



LIFE SKILLS: BRIEF GUIDELINES FOR LIONS CLUBS

UNDERSTANDING LIFE SKILLS EDUCATION, AND HELPING YOUR LOCAL CHILDREN AND YOUNG PEOPLE

1 The Field of Life Skills Education, and Scope of these Guidelines

Life skills education enables the fullest development of every child and young person so that they have a safe, healthy and stimulating childhood, build their self-confidence and make good relationships, discover and use their talents, and progress towards good citizenship and a fulfilled adult life.

These basic guidelines provide Lions Clubs with the essential background and guidance, when they are considering, or have decided, whether to support their local schools' life skills work for the first-time, or after a gap.

Fuller guidelines with additional support material can be found at www.lions.org.uk. They will help Lions Clubs to explore their local life skills education needs and possibilities and can be shared with schools, the local education authority and potential funders.

2 How Does Life Skills Education Come Within Lions Clubs' Purposes?

Lions' engagement in life skills education is rooted in two of the primary purposes of Lions Clubs International: "Taking an active interest in the civic, cultural, social and moral welfare of the community" and "Promoting good citizenship."

British and Irish Lions first became involved in life skills in the mid 1980s as part of an emphasis on drug education and awareness, based on the international Lions-Quest programme for adolescents. In the 1990s the introduction of a National Curriculum, and subsequent guidance documents for schools on issues such as drug and alcohol education, necessitated tailor-made materials for the British Isles and Ireland to fit national requirements.

The MD105 life skills education programme lies alongside a range of other Lions Youth Initiatives, and the many important local projects for their youth managed by individual Clubs.

3 The Scope of Life Skills Education

- This is defined from the age of 3 years for children and nursery groups and reception classes, for their personal, social and emotional development: developing self confidence and self esteem, self care, making relationships, dispositions and attitudes, behaviour and self-control, developing a sense of community.
- From 5 years onwards at primary school, and then secondary school it widens to become personal, social and health education (PSHE): developing confidence and responsibility: a healthy safer lifestyle (including drug and alcohol, and sexual health and relationships education); and making good relationships while respecting differences between people. To that is added citizenship education at an appropriate level.

Why is Lions Support Necessary, and Can its Value be Proved?

From the outset it has been clear that most or all of the life skills elements of the national curricula, whilst of vital importance for young people and society, have tended to be under-funded and given limited attention.

It was in this context that Lions MD105 formed a partnership with Tacade, a not-for-profit charity specialising in the publication of life skills education materials with training services. The Lions-Tacade Partnership has been renewed several times since 1986 and presently runs to 2008 (for details see the full guidelines). It has a page in "The Lion" magazine, a presence at many District annual conventions, and it organises training for District Life Skills Officers plus annual regional Life Skills Awareness Days.

We know from the hard-won experience of certain Lions Clubs and Zones that the effectiveness and value of Lions Clubs' life skills work in schools can be built-up, tested and demonstrated (see the full guidelines). Simple disciplines for handling requests from schools are set out below. They enable a Club to maximise the value of its donation by follow-up and appropriate publicity. With this satisfaction and confidence they can then develop their life skills work more fully.

5 How the MD105 Lions-Tacade Partnership Supports Lions District and Clubs

The Partnership operates through a Steering Group which brings together experienced Lions and key members of Tacade's staff. It is responsible to the British Isles and Ireland Council of Governors for leading and developing and promoting life skills activities and products throughout the Multiple District. Fuller details are in the main guidelines. In summary, the Steering Group led by the MD 105 Life Skills Officer, currently Lion Alan Chapman (Warminster), briefs and supports each District Life Skills Officer who with key staff of Tacade are available to provide advice and practical support to each Lions Club through its own Life Skills Officer, Secretary or any enquiring Lion.

Contact details for Tacade are: Old Exchange Buildings, 6 St Ann's Passage, King Street, Manchester, M2 6AD
Tel: 0161 836 6850 Fax: 0161 836 6859 E Mail: ho@tacade.co.uk Website: www.tacade.com
Tacade's website lists the current District Life Skills Officers and their contact details.

Be sure to use the help of both your DLSO and Tacade!

From your own side, please ensure that your own life skills education initiatives are communicated to your District Life Skills Officer and included in reports to Zone and District Cabinet.

6 The Current Lions-Tacade Product Range

A fully-descriptive publications brochure is produced annually in January and leaflets for new products come out ahead of their launch. Call Tacade (on 0161 836 6850), or visit their website (www.tacade.com) for one or more copies. Meanwhile, here is a list of one or two key resources for each age bracket, with others indicated.

Nursery Schools/Playgroups/Reception Classes (3-5 years)

'Little Steps' (2004) £44.95 is a ground-breaking resource designed to match the Early Years (Foundation Stage) curriculum and to promote the vital personal, social and emotional development of 3-5 year olds, in partnership with parents.

Primary Schools (5-11 years)

The Skills for the Primary School Child resource "*I am I know I can*" (2001) £64.95 matches the extended curriculum for personal, social and health education and citizenship. (There is a Welsh language version of this resource). Five other titles in the series cover current issues in health education plus drug, solvent, alcohol and tobacco education. Each is linked to the "*I am I know I can*" resource.

Secondary Schools (11-19 years)

Here 'Citizenship 11-16' (2004) £68.95 is a principal resource, matching curriculum guidelines and linked to multiple websites. Other recent publications are 'Sex, Drugs and Alcohol' (2003) £39.95 for 14-19 year olds, and 'Respect It!' (2002) £40, alcohol education for 11-16 year olds.

7 How Requests for Help with Life Skills Materials Reach Lions Clubs

Some requests from schools come where they have responded to Tacade's website or to the order page of Tacade's list of publications. This indicates – but does not promise - financial support being available (within the Lions-Tacade Partnership) from the Lions Clubs towards the cost of Tacade products. Tacade provides the name of the local Lions Club (there may be none) with the contact details of its current Secretary.

Where a Lions Club is already active in life skills work its own publicity for this, or suggestions from other teachers or the local education authority/education board will also trigger off requests from local schools.

Club members as parents, grandparents, school governors/board etc if aware of the Lions-Tacade programme, eg from "The Lion" magazine, their District convention or a Life Skills Awareness Day, will often bring local needs and concerns which seem to fit life skills work and education to the Club, for discussion and further exploration.

8 How to Handle and Respond to Requests for Help Effectively and Responsibly

Unless you have recently dealt with a request for help, you are advised to get in touch with your own District Life Skills Officer: see Section 5 above.

He/she, or a Tacade staff member, will be able to provide you with:

- Details and content of any specific Lions-Tacade resource plus its scope and appropriateness, with other ideas if necessary
- Details and contact information for life skills specialists in your local education authority, in most areas
- Details of your local schools
- In some cases, identification of local schools which have effective life skills practice and advice.

Armed with this information you should be able to make your initial response. But first you need to be aware that "merely" donating Lions-Tacade materials, or financing their purchase by the school without ensuring their fullest and consistent use can in effect **waste the money involved**.

You are advised to operate through your Club's Charitable Trust account if, as is usual, you have one. If not, you can set the standards of such a trust. Your Club as trustees will reasonably expect to have feedback about effective training or briefing of the specialist staff who will use the resource, which can be provided by the LEA's Officer or through the good offices of the District LSO, or even by Tacade for a fee. In some cases a briefing of most of the other staff will be appropriate. Where this is provided after normal school hours or in a training period no "supply costs" (for substitute teachers) will arise.

In many cases a donor Club can expect to have the opportunity to make a recorded presentation on an agreed basis for publicity purposes. Particularly where the donation is substantial it will be fair to request an appraisal of effective use by the LEA office, and feedback from schools.

Here then are the key factors for you:

- a) Where you make a part-contribution towards the schools' cost of direct purchase from Tacade, request, (and if necessary pursue) feedback on their use and effectiveness
- b) Where your Club donates Lions-Tacade materials or else reimburses the school in full, make this conditional on appropriate instruction/training of their staff, as well as feedback on use
- c) Never promise such purchase or reimbursement without being in a clear position to make full and prompt payment (see the next section for purchases from Tacade)
- d) Where a full donation is made seek the opportunity to have a recorded presentation with agreed publicity, if this is appropriate.

Standard Procedure for Ordering and Delivery of Lions-Tacade Materials

- 1 You can contact Tacade Staff as follows:

By Mail: Tacade, Old Exchange Buildings, 6 St Ann's Passage,
King Street, Manchester, M2 6AD
By Phone: 0161 836 6850
By Fax: 0161 836 6859
By E Mail: resources@tacade.co.uk
- 2 If in any doubt it is best at the beginning to check such things as:
 - appropriateness of the material or service
 - availability, both timing and quantity
 - special delivery requirements (normally within 2 weeks)
- 3 Orders must include, for each item:
 - title, unit price, quantity, total cost per titlePlus the total payment due for the order.
- 4 For each order please list:
 - the Lions Club concerned
 - contact name, position, address and phone number
 - additional details where delivery is not to that person, to ensure secure and timely despatch and arrival.
- 5 Tacade staff will respond (unless already discussed, or fully detailed on your order) to confirm details and availability, and to agree delivery arrangements. They will also notify your District Life Skills Officer by sending a copy of the invoice for your confirmed order, or letting him/her know of your enquiry.
- 6 In each case the white invoice is issued by post. A blue copy accompanies the goods and serves as the delivery note for you.
- 7 On receipt of Tacade's invoice please send, or arrange for, **immediate payment** because Tacade is the partner organization of MD105, and a charity operating on a not-for-profit basis. Payment should quote the invoice number and preferably enclose the invoice.
- 8 Please inform Tacade of any significant delay in receiving goods.

10 More Information is Available in the Full Guidelines

Go to www.lions.org.uk for more information on the above, and for help in the wider issues, such as:

- Sources of funding, and working with non-Lion funders (single Clubs or Zone groups)
- Follow-through of the donation or funding of Lions-Tacade materials
- Exploring your local education authority/education board, and schools. Building partnerships
- Publicity and public awareness in your community

Thank you for your involvement, and good luck

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