Sport and Youth Crime Prevention  
Pen Portrait Template

Guidance For Organisations

What is a pen portrait?

A pen portrait describes the journey of an individual your organisation has supported to tell their story.

How do I use this template?

This template is designed to capture information that shows the progression the young person has made, from the start of their involvement with your organisation to now. Please share as much information as you like (minimum of a few sentences per box).

What makes a good pen portrait?

We’re looking for stories that include information about the young person’s background and challenges (such as their involvement in criminality and/or exploitation), their experiences of the youth justice system (if applicable), and any positive changes the young person has made with the support of your organisation. We’re also interested in hearing when things haven’t gone so well, as there is a lot we can learn from stories like this.

How many do I need to complete?

Please complete at least 2 pen portraits per quarter (every 12 weeks, or at the end of your project, whichever is sooner).

How will Active Essex Foundation use the pen portraits I share?

We will review pen portraits to understand the impacts your work is having in your community. We may quote from them in reports and share them with others.

How do I share the pen portraits?

* If you’d like to draft a saveable document before submitting, use this template and then upload here: <https://app.impactreporting.co.uk/pwa/57QoKY>
* If you’d prefer to complete the template online, you can do this here: <https://app.impactreporting.co.uk/pwa/8ONOE5>, but you won’t be able to edit your responses or save them to come back to later.

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| --- | --- |
| About the young person | **Age:** |
| **Gender:** |
| **Name/initials\*:**  \*We will always anonymise case studies, meaning that young people cannot be identified. If the young person would like to choose the pseudonym (false name) we use, please write it here: |
| Before engagement | **Relevant background information:**  e.g. why the young person was referred or signposted to your provision, their needs, challenges and barriers, their involvement in secondary or tertiary youth justice, etc. |
| **How did the young person become involved in the project?** |
| **Before they got involved, what did they typically do in their spare time?** |

|  |  |
| --- | --- |
| Getting started | **What made them decide to get involved?** |
| **Did they face any initial challenges? How did you support them to overcome these?** |
| Now | **How are they involved now?**  Include information about their attendance, engagement and any volunteering with your organisation. |
| Impacts | **What changes have you and others noticed in the young person because**  **of their involvement?**  If you have received information about changes from the referrer/education provider/parent/carer, you could share that here. |

|  |  |
| --- | --- |
| What next? | **What are the young person’s next steps and future plans?** |
| Anything else | **Please use this space to share anything else about this young person’s story that helps us to understand the difference your organisation has made:** |

Young person consent

CONSENT

You must get the young person’s consent before you share this pen portrait with us.   
You must also ask the permission of their parent/carer if they are under 16.

By ticking the box below, you confirm that you are happy with the information above to be shared with Active Essex Foundation. Active Essex Foundation may use this information in reports and share it with others, but no one will know that the information is linked to you.  
  
 I agree

Parent/carer consent (if applicable)

By ticking the box below, you confirm that you are happy with the information above to be shared with Active Essex Foundation. Active Essex Foundation may use this information in reports and share it with others, but the young person in your care will not be identifiable.  
  
 I agree