# All Wales C-Card (Condom-Card) Scheme Standards

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**Purpose and Summary of Document:**  
A set of standards for the delivery of Condom Card Schemes (C-Card Schemes) in Wales, to reinforce the value/contribution that condoms and one-to-one communication makes in reducing risk of STI’s and unintended teenage pregnancies, and to support services in delivery of C-Card Schemes in Wales.

This sixth version of the C-Card Standards has been updated to reflect the final development of the online database and amendments to the self-assessment form for applying for accreditation.  
**Work Plan reference:** Sexual Health & Wellbeing Action Plan for Wales, 2010-2015 (Section 2.2).
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1 Introduction

1.1 Background

The Welsh Government requested that the All Wales Sexual Health Network develop All Wales C-Card (Condom Card) Scheme Standards to strengthen the good work already undertaken in many areas. It is anticipated that C-Card Schemes achieving the recommended standards will be able to have their cards accepted by C-Card schemes throughout Wales. This will facilitate increased accessibility of services for young people. In their development the standards have been influenced by the All Wales Sexual Health Network Annual Conference 2010 and the Brook publication ‘How to set up a C-Card condom distribution scheme’ (Burtney & Fullerton, 2008).

Condoms are essential in the prevention of Sexually Transmitted Infections (STIs) for all sexually active individuals, and one of the approaches taken by Health Boards/Local Authorities for supplying condoms and sexual health information has been through the introduction of C-Card Schemes.

C-Card Schemes have been in operation across Wales for a number of years in various localities, working to individual guidelines/’standards’ and with differing methods of service delivery. All of the local C-Card Schemes have common shared objectives – to contribute to the reduction of STIs and to provide confidential, non-judgemental sexual health advice & information in youth settings. A C-Card Scheme can be an important service that increases a young person’s opportunity to access sexual health advice and condoms.

Despite these shared objectives, there have also been different approaches taken to such things as monitoring and evaluation, promotion and publicity and staff training. This document intends to deliver recommendations aimed at achieving a consistent approach to C-Card Scheme delivery across Wales.

The All Wales C-Card Scheme Standards were released in June 2012. Two draft versions were released prior to this, each allowing responses from practitioners working in sexual health in Wales, including those not directly involved in C-Card Schemes. Comments received in the consultations on the drafts have shaped these final standards, most notably the decision to create a Wales-wide online database for C-Card Schemes. We encouraged service providers to engage with their service users on the second draft so that their views were included prior to the formation of the final version. This sixth version of the Standards was released in December 2012 to reflect the final development of the All Wales C-Card online database.
1.2 What is a C-Card Scheme?

A C-Card Scheme is a confidential sexual health service for young people (<25 years old), that provides free condoms, information and advice at convenient times and in a variety of locations. It is more than a condom distribution scheme. C-Card Schemes offer supported access to condoms, with the young person carrying a card with a Personal Identification Number, which allows the service provider to monitor the access whilst maintaining user confidentiality. C-Card Schemes give service providers greater opportunity to support young people in safely managing their sexual health, in comparison to general condom distribution schemes where condoms are freely available to take at will, in any quantity, and without appropriate advice and information.

In general, C-Card Schemes offer a pack containing at least six condoms (quantity varies depending on the scheme), lubricant, instructions on their use and a list of other local sexual health services.

1.3 Is a C-card scheme needed in your area?

Some basic points to consider in building a case/reinforce an existing case for a C-Card Scheme in your area:

- Does your area have high rates of teenage pregnancies and/or sexually transmitted infections?
- Could a C-Card Scheme enhance your local sexual health services?
- Are there any existing services that provide free condom distribution in your area?
- Are agencies happy to work together in partnership to develop and manage a C-Card Scheme? (local authorities, education settings, youth services for example)
- Will you have access to a sustainable level of funding to implement and maintain a C-Card Scheme?

1.4 Aims of these standards

The C-Card scheme standards have been developed to support quality and consistency across Wales’ C-Card Scheme management; monitoring and evaluation; delivery; publicity and promotion and training.
The vision of these standards is as follows:

To introduce consistency in the delivery and quality of C-Card Schemes throughout Wales, with the introduction of an accreditation system, and in turn increase accessibility and availability of C-Cards to young people throughout Wales.

1.5 What these Standards introduce

1.5.1 All Wales C-Card Scheme Accreditation

Existing C-Card Schemes are invited to apply for accreditation, which if successful will lead to the Scheme receiving a number of additional benefits. To achieve accreditation, they must demonstrate that they meet these standards in full. Documentary evidence must be provided to support the application. Following a successful application, accredited schemes will receive:

- Vinyl window decals to promote the scheme’s Quality Accreditation at all venues;
- Pin badges with the Quality Accreditation logo for staff to wear;
- 1cm² stickers with the Quality Accreditation logo, to apply to the young person’s C-Cards. This is to negate the need for new cards to be printed instantly: the next time a Scheme needs to print cards following accreditation, they can request a .jpeg copy of the Quality Accreditation logo to be printed;
- Promotion of all accredited schemes will be on the All Wales Sexual Health Network, and the aim is that they will be signposted on various relevant public-facing websites;

Gaining accreditation will also give the scheme’s registered young people the ability and confidence to access other accredited schemes, clear in the knowledge that their standard of care and the service delivery will be equal to that of their ‘home’ scheme.

The accreditation scheme does not intend to impact upon the identity and branding of local C-Card schemes – the importance and value of local identity is recognised, both to service users and those working within the scheme. Many local schemes have developed their brand through engagement with young people, and to remove this would be counterproductive. The intention of the accreditation is simply to:

- Introduce consistency in the standards of service delivery across Wales;
- Increase accessibility of C-Card Schemes, by allowing young people registered to an accredited scheme to access other accredited schemes.

- Improve monitoring of C-Card Schemes, locally and nationally;

Gaining accreditation will not include any additional funding, but will strengthen and support future funding bids.

More detail about the Accreditation Scheme process is explained in Chapter 4, and the Self-Assessment application form needed to gain accreditation is Appendix 8.

### 1.5.2 Universal Data Collection

Currently there is little consistency in the types of data collected by C-Card Schemes in Wales, both in registering young people to the Scheme and through ongoing monitoring. Therefore, in order to introduce consistency, to support effective targeting of the services and ensure quality data is retrievable, a minimum amount of compulsory data to be collected is introduced in these standards. There are no confidentiality issues in these compulsory data requirements.

### 1.5.3 Universal Registration/ID Numbers

As we begin the transition to an All Wales database through the accreditation scheme, a universal standard will be applied for ID/Registration numbers. The database can link current registration numbers with new registration numbers, so for those young people currently registered, we recommend that their ID number remains as it is currently, but from their addition to the online database, a universal ID number will be generated to replace the old ID number. The universal ID number will follow this standard:

- Two letters representing your local authority area.
- A 5 digit number, starting at 00001.
- Two numbers to indicate the outlet the young person registered at.
2 Minimum Criteria for C-Card Schemes

The All Wales C-Card Scheme Standards endorse the following minimum criteria, which are adapted from the Brook publication ‘How to set up a C-Card condom distribution scheme’ (Burtney & Fullerton, 2008).

2.1 Management

- The C-Card schemes will be developed based upon evidence of need, in consultation with key stakeholders and young people. Aims and objectives will be clear and understood.

- A clear and cohesive management system will be in place, with an identified co-ordinator/lead as point of contact for all workers.

2.2 Data Collection

A centrally funded National C-Card scheme database to facilitate data collection within C-Card schemes will be available to services from December 2012. It is important that ALL schemes gather these compulsory data items at the earliest opportunity, so that they are ready to use the online system, as well as being equipped for Accreditation. The National Database will collect the following compulsory and optional fields:

For monitoring new and re-registered users (Re-registered users are those who, for whatever reason, need to join the scheme again i.e. they have lost their original card), the following are compulsory data collection fields that all schemes must collect:

- ID/Registration Number (which will be automatically generated by the online database)
- Date of Birth
- Surname (or given name)
- Gender ‘Male/Female/Transgender/Does not wish to disclose’
- Ethnicity
- First Part of Postcode, or if unknown, town name

The following optional data collection fields will be available on the online database, and it is up to local management to determine whether they wish to collect this information:

- Contact details (i.e. Telephone Number, Email Address)

Regarding the collection of first part of postcode, this is collected so that general locality-based reports can be retrieved. Concerns have been raised that young people may not know the first part of their postcode: if
this is the case, please ask for their town and you can trace this against
the postcode area using a variety of websites, one of which is
http://www.map-logic.co.uk/postcode-maps/free-online-google-postcode-
maps/free-online-wales-postcode-district-map-ad2.html, or by typing the
town/village name into Google Maps (not all towns/villages have this
information on Google Maps at present). Localities could also purchase
local-area postcode maps if this helps their service delivery.

Registration Numbers will now have a Wales-wide consistency to them.
This was explained in section 1.5.3, page 6. ID numbers will be
automatically generated by the online database, based upon the local
scheme name and registration point.

All services should supply their complete monitoring data on a quarterly
basis to their local sexual health forum/C-Card Steering Group. An
example ‘offline’ paper-based monitoring form, along with paper-based
registration form, is available in the appendices, and this could be used
until the Scheme has access to the online database, and also at
registration points where access to the online database is unavailable.

More details about the National C-Card Database are in Section 4.

2.3 Evaluation

- The C-Card Scheme should be evaluated regularly against its agreed
  aims and objectives.

2.4 Delivery

- The C-Card Scheme will be an inclusive, non-judgemental service
  where young people are comfortable to talk in confidence about
  their sexual health and their needs.

- The C-Card Scheme should have outlets for registration and
distribution. Registration outlets are responsible for performing the
initial consultation with the young person, and should also distribute
condoms when required. Distribution outlets are responsible for
giving out condoms to registered C-Card users. Details of all local
outlets should be provided to the young person at the earliest
opportunity.

- Staff on the C-Card Scheme will be welcoming and friendly to
  service users.

- Young people will have their consultations in a private, confidential
  environment at a registration outlet.
Where possible, C-Card Schemes should be delivered as part of a broader range of sexual health services.

In addition to the provision of condoms and lube, the C-Card Scheme will ensure appropriate sexual health advice is provided, including advice on delaying sex.

The C-Card Scheme will be accessible in a variety of locations across the area served. Where possible, these should be locations easily accessible by public transport.

The C-Card access points will have opening hours that make them accessible to young people (for example after school hours, weekends).

The C-Card Scheme will ensure that it is accessible to all young people i.e. ethnic minorities, LGBT, people with disabilities.

Stock should be managed and ordered locally so that condoms and lube can be provided at all times. Stock should include latex-free condoms and a range of condom options to ensure suitability for all.

A young person’s condom pack will include no more than 12 condoms – these should be self-selected by the young person from the available range, and for each condom given a sachet of lubricant should also be provided (i.e. if 7 condoms are given, 7 sachets of lubricant should be given too). Schemes may choose to offer fewer condoms to younger people i.e. maximum of 6 condoms for 13-16 year olds, maximum of 12 for 17+. This should be at local discretion, with the decision made based upon stock provision and local need.

2.5 Publicity and Promotion

The C-Card Scheme promotional materials must be bilingual. Generic information about C-Card Schemes will be provided in Welsh from January 2013; this will be text-only so that local schemes can use their local branding as required for posters etc.

The C-Card Scheme promotional materials will emphasise that its services are free and confidential.

The C-Card Scheme promotional materials will inform young people on:

- What is on offer
- Where, when and how they can access services
Who the service is for (including age range).

The C-Card Scheme venues should also consider including promoting messages on delaying sex in their promotional materials.

The C-Card Scheme management will nominate an individual to ensure that the information on their service is accurately reflected in All Wales Sexual Health Network publications.

Accredited C-Card Schemes will receive vinyl window decals to display in outlet windows, pin badges for staff to wear and other promotional materials associated with the accreditation. All of this will help to promote the C-Card Scheme’s achievement, and explain the accreditation to young people.

2.6 Training

All service providers must have at minimum ‘Level 2’ knowledge of sex and relationships and/or experience of sexual health work. Please see Appendix 3 for the Credit & Qualifications Framework for Wales Learning and Progression Routes fan diagram - an explanation of learning levels. Public Health Wales is also looking into the development of an online training package, which would be made available to all schemes, suitable for facilitated training. Confirmation of this will be announced during 2013.

Training outcomes should include:

- An understanding of the aims and objectives of the C-Card Scheme
- An understanding of the different types of condom, and how to conduct condom demonstrations
- A good knowledge of sexual health, including the different STIs and how they are contracted and prevented; other forms of contraception, and a knowledge of other local sexual health services
- A thorough understanding of the C-Card Scheme’s processes (registration, distribution, monitoring, stock)
- A thorough understanding of Fraser Guidelines and Child Protection procedures
- An understanding the importance of confidentiality

All service providers must have received Level 2 Child Protection training, and those managing staff or the Scheme itself must have
attended training in child sexual exploitation and be aware of the Risk Assessment Tools available to them. (See Section 3 for further information)

- All staff/volunteers must have access to, and knowledge of, the All Wales Child Protection Procedures 2008, and relevant referral pathways.
- In order to ensure regular updates on sexual health developments in Wales, C-Card Scheme Coordinators and their colleagues should ensure that they are registered members of the All Wales Sexual Health Network.

- **Untrained staff must not conduct C-Card registrations with young people**

### 2.7 The C-Card

The C-Card itself will be of credit-card size, to fit wallets/purses whilst remaining discreet. The card should include the following information:

- Identifiable information – e.g ID/Membership number
- Contact details – for the C-Card Service and other sexual health/young people’s services if space allows
- Validation – for staff to log when a young person has used their card i.e tick boxes, spaces for official stamps, signature lines.

### 2.8 C-Card Scheme Registration & Review Processes

Appendix 2 provides an overview of how to process a registration of a new young person onto a C-Card Scheme, and Appendix 3 provides an overview of how to process a review. Appendix 4 offers a checklist to support work with under 16’s.

### 2.9 Young People’s Review

It is recommended that a young person’s needs are reviewed when they have reached their permitted allocation of supplies or after a certain timeframe, whichever is sooner. For clarity, these are the quotas and timeframes approved:

- **For under 16’s:** after 10 condom pack issues or 6 months after registration/last review of need.
- **For over 16’s:** after 20 condom pack issues or 12 months after registration/last review of need.
The review consultation should be an opportunity for the young person to ask any questions related to their sexual health, and also for the C-Card worker to:

- Establish whether the young person has any concerns over their sexual health;
- Ensure that the young person is aware of other services within the local area
- Re-enforce health promotion messages and offer resources or another condom demonstration.

A scheme may also want to hold reviews more frequently than the suggested standard with younger service users (under 16 years old) who may be at greater risk of sexual exploitation – this should be determined by local management recommendations, but a young person should be able to request a confidential discussion at any time.
3 Child Protection Guidance

All agencies must work in accordance with the All Wales Child Protection Procedures 2008 (the Procedures and related documentation are available from the Children in Wales website). These procedures specify that interaction with sexually active young people under 13yrs of age should trigger a discussion with the named lead for child protection within the practitioners employing agency.

In addition, the Sexual Offences Act 2009, Sections 5-8 apply to children under 13. Consent is irrelevant in children under 13, as it is accepted that a child under 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity.

In all interactions involving a child under 13, consideration must be given to making a Child Protection referral and a discussion MUST take place with the Child Protection lead within the employing agency. If subsequent to this discussion a decision is made not to refer the child, the employing agency is accountable for that decision.

For staff working within Public Health Wales, details of the Designated Professionals for Safeguarding Children are available via the Public Health Wales website: http://howis.wales.nhs.uk/sitesplus/888/page/45412 (weblink is internal to Public Health Wales staff only). Local Authority staff can find details of their Local Safeguarding Children Board’s Coordinator via this Welsh Government webpage: http://wales.gov.uk/topics/childrenyoungpeople/health/protection/lscb/contact/;jsessionid=JBG8MhsMG1vfLKBqJ7LHbyyDythL2QJvLLLMLWLRc5FcVC9jHT3g!-42672990?lang=en
4 All Wales C-Card Online Database

An online database has been centrally commissioned for use by all C-Card Schemes in Wales. The database is accessible via secure internet browsers, so there will be no requirement to install additional software on computers locally. All C-Card Coordinators will have administrative rights to the database, will be able to generate reports for their locality, and will be able to create user accounts for their colleagues who register, and distribute to, young people.

The database will:

- Monitor the usage of the C-Card Scheme by young people;
- Monitor stock levels in all local outlets, and notify nominated staff if stock is running low;
- Allow generation of reports using data inputted;
- Keep an online record of all interactions (registration and post-registration) with young people;

It will be the responsibility of local C-Card Scheme management to:

- Enter the details of all C-Card venues and outlets to the database, and allocate a two-digit code to each outlet;
- Create staff user accounts for those entering information into the database;
- Generate reports from the database for local service need.

The young person’s record on the database has the ability to include existing ID numbers as well as new standard ID number, so details of young people using the service should be entered on the database at the earliest opportunity.

Not all outlets will have immediate access to a computer when registering young people or when issuing condoms. To help with this, the appendices to this document contain ‘offline’ forms which collect the same information as the database. C-Card Coordinators will need to ensure that capacity is available within the Scheme so this ‘offline’ information can be uploaded to the online database at the earliest opportunity.

One day’s ‘train the trainer’ training on how to use the online database was held in September 2012. If localities require additional training, this should be arranged with the database developers QES, and funded from the local scheme’s budget. Please contact Alison Budd, Training/Account Manager for QES via email to alisonbudd@qes-online.com or 07824
707276. A user manual for the database is available on request from the All Wales Sexual Health Network.

5 The All Wales C-Card Scheme Accreditation

Following the introduction of these standards, local C-Card providers who meet the criteria outlined are invited to sign up to an accreditation system, incorporating the All Wales C-Card Scheme Quality Mark. This system is designed to demonstrate that local services can retain their individual identities whilst still following consistent national standards. Young people will be reassured that their local service has recognised quality in delivery, and that they are receiving the same standard of delivery no matter where they are in Wales. It is also envisaged that adding the All Wales C-Card Scheme Quality Mark will improve service access, as a young person with an accredited C-Card can access C-Card services in any of the other accredited C card outlet across Wales.

A list of all accredited C-Card providers will be available from the All Wales Sexual Health Network, and those who are accredited will also be made aware of fellow accredited C-Card providers. This information should be shared with the young people who access the service, so that they are aware of which accredited services they can access across Wales.

5.1 Applying for accreditation

Services that wish to apply for accreditation should undertake a self-assessment against the agreed criteria. The tool to be used for this process is attached on the next page, and will also be made available as a separate document. Accreditation will be reviewed every 3 years.

Here is the application process in short:

1. C-Card Scheme Coordinator/Manager completes the Self-Assessment tool, which is then forwarded to the All Wales Sexual Health Network Coordinator along with supporting evidence.
2. All Wales Sexual Health Network representatives review the submission.
3. If successful, the C-Card Scheme receives a Certificate of Recognition for display at their outlet(s), vinyl window decals for all of the Scheme’s outlets, pin badges for staff working on the Scheme and Quality Mark stickers to affix to their materials (the C-Cards, leaflets etc). (This will negate the need to re-print materials that are already in stock). The Quality Mark sticker will be 1cm². A .jpg file of the logo will also be made available to Schemes for the development of future printed materials.
4. Young people locally are advised where they can access other accredited schemes across Wales.
6 Appendices

NOTE: All of the following example forms demonstrate the necessary requirements for C-Card delivery in Wales. We encourage local C-Card Schemes to tailor these forms to fit their local branding, but the forms must maintain the same terminology to maintain consistency in service delivery across Wales.
6.1 Appendix 1 – Example C-Card Registration Form

Today’s Date: ____________________

Staff Member: ____________________

Client Registration Number: ___ / ___ / ______

**Client Details (** denotes compulsory requirement**)

<table>
<thead>
<tr>
<th>*Date of Birth</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Surname/Given Name</td>
<td></td>
</tr>
<tr>
<td>*Gender</td>
<td>Male / Female / Transgender / Does not wish to disclose</td>
</tr>
<tr>
<td>*Ethnicity</td>
<td></td>
</tr>
<tr>
<td>*First Part of Postcode</td>
<td></td>
</tr>
<tr>
<td>Contact Detail</td>
<td></td>
</tr>
</tbody>
</table>

**Issues Discussed/Referrals Made**

**How did the young person hear about the C-Card Scheme?**

Friend / Promotional Material / Youth Worker or other professional / Other
6.2 Appendix 2 - All Wales C Card Standards – Registration Process

1 Get to know the young person
• Query what made the young person access the C-Card Scheme.
• Determine whether young person is currently engaged in sexual activity.
• Ask and note down the young person's date of birth, ethnicity, first part of postcode. Explain that this data is needed for registration purposes.
• If young person is under 13, refer to All Wales Child Protection Procedures 2008. (More details are available in Section X of the All Wales C-Card Standards). Explain that they cannot access C-Card Scheme for condoms until they turn 13 and signpost to other appropriate services locally.
• If young person is under 16, refer to Fraser Guidelines.
• Inform young person of their ID/registration number and why this is required.

2 Explain the C-Card Scheme
• Tell the young person what they can expect from the C-Card Scheme.
• Explain the C-Card Scheme's confidentiality policy.
• Advise the young person of the location of all C-Card outlets in their locality.
• If local C-Card Scheme has been accredited, explain what this means (how they can access other accredited schemes, what branding to look out for etc).
• Talk about the range of condoms and lubricant available for selection locally.

3 Advice and Demonstration
• Comprehensive advice regarding delaying sex should be provided in the first instance.
• Deliver a condom demonstration, even to those who have indicated that they are not yet sexually active. The demonstration must include an explanation of the Kite Mark and highlight where to see the expiration date of the condom.
• Offer sexual health advice and printed materials as dictated by the discussion, and ask young person if they have any other issues they would like to discuss.
• If anything is discussed that requires a referral onto other services (i.e drug and alcohol service) please provide young person with relevant advice and make a note of this referral for your records.

4 Complete Registration
• Advise young person of how many times they can visit the C-Card Scheme for condom packs prior to their next review (A review must happen every 6 months or after 10 condom pack issues for those under 16, and every 12 months or after 20 condom pack issues for those over 16, whichever happens soonest for both age ranges).
• Allow young person to select their choice of up to 12 condoms from the range available.
• Fill out registration details on online database, or where unavailable, complete offline registration form and add to online database at earliest opportunity.
6.3 Appendix 3 - All Wales C-Card Standards – Review Process

- Familiarise yourself with young person's details, from initial discussion with them and reviewing any relevant notes from previous reviews/registration.

- Establish current status of young person - have they any concerns with their sexual health? Has there been a change of circumstances? Do new referrals need to be made?

- Provide sexual health advice and signposting to other services as appropriate to discussion, along with new supplies. Another condom demonstration should be offered.

- Revise young person's record accordingly, noting any new or updated details.
### 6.4 Appendix 4 - All Wales C Card Standards – Under 16’s Checklist

<table>
<thead>
<tr>
<th>Young Person’s Registration/ID number</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Age at first sexual intercourse</td>
<td></td>
</tr>
<tr>
<td>Number of and age of current partner(s)</td>
<td></td>
</tr>
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</table>

**Fraser Guidelines Met?** – you must be confident that the answer to the following points is ‘yes’ before proceeding:
- Client understands the advice given;
- Client has been advised to inform his/her parents, if not already informed;
- Client is likely to continue having intercourse with or without contraception;
- Physical or mental health are likely to suffer without contraception/advice;
- Clients best interests involve the provision of contraception/advice without parental consent.

**Any Referrals Made**

**Does the young person understand all options suggested?**

**Does the young person understand the benefits and risks of accessing C-Card?**

**Have delay methods been discussed with the young person?**

**Can the young person make an informed decision based upon the information provided?**

**Additional Notes** – consider potential areas of concern (‘grooming’, abuse, age of partner, substance misuse, consent).

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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Please fill out all details requested for all young people accessing the service, as these are required for monitoring and evaluation of the service.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>First part of Postcode</th>
<th>ID/Registration Number</th>
<th>Number of condoms provided</th>
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</table>
### 6.6 Appendix 6 - All Wales C-Card Standards – Offline Monitoring Form, Existing Users

Please fill out all details requested for all young people accessing the service for condoms.

<table>
<thead>
<tr>
<th>Date</th>
<th>ID/Registration Number</th>
<th>Number of Condoms Provided</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
The Credit and Qualifications Framework for Wales was introduced in 2003 as a fully inclusive learning framework. The Levels capture all learning from the very initial stages (Entry) to the most advanced (Level 8). The Fan diagram illustrates the levels and examples of qualifications and learning provision that are included in it.
Applying for All Wales C-Card Scheme Accreditation

Self-Assessment Tool

December 2012
1 Introduction

This Self-Assessment Tool is for local C-Card Schemes in Wales to apply for All Wales C-Card Scheme Accreditation. The All Wales C-Card Scheme Quality Mark will be endorsed by the All Wales Sexual Health Network, representatives of who will award the Quality Mark to schemes based on the evidence provided by this self-assessment tool. Once a C-Card Scheme has been awarded the Quality Mark, they will receive a certificate recognising this achievement and associated materials featuring the Quality Mark (See Sections 1.5.1 and 5 of the All Wales C-Card Standards). Registered service users will be able to access any other Accredited C-Card Scheme across Wales.

NOTE – This is aimed at Schemes as a whole, not an individual outlet within a local scheme. For example, ‘Outlet X’ in Swansea will not be applying for accreditation; rather the Swansea scheme will be applying.
2 Your details

Name: ___________________________________________

Job Title: _______________________________________

Contact Email Address: __________________________

Location of C-Card Scheme: _______________________

C-Card Scheme Management Agency (please circle): Local Authority  Local Health Board  Other

3 All Wales C-Card Scheme Standards Accreditation Self-Assessment Tool

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>If Yes – as evidenced by…….</th>
<th>If No - timescale for action</th>
<th>Check/review done by (date)</th>
</tr>
</thead>
</table>

**Section A - Management**

1. Does evidence of need for a C-Card Scheme in your area exist?

2. Have you engaged with stakeholders in the development/ongoing development of the C-Card Scheme?

3. Are the aims and objectives of your C-Card Scheme available?
**All Wales C-Card Scheme Standards – Accreditation Application Form**

**Section B – Monitoring and Evaluation**

1. Are you collecting quarterly monitoring data based on the minimum information stated in the All Wales C-Card Standards?

2. Is/will the C-Card Scheme to be evaluated annually against its aims and objectives?

3. Are compulsory data fields being collected for all young people?

**Section C – Delivery**

1. Are consultations with young people delivered in a private, confidential environment?

2. Is appropriate sexual health advice/literature provided to young people?

3. Are the C-Card Scheme’s outlets and their opening hours accessible to young people?

4. Is the C-Card Scheme catering for the needs of all young people?
5 Are a range of condom options available within the Scheme? (i.e ribbed, extra large)

**Section D – Publicity and Promotion**

1 Are there plans in place to make all C-Card Scheme promotional materials available bilingually?

2 Are young people informed about the variety of C-Card outlets, and their hours of opening, within your locality?

**Section E – Training**

1 Do service providers have ‘Level 2’ knowledge of sex and relationships and/or experience of sexual health work?

2 Do service providers have at least ‘Level 2’ Child Protection training?

3 Do service providers have a basic knowledge of all forms of contraception and common Sexually Transmitted Infections?

4 Is the C-Card Scheme Coordinator a member of the All
Wales Sexual Health Network?

**Section F – The C-Card**

1. Do the C-Card’s issued contain the All Wales standard registration number, contact details for the C-Card Service and other appropriate services and a section for validating numbers of visits?

Please forward this self-assessment to the All Wales Sexual Health Network Coordinator (adam.jones2@wales.nhs.uk) in order to be considered for National Accreditation.
<table>
<thead>
<tr>
<th><strong>Equality Impact Assessment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of project</strong></td>
</tr>
<tr>
<td><strong>Date of assessment</strong></td>
</tr>
<tr>
<td><strong>Completing officer</strong></td>
</tr>
<tr>
<td><strong>Whose needs will the project address?</strong> (e.g. whole administrative area, specified population group)</td>
</tr>
<tr>
<td><strong>What is the project designed to achieve?</strong></td>
</tr>
<tr>
<td><strong>Will people whom the project could potentially benefit be subject to access problems?</strong> Please consider matters such as location, gender of practitioner, medium and language.</td>
</tr>
</tbody>
</table>

Please consider the following population groups and describe the project’s potential impacts.
<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality /Health Inequalities/Health Inequity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race (consider ethnic group, language difficulties, health beliefs, etc.)</td>
<td>Positive: Yes – standards should improve quality of service delivered to people of all ethnic backgrounds and reinforce need for services to develop bilingual materials. Negative: Mitigation:</td>
</tr>
</tbody>
</table>

Factors emerging from consulting this group:* No responses received regarding this characteristic during open consultation process.

| Gender | Positive: Yes – standards should improve quality of service delivered to people of all genders, including transgender. Negative: Mitigation: | No change: Opportunities: |

Factors emerging from consulting this group:* No responses received regarding this characteristic during open consultation process.
<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality /Health Inequalities/Health Inequity</th>
<th>Positive</th>
<th>Negative</th>
<th>No change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability: physical, mental and sensory (consider access, communication, etc.)</td>
<td>Yes – standards should improve quality of service delivered to people experiencing physical, mental and sensory disabilities.</td>
<td>Mitigation:</td>
<td></td>
<td>Opportunities:</td>
</tr>
</tbody>
</table>

Factors emerging from involving this group:* No responses received regarding this characteristic during open consultation process.

| Gender reassignment | Yes – standards included compulsory monitoring of gender, including transgender. | Mitigation: | Opportunities: |

Factors emerging from involving this group:* No responses received regarding this characteristic during open consultation process.
<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality /Health Inequalities/Health Inequity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Positive</td>
</tr>
<tr>
<td><strong>Sexual orientation</strong></td>
<td>Yes – standards should improve quality of service delivered to people of all sexualities.</td>
</tr>
</tbody>
</table>

Factors emerging from consulting or involving this group: No responses received regarding this characteristic during open consultation process.

<table>
<thead>
<tr>
<th>Age</th>
<th></th>
<th>Standards maintain that C-Card Schemes are made available to young people up to age 25.</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. children and young people, older people, physical and/or mental frailty.</td>
<td>Mitigation:</td>
<td>Opportunities:</td>
</tr>
</tbody>
</table>

Factors emerging from consulting or involving this group:* No responses received regarding this characteristic during open consultation process.
## Equality Impact Assessment – All Wales C Card Standards

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality /Health Inequalities/Health Inequity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Positive</td>
</tr>
<tr>
<td>Religion or Belief</td>
<td>Yes – standards should improve quality of service delivered to people of all beliefs.</td>
</tr>
<tr>
<td>(consider belief or non-belief, culture traditional way of life, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Factors emerging from consulting or involving this group:** No responses received regarding this characteristic during open consultation process.

<table>
<thead>
<tr>
<th>Marriage and civil partnership</th>
<th>Not directly relevant to these standards. Same quality of service is expected regardless of marital status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mitigation:</td>
</tr>
</tbody>
</table>

**Factors emerging from consulting or involving this group:** No responses received regarding this characteristic during open consultation process.
<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality /Health Inequalities/Health Inequity</th>
<th>No change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Positive</td>
<td>Negative</td>
</tr>
<tr>
<td><strong>Pregnancy and maternity</strong></td>
<td></td>
<td>Same standard of service is expected regardless of pregnancy or non-pregnancy.</td>
</tr>
<tr>
<td></td>
<td>Mitigation:</td>
<td>Opportunities:</td>
</tr>
</tbody>
</table>

**Factors emerging from consulting or involving this group:** No responses received regarding this characteristic during open consultation process.

| **Socioeconomic disadvantage** (consider low income, no car, poor housing, unemployment, homelessness, etc.) | Yes – standards recommend C-Card outlets being in locations easily accessible by public transport, and supplies are offered free of charge. | Mitigation: | Opportunities: |
### Factors emerging from consulting or involving this group: No responses received regarding this characteristic during open consultation process.

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Potential impact on Equality / Health Inequalities / Health Inequity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Positive</td>
</tr>
<tr>
<td>Human Rights (consider rights to dignity, family life, etc.)</td>
<td>Yes – standards impress upon the need for confidential advice and do not recommend collecting full names and addresses of clients. Fraser Guidelines are to be adhered to for under 16’s. UNCRC principles are applied.</td>
</tr>
<tr>
<td>Welsh language (ease of communication, preference for first language, etc.)</td>
<td>Yes – standards request all printed materials being at the very least bilingual.</td>
</tr>
</tbody>
</table>

**Mitigation:**

**Opportunities:**
### Equality Impact Assessment – All Wales C Card Standards

<table>
<thead>
<tr>
<th>How will the impact of the project on groups covered by this Equality Impact Assessment be monitored?</th>
<th>Through collection of monitoring data following the launch of National Online Database for C-Card Schemes from December 2012.</th>
</tr>
</thead>
<tbody>
<tr>
<td>After what period will results be reported?</td>
<td>Reports can be delivered at any point, for any timeframe and locality in Wales. Will be reported upon at least once annually.</td>
</tr>
<tr>
<td>Who will be responsible for monitoring and reporting?</td>
<td>Local C-Card Coordinators for local reports, and Adam Jones/Zoe Couzens at a national level.</td>
</tr>
</tbody>
</table>

* Legal requirement to consult race and gender groups and to involve disability groups.