrictions in this year. The Charity continues to enjoy free accommodation provided by Letchworth Heritage Foundation, Hitchin Youth Trust and a local school for particular events donations in kind. All volunteers received a specially commissioned Safeguarding leaflet to explain the responsibilities placed upon them in accordance with

the charity's Safeguarding Policy; and certificates for training have been created.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Stand-by-me group sessions for children and young people remain at the heart of the Charity's work and have now supported over 400 bereaved young people. The demand continues and a list of prospective participants is maintained with support offered as early as possible. All children and young people are professionally assessed to ensure they are ready for involvement in group sessions. These full assessments, carried out prior to the young people joining a group, have increasingly led to volunteers offering support to other members of the children's families.

This has resulted in the Trust exploring a major bid to the Big Lottery to fund a Family Bereavement Support Worker (FBSW): this is in line with the charity's planning and would enable the employment of a person to draw a link between the children/young people, their families and their schools.

This development proved to be of enormous benefit to the Charity continuing its work as best it could during the worst times of the pandemic. The FBSW worked tirelessly to mitigate the gaps created by the curtailment of the normal group sessions. She made phone contact with families and schools to provide support.

The clinical lead and her volunteers created with external advice online programmes for those young people who felt able to participate. Some, despite the Trust providing equipment they lacked, did not wish to participate online at all, some only with audio. A detailed record is always kept of contact with clients and in the coming months, with the lifting of restrictions, groups will be re-established for face-to-face sessions.

The Contact-me programme for schools has now been adopted by all the secondary schools in the Charity's area and most of the primary schools, schools, with volunteers (the primary author of the scheme and a clinician) providing training sessions both at the Charity's 'base' and in the schools. This revision and retraining programme will continue as schools seek more and more support in their work with bereaved children.

The growth in the scale, and success, of both these aspects of the Charity's work has required a review of staffing in line with a full review of the Charity's business plan, in terms of its future sustainability.

The Young Ambassadors programme has proved to be of great benefit to both the participants and to the Charity in terms of its profile and fundraising, with impressive presentations being made by the young people at various high-profile local events. A compilation of videos made by the young people themselves has been used for fund and awareness raising purposes and this approach will be used with new ambassadors in the following year.

Individual, corporate and local group donations have supplemented the initial three-year Children In Need grant.

A significant concern regarding the sustainability of the Charity

for the future has been the delayed response from Children in Need regarding continuation funding. The pandemic resulted in CiN's own work being interrupted, an increase in the number of applications to them for support and a switch from existing recipients making continuation requests based on outcomes to all existing recipients having to reapply as if making a new request. That submission was made and the result awaited.

With the uncertainty caused, and because of the Charity's development through the successful Big Lottery bid which funded the appointment of the FBSW but which will have to be funded otherwise in the future, the Trustees have had extended discussions regarding finding other funding streams. A 'regular giving' scheme is being designed.

The Trustees maintained very close monitoring and scrutiny of the Charity's work during Covid restrictions and lockdown, holding routine Trustee meetings 'virtually' and other additional meetings for decision-making as and when required.

Brief statement of the charity's policy on reserves

It is the Trust's policy to hold reserves to cover no less than three months expenses.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

The Trust has no funds invested. Its income is entirely through charitable donations from individuals, local organisations, fund-raising organisations outside the locality which have identified the Charity as one which they wish to support on a one-off basis and from national supporters i.e. Children in Need and The Big Lottery.

All income is directed exclusively to providing support for children and young people who have been bereaved and without the funding the Charity could not continue. Whilst all the clinical and therapeutic support is delivered by volunteers, they cannot also provide the essential administration, paperwork, etc. and this work is carried out, largely, by paid employees of the Trust. As the Charity moderately expands its work, the administrative support required commensurately increase. The Trustees keep that carefully monitored, ensuring that staff are properly remunerated, supported, trained and, when possible, upskilled.

Section F Other optional information

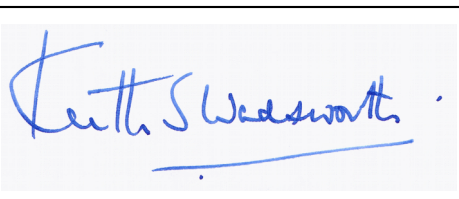
This has been a very difficult time for the Charity. Doubtless all charities have found fund-raising difficult and maintaining the charity's work has required exceptional effort on the part of staff and volunteers. Ironically, perhaps, the work the Charity does has been increased by the very thing that has made it difficult to do the work. It is to be hoped that a return to normal funding streams will be matched by a return to normal demand for the service and 'normal' ways of delivering the support to bereaved children and young people.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Keith S Wadsworth

Position (eg Secretary, Chair, etc)

Secretary

Date

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

MEMBERS OF THE BOARD OF TRUSTEES

Mr Ian Cotterill	-	Chair
Mr John Botley	-	Finance
Mrs Carol Reed	-	Deputy Chair & Safeguarding Trustee
Mrs Sandra Blacker	-	Clinical Trustee
Mr James Lawrence	-	Marketing Trustee
Mrs Shirley Avery	-	Fundraising Trustee
Mrs Jas Kaur	-	HR Trustee
Mrs Jane Walton	-	Health Trustee
Mr Keith Wadsworth	-	Secretary
Mrs Bobbi Dhillon	-	Volunteer Trustee (appointed May 2021)

The charity's address is c/o Hitchin Youth Trust, 111 Walsworth Road, Hitchin, Herts SG4 9SP.

OBJECTIVES & ACTIVITIES

The charity's main activity continues to be to support bereaved children and young people through our innovative group programme. Stand-by-me also supports children and young people in their schools through our Contact Me and Uniting Families programmes which link and support the children, their parents and schools.

ACHIEVEMENT & PERFORMANCE

The key achievements during the last year were:

- Despite the Covid pandemic, the charity continued to operate its children's group programme by moving many of the group sessions on-line.
- The charity successfully launched its Uniting Families programme, funded by the Big Lottery, which provided support for parents and families together with the existing schools programme, Contact Me.

FINANCE

The charity received funds of £98,515 compared with £69,496 in the prior period. The increase was due to receiving funds from the Big Lottery of £32,318 to support our new Uniting Families programme. Expenditure was £84,757 compared with £57,480 the previous year due to employing a Uniting Families Project Manager and other expenses of the project plus increases in staff hours and costs to meet increasing demand.

The surplus for the year was £14,159 compared with £12,017 the previous year.

Cash resources are £71,766 (2019 - £57,607) made up of £53,493 unrestricted and £18,273 restricted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Public Benefit Statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission in exercising their powers or duties.

Approved by order of the board of trustees on 2021 and signed on its behalf by:



Mr Ian Cotterill – Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

I report on the accounts for the year ended 31 December 2020 set out on pages 3 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Beverley Turner
FCA
Lamburn & Turner
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 21 Sept. 2021

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

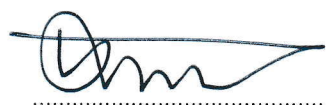
					31 Dec 2020	31 Dec 2019
	Notes	Unrestricted funds £	Restricted fund £	Endowment fund £	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Children in need		-	31,219	-	31,219	30,449
Big Lottery		-	32,318	-	32,318	
Herts Community Foundation			3,750	-	3,750	-
True Colours		-	3,300	-	3,300	-
Hitchin Youth Trust Mental Health Campaign		-	2,799	-	2,799	-
Just Giving		3,998	-	-	3,998	1,621
Grants and donations		20,638	-	-	20,638	37,400
Investment and other income		893	-	-	893	26
Total incoming resources		25,529	73,386	-	98,915	69,496
RESOURCES EXPENDED						
Costs of generating funds						
Costs of generating voluntary income		-	-	-	-	-
Charity running costs		23,065	47,816	-	70,881	52,179
Charitable activities						
Governance						
Direct charitable spending		6,578	7,297	-	13,875	5,300
Total resources expended		29,643	55,113	-	84,756	57,479
EXCESS OF INCOME OVER EXPENDITURE						
		(4,114)	18,273	-	14,159	12,017
Gain/(Loss) on revaluation of investments						
		-	-	-	-	-
NET SURPLUS FOR THE YEAR						
		(4,114)	18,273	-	14,159	12,017
RECONCILIATION OF FUNDS						
Total funds brought forward		57,607	-	-	57,607	45,590
TOTAL FUNDS CARRIED FORWARD						
		53,493	18,273	-	71,766	57,607

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

BALANCE SHEET AT 31 DECEMBER 2020

	31 Dec 2020			31 Dec 2019	
	Unrestricted funds	Restricted fund	Endowment fund	Total funds	Total funds
	£	£	£	£	£
FIXED ASSETS					
Investments	-	-	-	-	-
	-	-	-	-	-
CURRENT ASSETS					
Debtors	-	-	-	-	-
Cash at bank and in hand	53,493	18,273	-	71,766	57,607
	53,493	18,273	-	71,766	57,607
CREDITORS					
Amounts falling due within one year	-	-	-	-	-
	-	-	-	-	-
NET CURRENT ASSETS	53,493	18,273	-	71,766	57,607
TOTAL ASSETS LESS CURRENT LIABILITIES	53,493	18,273	-	71,766	57,607
NET ASSETS	53,493	18,273	-	71,766	57,607
FUNDS					
Unrestricted funds				71,766	57,607
Restricted funds				-	-
Endowment funds				-	-
TOTAL FUNDS				71,766	57,607

The financial statements were approved by the Board of Trustees on 21 September 2021 and were signed on its behalf by:


Mr Ian Cotterill – Chair


Mr John Botley Finance Trustee

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when received.

Resources expended

Expenditure is accounted for on a cash 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.

Taxation

The charity is exempt from 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.

Reserves

The charity's policy is to hold reserves equal to 3 months of expenditure in separate bank accounts.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	unrestricted	restricted	2020	2019
Receipts	£	£	£	£
Grants	-	-	-	-
Children In Need		31,219	31,219	30,449
Big Lottery		32,318	32,318	-
Herts Community Foundation	-	3,750	3,750	
True colours	-	3,300	3,300	
Hitchin Youth Trust Mental Health campaign		2,799	2,799	
Donations	20,638	-	20,637	37,400
Just Giving	3,998	-	3,998	1,621
	-	-	-	
Other income	893	-	893	26
	-	-	-	-
<i>total</i>	25,529	73,386	98,915	69,496

STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

Payments	unrestricted £	restricted £	2020 £	2019 £
Project Managers Salaries	7,059	36,374	43,433	21,024
Administrator & other salary costs	14,721	4,411	19,132	13,317
Clinical/assessment costs	-	1,363	1,363	5,956
Recruitment	-	-	-	1,552
Supervision & Training	561	3,030	3,591	3,320
Travel expenses - volunteers / clients	34	-	34	1,088
Group - Resources / expenses incurred	-	1,341	1,341	1,451
Family Event	-	20	20	542
DBS Clearance	232	-	232	258
Youth Ambassadors Project funded HCF	163	-	163	2,639
Big Lottery Project - other direct costs	-	1,278	1,278	
Communications - Mobiles / Postage	1,307	405	1,712	1,475
Schools Programme costs	296	-	296	1,032
Website support / IT costs	1,346	349	1,694	1,635
Access Insurance - Public & Liability Insurance	657	-	657	350
Stationery / office costs	1,148	339	1,487	686
Equipment	727	5,999	6,726	399
Just Giving Subscription fees	216	-	216	234
Other misc costs	1,176	205	1,381	521
total	29,643	55,113	84,756	57,480

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAND-BY-ME CHILDRENS BEREAVEMENT SERVICE

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It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Beverley Turner
FCA
Lamburn & Turner
Riverside House
3 Place Farm
Wheathampstead
Hertfordshire
AL4 8SB

Date: 21 Sept. 2021