

annual  
report

2003–2004

Education  
For Choice

# EDUCATION FOR CHOICE

## Good Practice Guide to Abortion Education

### Why?

Education For Choice (EFC) believes that all young people are entitled to make and act on informed choices about issues affecting their own lives. For young people to make informed choices about pregnancy and abortion they need to have:

- Access to accurate, impartial information.
- An opportunity to explore the issues for themselves.
- Advice on the services available to them and how to access them.

EFC's experience of working with more than 5,000 young people a year indicates that they welcome the opportunity to discuss abortion. The topic of abortion is surrounded by myths and misinformation and for many, discussion within the classroom is a welcome opportunity to untangle mixed messages and clarify the facts.

### What?

Ensuring the delivery of **non-directive** education is essential if young people are to make informed choices. Teachers inviting an outside agency into school to complement their programme of work around Sex and Relationships Education should ensure that visitors work to the same good practice standards as school staff.

### How?

Exploring the issues unintended pregnancy and abortion raise can be done in a safe, non-judgmental way which neither promotes nor stigmatises particular choices. A good practice approach to abortion education and to working with outside agencies around it, will ensure that the school and/or agency:

- Provides a safe learning environment in which individuals are respected and able to explore and express their views.
- Adopts an inclusive approach – for example, working from the assumption that a student in the group has direct experience of an unintended pregnancy helps to ensure language and activities do not alienate vulnerable young people.
- Utilises appropriate teaching materials and images.
- Discusses risk taking behaviour and how to reduce the risk of unintended pregnancy and sexually transmitted infections.
- Values all pregnancy choices equally so as not to stigmatise particular options.
- Gives accurate, impartial information about abortion in relation to health and the law.
- Helps to dispel fear, shame and guilt which are obstacles to young people's learning.
- Values diversity and recognises that there is a spectrum of religious views on abortion.
- Explores the ethical dilemmas abortion can present and enables students to form their own beliefs and opinions.
- Considers outside pressures and sources of influence in decision-making.
- Signposts young people to impartial sources of advice and support.
- Emphasises young people's rights to make and act on informed choices.

# table of contents

**CHAIR'S FOREWORD** *page 2*

**DIRECTOR'S REPORT** *page 4*

**GOAL 1: ADVOCACY** *page 6*

**GOAL 2: PROGRAMME** *page 10*

Working with young people *page 10*

Professional training *page 13*

Resources *page 15*

**GOAL 3: ORGANISATIONAL DEVELOPMENT** *page 16*

**FINANCIAL STATEMENTS** *page 18*

**THANKS AND ACKNOWLEDGMENTS** *page 24*

# chair's foreword

## **2003-2004 has been an exciting year for Education for Choice**

Having made some changes to our strategic direction last year, including the decision to increase our focus on professional training – to enable us to reach the teachers, youth workers, school nurses and others who work with young people on a daily basis, and to complement the work we can do directly with young people – this year would tell if there was a demand for this service, and if EFC was the right agency to meet this demand. As this report shows, the answer to both questions has been a resounding 'yes', which has rewarded our faith that there was an important national role for EFC to play, and our confidence in our staff and volunteers to respond to the challenge of discharging this role with creativity, competence, and commitment.

This has also been an important year for EFC's advocacy work; we have been steadily building our profile as an organisation that offers impartial information on abortion, designed to enable young people to make informed decisions about pregnancy and abortion themselves. We are recognised as such by an increasing range of professionals



who work with young people in different settings, and also by the media, during a year when the topic of abortion has had more than its fair share of media coverage, much of which, as usual, has shed more heat than light on what is a never less than controversial topic.

The most visible part of building support for our work has been having staff and volunteers expressing a balanced view on abortion in print and broadcast media. Less visible, but equally if not more significant for an organisation such as EFC's credibility is having the skills to offer services – such as tailor-made training courses; and products – such as classroom resources, which enable informed professionals to talk about abortion with confidence and facilitate sessions which help young people to explore this issue for themselves. This year has seen EFC produce an innovative range of courses and educational resources that attests to the skills and competences of its staff and volunteers, and that form the building blocks of our credibility as a national advocate for young people's right to make informed decisions concerning pregnancy and abortion for themselves.

As Chair, I would like to thank my fellow trustees, who bring a range of professional skills to our work, for their time, energy and commitment, and our donors, whose continued confidence in EFC enables us to face the future with confidence. One of our proudest achievements has been to assemble a team of staff that continues to build on their achievements, set ever more ambitious goals for themselves, and take inspiration from the young people with whom we work. It is a privilege to be Chair of EFC at a time when we are going from strength to strength, and recognition is due primarily to our staff, individually and collectively, whose judgement, skills and dedication make our work possible.

**Karen Newman**  
*Chair*  
*June 2004*

# director's report

## **Reviewing a year's work is a welcome opportunity...**

... to take time out from the many pressing activities of the new programme year, and evaluate the achievements of the previous twelve months. In doing so, I'm struck by the leaps and bounds Education for Choice has made once again. Half way through our three year Strategic Plan, we are seeing the rewards of what was an intense process of teasing out goals and objectives, setting targets and identifying outcomes. The EFC team has since been focused on implementing the plan, and so this annual review presents a valuable opportunity to raise our heads and see how far we've come in a relatively short space of time.

We have developed a dynamic process of direct work with young people informing a national capacity-building programme, and have maintained a commitment to the quality of each area of work. The results of that team effort are clear: our professional training is in greater demand than ever and our work with young people remains at the heart of the organisation.



Education for Choice is now well-known and respected as a source of expertise on abortion education and young people's learning about pregnancy and abortion. Whilst the media maintains a frequently hysterical tone about issues relating to abortion and to young people's learning around sex and relationships, the same is not true for those of us working every day on these issues. The nurses, educators and outreach workers we meet during training every week plot a steady course through a minefield of sensationalised media stories, keeping their focus on the needs of their young clients. The young people with whom we work demonstrate an open curiosity and maturity of outlook that some tabloid editors would do well to emulate. Our clients keep us on course: we exist to support young people through a challenging and often bewildering time in their lives, providing them with much-needed information and learning opportunities; the professionals we support are highly skilled specialists and we learn as much from them as they do from us.

EFC staff, volunteers and trustees work as a cohesive, supportive team, learning from each other, sharing knowledge and practice and challenging each other to think creatively. We have achieved much in the past year and have ambitious goals for the coming twelve months: we approach them with optimism, confidence and commitment.

**Vicky Berry**  
*Director*  
*June 2004*

# GOAL

# 1

# advocacy

## **EFC STRATEGIC**

### **OBJECTIVE:**

To focus the education agenda around abortion on the right of young people to accessible and accurate information and resources that facilitate their learning and place a value on informed choice.

Advocacy is integral to the Education for Choice strategic plan, as it enables the organisation to disseminate its expertise on abortion education, thereby dramatically increasing the reach of our work. For EFC, advocacy means building support for EFC's goals and objectives by:

- contributing to public debate around young people's right to information and education about their sexual and reproductive health;
- working with our colleagues in health and education both to convince them of the importance of addressing abortion in their work with young people and to disseminate good practice on how to do so;
- contributing to the wider debates around abortion to ensure that the media presents accurate information about the issues.

## Media

Education for Choice has done much to increase its national profile in the past year. We have had increased requests for comment and interviews in the media – an indicator that EFC is being recognised as providing a measured and impartial voice in what is often judgemental and sensationalised media coverage of issues relating to abortion. This is vital work if young people are to learn about abortion as one of a range of acceptable options when faced with an unwanted pregnancy. Scare stories about the supposed health risks associated with abortion do nothing to promote informed choice for young people.

Our media work is targeted to reach professionals, young people and the general public. In this way we can hope to achieve our goal of creating an environment in which young people can:

- learn about abortion from well-trained and confident teachers and other professionals;
- absorb accurate and informed coverage of abortion issues in the media;
- discuss the issues with friends, parents and professionals without embarrassment or stigma.

### HIGHLIGHTS:

- In April 2004, Channel 4 broadcast *My Foetus*, documenting a personal exploration of the issues raised by experiencing both wanted and unwanted pregnancies. As the film included footage of an abortion procedure, it attracted considerable press attention. Education for Choice was interviewed by the *Sunday Telegraph*, ITV news and local radio stations to comment on the issues raised by the film.
- In February 2004, Education for Choice contributed to a feature in *Ms Magazine*, a weekly magazine aimed at young women, which explored sexual health issues, including abortion.

## Professionals

Education for Choice has worked throughout the past twelve months with colleagues in education and health, exploring best practice in abortion education and contributing our experience and knowledge to increase professionals' confidence and capacity to address abortion with their clients. Abortion is all too often the unmentioned issue. Professionals working with young people frequently tell us that because they are nervous of addressing abortion in a safe way, they do not raise it at all. Yet for young people to hear their teachers, school nurses or youth workers discussing abortion in a matter of fact, informed way carries a powerful message of acceptance that is one of the most effective means of breaking down the silence and fear that can surround the subject.

### HIGHLIGHTS:

- Education for Choice attended a series of meetings with participants of the Certification of Personal, Social and Health Education (PSHE) Teaching programme, run by the Health Development Agency. This national professional development programme is aimed at raising the status and improving the quality of PSHE teaching. EFC attended the meetings to advocate the inclusion of abortion education in local training plans. EFC has since been commissioned by programme participants to deliver training locally.
- Education for Choice led a workshop at the national conference of the Community Practitioners and Health Visitors Association, the professional body that includes school nurses in its membership. School nurses are increasingly delivering sex and relationships education in schools, and are a focal point for pastoral support. This dual role means that they are very likely to be sought as a source of help and guidance by young people on a range of health issues. The workshop explored how to raise safely the issue of abortion and gave participants the opportunity to identify training needs and learn new skills. School nurses attending our training have indicated how valuable it was for increasing their confidence to discuss abortion with their clients.

## HIGHLIGHTS:

- In November 2003, Education for Choice facilitated workshops at the Sure Start Plus Conference, the national programme supporting pregnant teenagers and young parents in order to improve their health, education and social outcomes. The workshops considered how the issue of abortion arises for Sure Start Plus clients and how workers can ensure that their clients have had the opportunity to consider all their options in the event of an unintended pregnancy. A key issue identified by the workers was a desire to improve their practice in addressing abortion, and the role that this played in ensuring their clients were receiving the best possible support.
- In October 2003, Education for Choice was invited to address the national conference of Pro Familia Bundesverband, the German family planning association. It was an exciting opportunity to present to a Europe-wide audience EFC's model of local, direct work with young people which informs a national programme of advocacy, training and resources.

## FUTURE PLANS

In October 2004, Education for Choice will be holding its first major event, for people working on young people's sexual health including policymakers, professionals and the media. There has been, and undoubtedly will continue to be, substantial public and media interest in Sex and Relationships Education – what it is, what content should be included and at what age. This event will consider the significance of ensuring that young people have the opportunity to consider a range of issues in Sex and Relationships Education, and the importance and relevance of including abortion in that learning process.

The event will also be an opportunity to launch EFC's newest resource, *Abortion: Rights, Responsibilities and Reason*, a cross-curricula resource that enables the teaching of a range of subjects, including Citizenship, Religious Education and Sex and Relationships Education using abortion as a focus for consideration of such issues as political participation, human rights and media images.

## GOAL

# 2



# programme

### **EFC STRATEGIC OBJECTIVE:**

To ensure that Sex and Relationships Education, in a range of settings, enables young people to explore attitudes and values about pregnancy and abortion and provides them with the knowledge and skills to make and act on informed choices.

### **Working with young people**

*'There should be comprehensive support for awareness-raising programmes and education about abortion...the Sex and Relationships Education elements of Personal, Social and Health Education should include education about choice, and awareness campaigns on sexual health should address issues of abortion as a choice.'*

*Only in this way will we begin to change the culture of taboo and silence which surrounds abortion. 'Talk About Choice' – the education programme led by the charity Education For Choice – provides an excellent model for this.'*

**Independent Advisory Group on Sexual Health and HIV  
Response to the Health Select Committee Report on Sexual Health,  
January 2004**

*Talk About Choice*, Education for Choice's programme working with young people to explore issues around abortion, remains the bedrock of our work. As a national organisation committed to ensuring young people's informed choice on pregnancy and abortion, it is vital that EFC continues to work directly with young people. In doing so, we can accurately reflect young people's interests, concerns and needs and can develop our practice in working with young people on abortion education. This work directly informs our professional training and resource development, ensuring that the skills and knowledge we disseminate to health and education colleagues are always relevant and up to date.

*'The students spoke very highly of the facilitator's handling of the topic and her ability to speak to the students on their level.'*

**St Clement Danes School, Hertfordshire**

Over the course of the 2003/04 academic year, Talk About Choice engaged with 4,109 young people on issues around unintended pregnancy and abortion in eighteen Greater London boroughs. Due in part to a strategic decision to focus work in Greater London area, rather than the wider south of England region, this is a slight decrease in the total number of young people working with Talk About Choice in the previous year. This new focus enables us to target inner city boroughs experiencing greater levels of deprivation: young people marginalised by poverty have often had less Sex and Relationships Education due to patchy attendance in mainstream education, placing them at disproportionate risk of unintended pregnancy and sexually transmitted infections. Crucially, this year EFC has increased five fold our work with more vulnerable and excluded young people through its sessions in pupil referral units. This work is much more challenging, but whilst the numbers involved are smaller, the benefits to the young people participating are arguably far greater. Work with young people who have been excluded or are at risk of exclusion from mainstream education accounted for 14% of all EFC's work with young people in 2003/04.

*'I've learnt that you don't always get what you want, but you stand a better chance of getting what you want by talking about and using protection.'*

**Year 10 Talk About Choice participant, Lilian Bayliss School, Lambeth**

## **Volunteers**

*'The facilitator was enthusiastic and really engaged the students in the issues around pregnancy and abortion.'*

**Haverstock School, Camden**

In the past twelve months, Education for Choice has been delighted to welcome eleven new volunteers to Talk About Choice. These volunteers come from a range of backgrounds; increasingly, people already working in the field of sexual and reproductive health are seeking to add to their experience in this field through volunteering.

*'I volunteer for EFC, as I think the work they do is incredibly important. I think it is a privilege to be involved in this project, as the organisation is so professional, committed and focused. Talk About Choice allows me to work at a grassroots level with young people, helping me understand their feelings and attitudes around sex, relationships and pregnancy. I can take this knowledge and use it practically in my work, when developing projects and services for young people.'*

**Marie, Teenage Pregnancy Officer**

## Local capacity-building

Education for Choice worked with the Centre for HIV and Sexual Health in Sheffield in 2003 to increase their capacity to deliver abortion education. In addition to awareness-raising events and seminars, EFC trained the Centre's sessional workers to deliver abortion education to young people in local schools.

*'The training to deliver the Talking About Choice model in youth settings was excellent. Not only did we get great input from the facilitators but the accompanying resources are invaluable – we could not have done such useful and extensive work in Sheffield without Education For Choice'*

**Liz Wilson, Training Manager, Centre for HIV and Sexual Health**

## New learning resources

Education for Choice programme staff are committed to enhancing their skills and developing new tools for working with young people. One example of the new resources for workshops developed by EFC is 'Pregatest'. Participants are given a mock pregnancy test indicator and, before turning it over to discover the result, discuss a series of questions about the desired outcome, how the pregnancy might have occurred and what the options would be if the test is positive. The exercise is an opportunity for young people to consider how the reality of an unintended pregnancy might

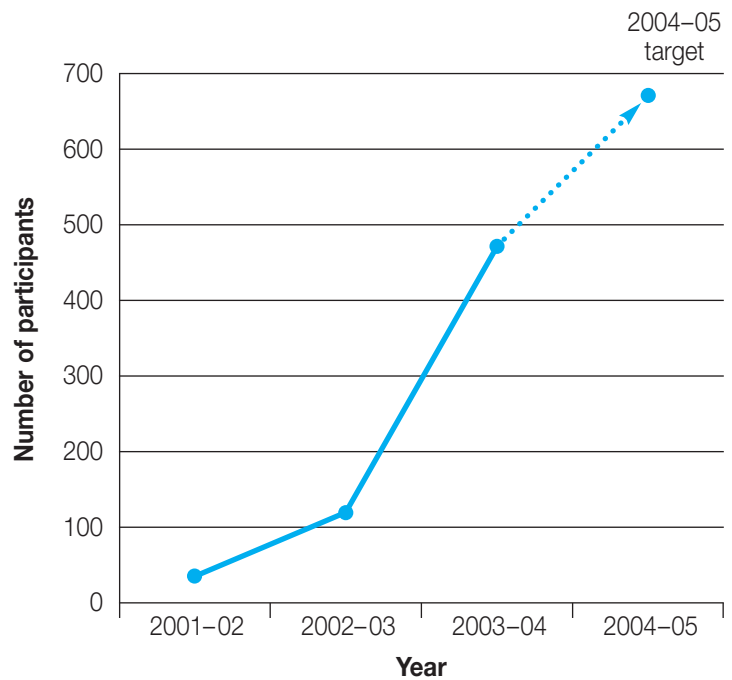
feel, as well as bringing immediacy to the importance of consistent contraceptive use. The resource has been used widely in Talk About Choice, as well as in professional training. EFC uses Talk About Choice resources in professional training in order to model good practice in working with young people rather than simply describing it.

## FUTURE PLANS AND CHALLENGES

Talk About Choice is continuing to evolve and respond to young people's needs. We have set a target for the 2004/5 academic year of reaching 5,000 young people participating in our mainstream education workshops. This will enable us to maintain a critical mass of work directly with young people, which will benefit those who participate, as well as informing all our other work, from resource development to professional training.

This realistic and achievable goal will enable staff to invest time in reaching vulnerable young people, largely in informal and special educational settings. Our aim is to increase annually the proportion of our work with hard-to-reach young people. This will help to develop Education for Choice's understanding of the needs of marginalised young people, with the aim of improving the quality of our work in this area.

Our programme of support and training for facilitators will continue, with regular newsletters to communicate EFC news, and update them on developments in Sex and Relationships Education and sexual and reproductive health. Facilitators will also receive ongoing training, to refresh their skills, learn about additional classroom tools and resources, and share practice with each other and EFC staff.



## Professional training

*'I enjoyed the day – I found it thought provoking and learnt how to talk openly about abortion.'*

**Support worker, Leeds**

In 2003/4, Education for Choice increased its professional training output by 290%, working with health and education professionals to increase their capacity to address abortion in their work with young people. This substantial increase is largely due to the impact of EFC's Strategic Plan, which gave much greater emphasis to training than ever before, as a means of achieving our objective of national capacity-building on abortion education.

In line with our objective to reach professionals supporting vulnerable young people, our multi-agency training days have included youth workers, learning mentors and teenage pregnancy workers. Evaluations both from course commissioners and participants have been overwhelmingly positive, in particular the relevance of the training to their practice with young people.

*'I found this one of the most useful, informative training courses I have participated in.'*

**Health educator, Wolverhampton**

Participant evaluations over the past year have been consistently positive, reporting that the course was successful in enabling them to:

- facilitate constructive discussion of abortion;
- provide clear information on abortion;
- enable reflection of personal attitudes and values and how they impact on professional practice.

## Region-wide delivery

In 2003/4, Education for Choice was jointly commissioned by the Teenage Pregnancy Unit and South West Regional Teenage Pregnancy Strategy to deliver a programme of training on abortion education across the South West region. In total, we worked with 230 participants, drawn from a range of health and education disciplines. The unifying factor was their work with young people, either in group work or providing one to one support.

*'Very many thanks for a really interesting and well delivered day. I will try to ensure we all use what we learnt to improve education and support in Cornwall.'*

**Teenage Pregnancy Co-ordinator, Cornwall and Isles of Scilly**

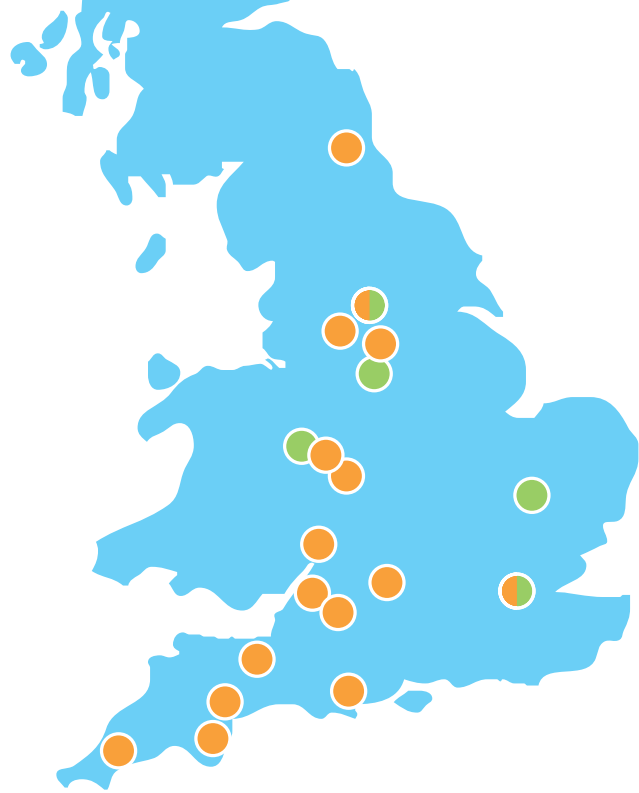
**Education for Choice  
has delivered training in the following  
areas during the period 2002–2004:**

**2002/03**

Cambridge, Derbyshire, Leeds,  
London, Telford

**2003/04**

Bath, Bristol, Dudley, Exeter,  
Gloucester, Leeds, London, Newcastle,  
Poole, Rochdale, Sheffield, Swindon,  
Taunton, Torbay, Truro, Wolverhampton



There were unexpected outcomes to delivering region-wide training. EFC was able to pass on information about specific needs, useful projects and good practice from area to area and try to increase the sharing of ideas. Participants appreciated having the training come to them; in particular, the more rural and remote areas who often have to travel to London or Bristol to access training.

From Education for Choice's perspective, there was great value in building up a picture of a region's experience and needs in abortion education and services in order to inform future work. Moreover, training a critical mass of engaged professionals increases the potential for embedding abortion education within the health and education agenda in a region and improving services. In this way, practice is more likely to change and improve so that the training has long term impact. EFC's relationship with the South West will be continuing as the training has been widely recommended and additional courses commissioned.

*'It is important that young people can access non-judgemental advice and support ... [EFC's professional training] has been well received and in some areas over subscribed indicating there is a need for these issues to be discussed.'*

**Jennie Harmston**  
South West Regional Teenage Pregnancy Coordinator

## **FUTURE PLANS AND CHALLENGES**

In the coming year, Education for Choice has set an ambitious target of delivering 48 days training across the UK, reaching over 650 professionals. This expansion will constitute a 47% increase on the previous year. Where possible, we are keen to offer training in areas where Education for Choice has not yet worked. In the course of its advocacy and marketing work, EFC has identified a substantial unmet need for training on abortion education; we will be seeking to expand capacity for delivery by engaging additional trainers in order to meet this need.

## Resources

Education for Choice's Information Service provides resources for young people, and the professionals supporting them, to explore issues relating to abortion. In addition to a teaching pack, video and various factsheets, EFC's website is a central means of providing information for young people, and a way of contacting EFC to ask specific questions relating to pregnancy and abortion. The website received over 32,000 hits in the past year – a key indicator of the interest in the issues and the need for balanced, accurate and up-to-date information.

In the past year, Education for Choice has researched and written a new cross-curricula resource, compatible with the Citizenship National Curriculum syllabus. This comprehensive resource is for those teaching at Key Stage 4 and above and includes two workbooks. *Abortion: Rights, Responsibilities and Reason* uses the topic of abortion to explore issues of religion, law and ethics. *Abortion: Dilemmas and Decisions* is a Sex and Relationships Education resource which enables students to explore the decisions that might lead to and result from an unintended pregnancy. Both workbooks contain practical lesson plans, tools and information to enable teachers to provide lessons that explore complex issues in a safe and stimulating way. The resource will be launched at EFC's abortion education seminar in October 2004.

*'My teacher was very impressed with the wide range of activities'*

**Year 13 student**

### FUTURE PLANS

In the past year, we have researched and planned for the redevelopment of EFC's website. This included working with groups of young people to elicit their views on what they need from sexual health websites and which features will be most engaging. Already a much-used resource, EFC's website has the potential to reach multiple audiences and be a highly effective tool for achieving our strategic objectives. We are aiming to reach five key audiences: young people, health and education professionals, parents, the media and the general public. The new website will accurately reflect Education for Choice's skills and experience and be responsive to our clients' needs. Most importantly, it will be an invaluable tool for learning around abortion and will provide an informed, impartial source of support and information for everyone concerned with young people's learning on sex and relationships issues.

Education for Choice is planning a new credit card-sized resource for young people that communicates their right to access support and services. The aim is to break through the fear and stigma surrounding abortion, so that young people are empowered to make safe choices in order to avoid unwanted pregnancy, whilst being confident to exercise informed choice if they do become pregnant.

## GOAL

# 3

# organisational development

### **EFC STRATEGIC**

#### **OBJECTIVE:**

**To build a well-respected and sustainable organisation with the financial and human capacity to determine and plan for its future in a way which is transparent, responsive and subject to critical reflection.**

Education for Choice made a significant leap in its long term sustainability when it secured a three-year core-funding grant from the Department of Health in 2003. This grant acknowledged the contribution EFC has to make to the government's Teenage Pregnancy Strategy, which identified the need for high quality Sex and Relationships Education as a means of enabling young people to make healthy decisions and avoid unintended pregnancy. The grant has enabled Education for Choice to invest time in developing its current and new programmes, in particular the dramatic expansion of professional training and a comprehensive research and development phase for EFC's new website.

EFC is committed to long-term sustainability and a key means of achieving this is through income-generating activities. EFC's professional training programme is an important means of engaging in strategically relevant work which is both self-supporting and makes a contribution to the organisation's overall financial resources.

In 2003, Education for Choice increased its commitment to direct work with young people by recruiting a full time Education and Training Officer. Natalie Misaljevich joined the organisation in July 2003, with responsibility for developing Talk About Choice, particularly into non-mainstream settings.

EFC said a sad goodbye to Kelly Cook-Ginn, EFC's Administrator, who returned home to the United States in January 2004. As well as providing EFC with solid administrative skills, Kelly's experience in youth participation was invaluable in helping EFC to consider how it could better reflect the needs of young people in its work. Kelly was succeeded by Laura Fultang who joined the organisation in February 2004 and who has already become a valued member of the EFC team.

This annual report sees the launch of EFC's new logo and organisational design. The aim is to communicate visually the core values of the organisation:

- impartial and trusted in the information it delivers;
- bold in its honest and frank tackling of an issue many view with trepidation;
- optimistic in its view of abortion education as key to young people's healthy development;
- supportive and practical with its clients, both professionals and young people.

This design identity will be applied to EFC's forthcoming publications and other materials, in order to develop an immediately recognisable public profile.

## **FUTURE PLANS AND CHALLENGES**

As ever, secure funding is the key to EFC's long term impact. Education for Choice has worked hard to develop transparent and productive relationships with its funders, and will continue to do so. In addition, new sources of income generation will be sought in order to maintain a stable financial base. This will include the development of a new marketing strategy to ensure that EFC's resources and training are reaching the widest possible audience.

EFC has ambitious plans for the coming years, and the trustees, staff and volunteers are committed to ensuring the organisation remains professional, back by solid governance policies and practice. A continuous training programme for staff will ensure that the organisation has fresh input and perspective on its work. A particular focus for 2004/5 will be increasing EFC's monitoring and evaluation capacity. External support and expertise will be sought in order to ensure EFC is having the maximum impact. Being open to impartial assessment is an important means of meeting the needs of our client groups and ensuring the continued vitality of Education for Choice.

# financial statements

## Objects, organisation and activities

Education for Choice is constituted under a trust deed dated 19th March 1992 and is registered with the Charity Commission, number 1010629.

The objects of the charity are to advance public education concerning contraception, pregnancy, abortion and childbirth and to protect and preserve public health by the provision of advice and counselling concerning contraception, pregnancy, abortion and childbirth.

## Trustees' responsibilities

Education for Choice is governed by a Board of Trustees, which meets on average seven times a year. The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period.

In preparation of these financial statements, the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made reasonable and prudent judgements and estimates;
- stated whether applicable accounting standards and statements of Recommended Practice have been followed subject to any material departures disclosed and explained in the financial statements;
- prepared the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the charity. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Reserves policy

The level of unrestricted funds at 31st March 2004 is £22,243, and equal to four months' expenditure. The Trustees have considered the reserves required to operate the charity and have concluded that it would be prudent to maintain unrestricted funds at a level sufficient to fund six months normal expenditure on staff salaries and basic services. This shortfall is being addressed by the Trustees with proposals to secure additional funding for core expenditure.

## Risk assessment

The Trustees have assessed the risks to which the charity is exposed and have put in place measures and controls to mitigate the effects of such risks on the finances and general operation of the organisation.

Approved by the Trustees and signed on their behalf:



**Karen Newman**  
*Chair*  
13th July 2004

## Report of the Independent Examiner

Report to the Trustees on the accounts for the year ended 31st March 2004 set out on pages 20 to 23.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commissioners. 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



**Colin Munro, IPFA**  
*Independent Examiner*

60A Cecile Park  
London N8 9AU

13th July 2004

## STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31st March 2004

	Notes	2004		2003	
		Restricted funds	Unrestricted funds	Total	Total
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Donations, legacies and similar incoming resources	2	275	677	952	26,149
<b>Activities in furtherance of the charity's objectives</b>					
Grants	2	45,500	14,000	59,500	73,146
Reimbursed expenses		1,046	–	1,046	2,030
<b>Activities to generate funds</b>					
Sales of resources		–	569	569	2,265
Training course fees		8,128	–	8,128	7,351
<b>Investment income</b>					
Bank interest		–	140	140	297
<b>Total incoming resources</b>		<u>54,949</u>	<u>15,386</u>	<u>70,335</u>	<u>111,238</u>
<b>Costs of generating funds</b>					
Advertising and fundraising	3	–	2,189	2,189	2,726
<b>Net incoming resources available for charitable application</b>		<u>54,949</u>	<u>13,197</u>	<u>68,146</u>	<u>108,512</u>
<b>CHARITABLE EXPENDITURE</b>					
<b>Costs of activities in furtherance of the charity's objectives</b>					
Direct charitable expenditure	3	93,976	–	93,976	77,064
Support and publicity	3	–	5,472	5,472	11,814
Management and administration	3	–	3,283	3,283	3,635
<b>Total charitable expenditure</b>		<u>93,976</u>	<u>8,755</u>	<u>102,731</u>	<u>92,513</u>
<b>Net incoming resources for the year before transfers</b>		<u>(39,027)</u>	<u>4,442</u>	<u>(34,585)</u>	<u>15,999</u>
Transfers between funds	9	2,997	(2,997)	–	–
<b>Net income for the year</b>		<u>(36,030)</u>	<u>1,445</u>	<u>(34,585)</u>	<u>15,999</u>
<b>Funds at the start of the year</b>		<u>77,681</u>	<u>20,798</u>	<u>98,479</u>	<u>82,480</u>
<b>Funds at the end of the year</b>		<u>41,651</u>	<u>22,243</u>	<u>63,894</u>	<u>98,479</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 9 to the financial statements.

The notes on pages 22 to 23 form part of these financial statements.

## BALANCE SHEET

As at 31st March 2004

	Notes		2004		2003
		£	£	£	£
<b>Current assets</b>					
Debtors	6	533		53,649	
Cash and bank balances		69,873		47,307	
		<u>70,406</u>		<u>100,956</u>	
<b>Creditors – amounts falling due within one year</b>	7	<u>6,512</u>		<u>2,477</u>	
<b>Net current assets</b>			63,894		98,479
<b>Total assets less current liabilities</b>	10		<u>63,894</u>		<u>98,479</u>
<b>Funds</b>					
Restricted funds	9		41,651		77,681
Unrestricted funds			22,243		20,798
	10		<u>63,894</u>		<u>98,479</u>

The notes on pages 22 to 23 form part of these financial statements

These financial statements were approved by the Trustees on 13th July 2004



## NOTES TO THE FINANCIAL STATEMENTS

### Year ended 31st March 2004

#### 1. Accounting policies

The principal accounting policies which are adopted in the preparation of the financial statements are set out below.

##### (a) Basis of accounting

The accounts for the year ended 31st March 2004 have been prepared on the accruals basis under the historical cost convention and are in accordance with the Charities (Accounts and Reports) Regulations 2000 and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in October 2000 ("SORP"), and with applicable accounting standards.

##### (b) Funds

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objectives of the charity.

Restricted funds are those funds which arise from grants and donations which have been given for a particular purpose.

##### (c) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

##### (d) Tangible fixed assets

The charity holds no tangible fixed assets. The cost of equipment and other items purchased for use by the charity is charged to the revenue account in the period in which it is purchased.

#### 2. Donations, legacies and similar incoming resources

	2004			2003
	Restricted	Unrestricted	Total	
	£	£	£	£
Donations	275	677	952	1,149
Central and Local Government grants	25,500	–	25,500	73,146
Charitable Trusts	20,000	14,000	34,000	25,000
Total	45,775	14,677	60,452	99,295

#### 3. Charitable expenditure

	Direct charitable expenditure	Fundraising	Support and publicity	Management and administration	Total 2004	Total 2003
	£	£	£	£	£	£
Staff costs	75,019	840	2,099	1,260	79,218	72,991
Travelling expenses	5,198	44	110	66	5,418	3,717
Recruitment	1,657	12	29	18	1,716	1,516
Printing and publications	1,754	169	423	254	2,600	1,627
Equipment	776	156	390	234	1,556	1,016
Rent	2,347	231	576	346	3,500	3,500
Telephone	1,144	226	566	340	2,276	3,394
Other expenses	6,081	511	1,279	765	8,636	7,478
	93,976	2,189	5,472	3,283	104,920	95,239

#### 4. Emoluments of the Trustees

No member of the Trustees has received any emoluments during the year.

#### 5. Staff numbers and costs

	2004	2003
	£	£
Salaries	71,269	67,028
Social Security	6,922	5,963
Pension Contributions	1,027	–
	79,218	72,991

The average numbers of full time equivalent staff employed during the year was 3<sup>1</sup>/<sub>2</sub> (2003 – 3<sup>1</sup>/<sub>2</sub>)

No employees received remuneration of more than £50,000 (2003 – Nil)

## 6. Debtors

	2004 £	2003 £
Grants accrued	–	53,145
Sundry debtors for sales of resources	533	504
	<u>533</u>	<u>53,649</u>

## 7. Creditors

	2004 £	2003 £
<b>Amounts Falling Due Within One Year</b>		
Accrued expenses	4,312	1,215
Taxation and social security	2,200	1,262
	<u>6,512</u>	<u>2,477</u>

## 8. Capital commitments and contingent liabilities

There were no capital commitments or contingent liabilities at 13th July 2004.

## 9. Movement in funds

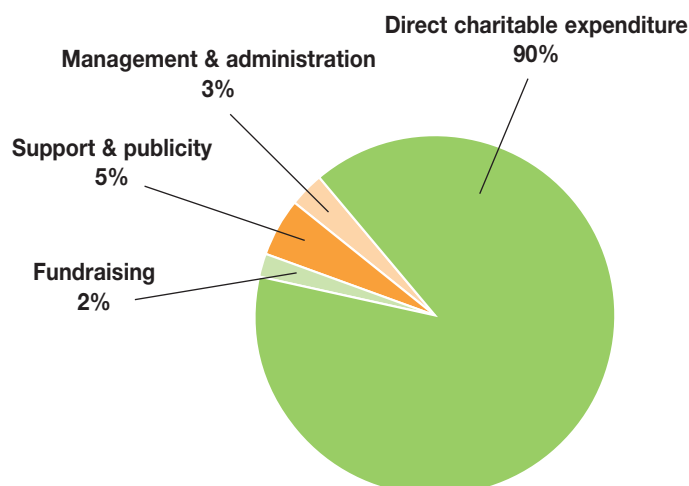
	Funds at 31st March 2003 £	Incoming resources £	Resources expended £	Resources transferred £	Funds at 31st March 2004 £
Administration (D.o.H.)	–	23,000	23,000	–	–
Advocacy	–	10,000	7,244	–	2,756
Information Service	–	–	2,997	2,997	–
Talk About Choice South	5,520	11,084	14,282	–	2,322
Talk About Choice North	11,158	–	11,158	–	–
Talk About Choice North East	2,513	2,500	1,702	–	3,311
Talk About Choice West Midlands	2,788	–	2,788	–	–
Ethics Resource	27,189	–	8,618	–	18,571
South West Training	24,448	–	13,800	–	10,648
Professional Training	3,884	8,365	8,206	–	4,043
H.A.V.E.	181	–	181	–	–
	<u>77,681</u>	<u>54,949</u>	<u>93,976</u>	<u>2,997</u>	<u>41,651</u>

## 10. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Cash and Bank balances	41,651	28,222	69,873
Debtors	–	533	533
Creditors	–	(6,512)	(6,512)
	<u>41,651</u>	<u>22,243</u>	<u>63,894</u>

## 2003/4 Expenditure

The 2003/4 expenditure reflects Education for Choice's commitment to programme work, with 90% of funds expended on direct charitable activities – a 9% increase on the previous year. 5% of funds were spent on support and publicity. This 7% decrease on the previous year's expenditure was due to word of mouth recommendations and EFC's increased profile necessitating less active marketing. Maintaining the organisation's commitment to low management and administration costs, just 3% of funds were expended in this area, whilst 2% has been invested in fundraising, as the organisation works to secure future funding.



# thanks & acknowledgements

Education for Choice is a valued and vital organisation thanks to the support we receive from our funders and volunteers. We would like to take this opportunity to thank everyone involved with EFC for their support and commitment.

**Education for Choice gratefully received funding from the following organisations during 2003/04:**

- Ajahma Charitable Trust
- Department of Health
- Exelgyn
- Ernest Kleinwort Charitable Trust
- Lyndhurst Settlement
- Teenage Pregnancy Unit



**Registered charity number**

1010629

**Office address**

2-12 Pentonville Road, London N1 9FP

**Director**

Vicky Berry

**Bankers**

The Cooperative Bank, P.O. Box 101, 1 Balloon Street  
Manchester M60 4EP

**Trustees**

Karen Newman	<i>Chair</i>
Helen Cameron	<i>Vice Chair</i>
Fiona Jones	<i>Treasurer</i>
Ben Crouch	
Katie Hanson	
Alice Richardson	
Cleo Rooney	

**Staff**

Vicky Berry	<i>Director</i>
Lisa Hallgarten	<i>Programme Manager</i>
Natalie Misaljevich	<i>Education and Training Officer</i> <i>(appointed July 2003)</i>
Kelly Cook-Ginn	<i>Administrator</i> <i>(resigned January 2004)</i>
Laura Fultang	<i>Administrator</i> <i>(joined February 2004)</i>



Education for Choice is a pro-choice organisation that works to create an environment for young people where there is respect for individuals' reproductive rights and within which young people are equipped to make and act on informed choices around pregnancy and abortion.

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Registered charity number 1010629

