



NETWORK NEWS



AUTUMN 05

BUMPER NEW LOOK ISSUE

JOIN US FOR A TENNER! - SEE PAGE 10

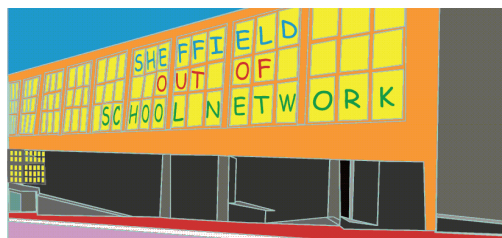
New image, new home!

OSN is moving to Meetinghouse Lane

Sheffield Out of School Network is on the move. From the end of November, you will find us on Meetinghouse Lane at Hartshead, right next door to the Job Centre.

Check out the new look OSN on the first floor!

What a great address for our playworkers, trainers, business development and support teams to call home.



you choose the name!
send us your ideas

We'd love you to choose the name for our new home!
Send your ideas to info@osn.org.uk,
call 249 4941 or post to our usual address

INSIDE

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OSN's NEW LOOK



FIND

COURSE DATES CAREERS NETWORKING

PULL-OUT GUIDES TO KEEP ON:
ANTI BULLYING
AND **OFSTED INSPECTIONS**

Kate's column

Welcome to the new style newsletter with lots of features and news. Many of you will know that true to form we have been trying to do three things at once, move offices, re-style the organisation and hold the AGM – all in November! However on October 12th our current offices were flooded out (see page 10). Because of this catastrophe the OSN

AGM has been moved to early next year and may well be accompanied with a Benefit evening to help us raise funds. A big thank you to everyone who has contributed to this newsletter and OSN staff who have once again faced a real challenge with humour and grit, I hope you will agree they have done the out of school sector proud.

**PLEASE TELL US WHAT YOU THINK OF OUR NEW LOOK AND NEWSLETTER
- BRIEF QUESTIONNAIRE ENCLOSED**

WWW.OSN.ORG.UK

INFO@OSN.ORG.UK

0114 249 49 41



LYNDA LOVES LIFE LONG LEARNING!

What an incredible journey playwork training is on!

Every year we, as a centre, have to keep up-to-date with government legislation and national standard changes.

It is vital that you, as active playworkers do the same.

The sector is moving towards greater career opportunities for the qualified worker. With this in mind, our centre has seen over 250 NVQ level 2,3 and 4 achievers in the last few years and Sheffield has one of the largest qualified workforces nationally!

This is a great string to our bow and we love to celebrate completion of qualifications annually at the centre with our **Presentations of Awards Evening**.

What is disheartening, however, is to see the qualified worker stop learning and grow stale, just retaining their old knowledge! Everyone needs to be a **'Life Long Learner'** and whilst you have the qualification, it still needs to be regularly updated.

Certificates in **First Aid and Child Protection expire after three years**, and rightly so because procedures and the law change so rapidly. However, other training needs to be considered as 'post qualifications' or 'value-added' training.

Confused? Please don't be! What I am saying is that we all need to 'freshen up our minds', either reinforcing what we are doing or checking it is still relevant.

We also need to reflect on the things we should be changing, to raise the quality standards of our setting for the children, families, staff and ourselves!

That is why our September 05/06 training programme has sections headed **Professional Development Suite** and **Multicultural Suite**. We are giving you opportunities to put a breath of fresh air into your qualification!

Personally, I recommend that if you have already gained the NVQ Level 3 Award before September 2005, you will need to do three new courses to maintain the validity of your qualification.

The New Playwork standards will operate next year and they include in-depth knowledge of Children's Rights, Child Development through Child Observations and Extended Play Theory. We have already put these courses into our training planner (see over), so please book now.

Why not also book other relevant courses, which will help keep you motivated, stimulate your environment and inspire your staff and kids to excitement and more fun?

Come on everybody – get energised and remember every day is a new opportunity.

Lynda Ray
Training Manager

meet the training team

Where do you live?

Norfolk Park

Where did you grow up?

Intake

Family stuff?

I have two sisters a dog and a cat!

What have you done before this job?

Worked as a Nursery Nurse, Out Of School Club Deputy, Out Of School Club Coordinator – joined OSN beginning of August after studying L3 Playwork with an AI Assessment Award.

What do you think is the best thing about your job?

Getting out and about and meeting new people.

And the worst?

Getting lost when finding new places – I'm terrible with directions!

Rachel
Price

Describe yourself in three words?

Ambitious, motivated, fun-loving.

What are your guiding principles in life?

Enjoy yourself and have a go at everything once!

How would you spend your perfect day?

Shopping in Meadowhall – someone else paying!

Best (or ideal) holiday you've ever had?

Girly holiday in Kavos, June this year.

What was the last CD/book/film you bought?

A Child Called It book set, I couldn't put it down!

What are your ambitions now?

To further my career at OSN and start the VI Award and become an Level 4 soon.

What claim to fame do you have?

None that I can think of on the spot!

Introducing Playwork

Sheffield Out of School Network run a 15 hour introductory course which includes the Playwork Induction Standard. The course covers six main topics:

- Play and Playwork
- Supporting Children's Play
- Teamwork
- Health and Safety
- Child Protection
- Building Relationships

To obtain a nationally-recognised certificate, participants will also be expected to complete a 10-hour placement in a play setting.

Next course starts on **22 November 2005**. Please call **249 4941** for further information.

LEVEL ³ PLAYWORKERS

3 QUESTIONS

Are you
feeling stale?

Are you interested in
professional development?

Do you want to learn more about the
theories of play and management

If you answered **YES**, then just contact Lynda or Pat on 249 4941 to talk about Level 4 progression and short courses for personal and professional development.



Everyone can play!

A training course for any playworkers who actively want to welcome and enable all children; disabled and non disabled to play.

The course helps students to develop understanding, confidence and competence in working in an inclusive setting.

The course consists of five 2 1/2 hour sessions and the next course will start on 3 November; call **249 4941** for more details.

Playworker days

Remember the Playworker days run some years ago by OSN? A number of playworkers who enjoyed and valued the days recently expressed a wish for them to be revived. Angela Chambers agreed to revive this as part of her Level 4 training and a successful day was organised on 22 June.

The event was so successful OSN will host more: the next Playworker Day planned for November will respond to feedback from the summer and concentrate on giving people ideas for activities and games.

Angela and I will also be looking at ways to take forward the discussion around the need for contact with other workers.

Mal Hillier



First Aid

First aid courses are available through OSN – just contact the training team on **249 4941**. Hours can be flexible to suit groups of 8-15.



Entry level

Introduction to Playwork

with Mal Hillier, 6 sessions, 10am -12.30pm

November – December	Wednesdays	Nov 2, 9, 16, 23, 30 & Dec 7
January – March	Thursdays	Jan 26, Feb 2, 9, 23 & Mar 2, 9
April – May	Wednesdays	Apr 19, 26 & May 3, 10, 17, 24

Core chunks suite (level 2/3)

Positive Behaviour

with Sandra Jessop, 3 sessions, 10am – 12.00pm

March	Wednesdays	Mar 15, 22, 29
June	Mondays	Jun 12, 19, 26
June	Fridays	Jun 16, 23, 30



Child Protection

with Jan France, 3 sessions, 10am – 12.00pm

January	Tuesdays	Jan 10, 17, 24
January – February	Mondays	Jan 23, 30 & Feb 6
January – February	Fridays	Jan 27 & Feb 3, 10
May – June	Mondays	May 12, 22 & Jun 5
May – June	Fridays	May 19, 26 & Jun 9

Health & Safety

with Sandra Jessop, 3 sessions, 10am – 12.00pm

November	Mondays	Nov 14, 21, 28
November – December	Fridays	Nov 18, 25 & Dec 2
March – May	Mondays	Mar 27, Apr 24 & May 8
March – May	Fridays	Mar 31, 28 Apr & May 12

Child Protection candidates must be 18 years or over

Play

with Sandra Jessop, 3 sessions, 10am – 12.00pm

February – March	Mondays	Feb 27 & Mar 6, 13
March	Fridays	Mar 3, 10, 17

Team

with Sandra Jessop, 3 sessions, 10am – 12.00pm

December – January	Mondays	Dec 5, 12 & Jan 9
December – January	Fridays	Dec 9, 16 & Jan 13
April – May	Thursdays	Apr 20, 27 & May 4
July	Mondays	Jul 10, 17, 24
July	Fridays	Jul 14, 21, 28





OCT 2005 - SEPT 2006



AUTUMN 05

Professional development suite

First Aid ⁺

Nov 19 & 26
Jan 28 & Feb 4
Feb 18 & 25
Mar 18 & 25
May 13 & 20
Jun 17 & 24
Jul 15 & 22

2 Saturday sessions
9am – 3.30pm

Everyone Can Play

with Mal Hillier, 5 sessions, 10am – 12.30pm

November – December Thursdays Nov 3, 10, 17, 24 & Dec 1
February – March Tuesdays Feb 21, 28 & Mar 7, 14, 21

Child Development – Observing Play

with Sandra Jessop
3 sessions
10am – 12pm

June Thursdays Jun 8, 15, 22

Managing Inclusion in the Play Setting

with Mal Hillier
3 sessions
10am – 2pm (tbc)

January – February Wednesdays Jan 18, 25 & Feb 1

Play Therapy

with Janet Stearns
9.30am – 3pm

February Wednesday 8

Play

Food Hygiene

2 sessions, 9.30am – 2.00pm

December Thursdays Dec 8, 15
January – February Tuesdays Jan 31, Feb 7
May Tuesdays May 9, 16
July Wednesdays Jul 12, 19

Autism Awareness

9am – 12pm
2 sessions

January Thursdays Jan 12, 19

Basic MAKATON W1

10am – 12pm
3 sessions

November Tuesdays Nov 8, 15, 22

Basic MAKATON W2

10am – 12pm
3 sessions

March Thursdays Mar 16, 23, 30

Child Protection

with Jan France, 10am – 12.00pm

11 May Thursday Policy
18 May Thursday Refresher

Team Teach

with Dean Cotton, 3 sessions, 9.30am – 2.00pm

November – December Tuesdays Nov 29 & Dec 6, 13
February – March Wednesdays Feb 22 & Mar 1, 8

To be arranged

AI Assessor Training
Play Theory (L4)
Change Management (L4)
Medical Awareness
Lifting & Handling



Multi-cultural suite

all with Halbera Chirwa, 1 session, 10am – 12.00pm

Cultural Play

Nov 15 Tuesday at Scotia Works
May 25 Thursday at OSN

Festivals

Apr 18 Tuesday at OSN
Jun 14 Wednesday at OSN

Children's Play

Feb 7 Tuesday at Scotia Works
Apr 25 Tuesday at OSN

New games

Winning weekend workshop

A workshop on leading New Games was held at The Centre In The Park in Norfolk Park over the weekend of 22-23 October with Dale Le Fevre, a New Games teacher since 1975.

New Games are cooperative games which sometimes include competition. The main difference is that everyone wins!

No one is left out, and no one is humiliated or eliminated, regardless of ability, size or gender.

New Games are easily adapted to include players with disabilities, different cultures, or even different languages.

Over 30 New Games were taught with the opportunity to learn how to lead them with expert positive feedback.

Appropriate and adaptable for any age, subject area, or work situation it was an excellent learning event with a free games session open to the public on the Sunday.

OSN Training Manager Lynda Rey spent two hours with Dale, she said "the games were short, snappy and exciting. You could use them with children, staff for ice-breakers... and they could be adapted for different age groups, paces and settings. I dived straight in, played all the games and was happily exhausted afterwards. They really were new – there were only four I had experienced before, I would recommend them to anyone."

Three of the games are shown here. For more information on future events, Dale can be contacted on 07818 288 092 or write to New Games at 23 Crescent Road, Sheffield S7 1HU.

Recommended fun-packed activities from OSN's resident play expert Mal Hillier, give them a go...

Rounders In A Bucket

First of all everyone has a number.

Environment

A large space which is safe to run around in.

Equipment needed

A bucket or something similar (eg clean wastepaper bin)
3 small balls, tennis balls or soft balls
A bat

Some items to make four bases

1 person to bowl

1 person to bat

3 people to backstop

The object of the game

To get all 3 balls into the bucket before a rounder is completed.

How to play

Evenly space 4 bases then give everyone a number to however many people you have.

Start with number 1. This person bowls to person number 2, number 2 hits the ball. It is left where it falls, number 1 bowls again to number 2. The ball is hit and left again. Repeat a third time. When the ball is last thrown, number 2 runs around the four bases, while all the fielders run and collect all the balls and place them into the bucket before number 2 gets back to the start. If they manage to do this, number 2 is out and everyone changes over.

Clean Mud

Equipment needed

A bowl
Tissue paper
Soap (or soap flakes)
Water

How to play

Tear the tissue paper up into small pieces/strips then grate the bar of soap into the bowl or put some soap flakes in. Mix it with the water until fluffy. There you have it – clean mud!

Sledging Down Grass Banks

Environment

Any parks/fields with sloping grass banks.

Equipment needed

Pieces of cardboard.

The object of the game

To have fun!

How to play

Adults must do a risk assessment first, then check the area for dog/cat mess, glass, bottles, needles or any other hazards.

Sit down on the cardboard – one piece each or share – and slide down the hill. It would be a good idea to have one adult at the top of the hill and one at the bottom to try and avoid crashing into each other.

A word from Elaine Davies, Development Manager...

Two main challenges have faced us over recent months... those old chestnuts – staffing and funding!

It's a long time since we've had the development team up to full strength... in fact, I can't even remember how long.

Now with Shirley joining Sue and Lisa who started at the beginning of the year, the business development team is delighted to be able to spend more time with more clubs.

Since the New Opportunities Fund closed for applications in June 2004, OSN has been busily working to develop out of school places through the EYEC Places Plan and with the new Surestart funding.

Our biggest concern at the moment is the number of clubs who seem to be reaching crunch point in a variety of areas.

For some it's financial, for others it's management capacity – simply

finding the number of committee members they need to cope with increasing levels of responsibility under increasing levels of legislation.

So my plea to our existing clubs is DON'T FORGET WE'RE HERE!

Try to contact us as early as you can if you feel you may need help. It's what we're here for – and a hiccup is always easier to manage than a crisis!

Elaine

the team Meet



SHIRLEY ZIPPERLEN BUSINESS DEVELOPMENT MANAGER

Name:

Shirley Zipperlen.

Where do you live?

Walkley.

Where did you grow up?

Across the border in sunny Lancashire!

Family stuff:

Husband Simon, daughters Gaia (4) and Miranda (17 months).

What have you done before this job?:

Managing Director of internet marketing business, PhD in tropical rainforest ecology, toilet roll stacker in local factory.

What do you think is the best thing about your job?

Making a difference to children.

And the worst?

Trying to think of witty replies to personal profile questionnaires.

Describe yourself in 3 words?

Down to earth.

What are your guiding principles in life?

Everyone is doing their best.

How would you spend your perfect day?

With my hubbie, hiking up Helvellyn in the sunshine with my knapsack on my back (fa-la-la), camping out under the stars, (kids fobbed off with responsible adult).

Best (or ideal) holiday you've ever had?

Backpacking in Australia.

Advice to someone entering your profession?

Remember the children for inspiration!

What was the last CD/book/film you bought?

Gallileo's Daughter by Dava Sobel (borrowed from library!)

What are your ambitions now?

Be a great Mum and make a positive contribution to the planet.

What claim to fame do you have?

Met Errol Brown from Hot Chocolate at Keith Chegwin's Saturday Swap Shop Roadshow when I was 9. I had absolutely no idea who he was.



OFSTED inspections

Checklist of evidence

Enclosed with this newsletter is a loose-leaf guide on the evidence required by OFSTED Inspectors during visits.

The guide covers the 14 standards but is by no means exhaustive and you will need to ensure your club meets **all** the criteria in the National Standards for Out of School Care.

It is essential you familiarise yourself with the full set of the National Standards – copies are available on the Sure Start website see:

www.surestart.gov.uk/_doc/P0000412.pdf

or call the DfES Publications Centre on
0845 602 2260



Mentoring & networking for women business owners

“A fabulous and informative evening!”

Originally developed in 2003, SYFEN (South Yorkshire Female Entrepreneurs Network and Mentoring Programme) is an initiative run by Beta Technology and Inova Consultancy. With its further funding SYFEN aims to continue:

- Developing a mentoring programme matching established women business owners with women starting up a business in South Yorkshire
- Running mentoring workshops to equip women with the skills to get the most out of mentoring
- Developing a network for women business owners in South Yorkshire
- Increase the number of new businesses in South Yorkshire being set up by women

Why Mentoring?

By putting you in touch with female

mentors who have already made it in business, SYFEN's mentoring programme provides you with support and encouragement to go for it!

Regular mentoring workshops are a great opportunity to meet other women setting up in business and to learn more about mentoring.

“Excellent, informal and stimulating!”

Networking

SYFEN also run networking events as part of its established South Yorkshire network for women entrepreneurs. These events aim to support women, encourage networking and provide opportunities to meet with business intermediaries offering services for women entrepreneurs in South Yorkshire.

“I gained inspiration from the other women knowing that it's possible to be successful!”

A monthly newsletter is also mailed containing useful information, details

of events, inspirational stories and business support available.

If you wish to receive this, please email your request to: women@betatechnology.co.uk

National minimum wage increases

From October the adult hourly rate of the minimum wage (for workers aged 22 and over) increased from £4.85 to £5.05.

The development rate (for workers aged 18-21 inclusive) increased from the present hourly rate of £4.10 to £4.25.

The development rate can also apply to workers aged 22 and above during their first six months in a new job with a new employer and who are receiving accredited training.



“Know your liabilities”

Information session for management committee members

At the end of a hot, sunny day in June, fourteen people gathered at OSN for an information session about the responsibilities we take on when we agree to join an out of school club management committee.

There was a great deal of information to cover in just one session, but management committee members went away with an overview of what they needed to consider such as:

- **What is the legal status and the implication**

for personal / group liabilities

- **What other options are there for voluntary management committees**
- **Other ways you can limit and manage your liabilities**
- **Information each management committee member needs to know about their club**

Some of the points that came out of the session were about having appropriate insurance cover and

practical steps you can take to improve how you manage and run the club.

Examples were regular meetings that are minuted, making sure everyone has a copy of the club's constitution and not forgetting the importance of up to date information and financial management.

Even those who have been involved at their club for some time found out something new.

The session was particularly aimed at out of school clubs that are constituted as an unincorporated organisation and managed by a voluntary management committee.

Feedback was so positive from the nine clubs represented, OSN has decided to run the session again in the New Year.

For more information, or to register, contact the Development Team on **249 4941** or info@osn.org.uk.

Anti-bullying event and information

On 15 June 2005, the Anti-Bullying Alliance, based at National Children's Bureau (NCB), launched a website bringing current information, resources and advice on bullying into one place.

The Anti-Bullying Alliance (ABA) was founded by the NSPCC and NCB in 2002.

ABA brings together over 50 national organisations from the voluntary and private sectors, LEAs, professional associations and the research community into one network.

Its purpose is to work together to reduce bullying



and create safer environments in which children and young people can live, grow, play and learn.

Anti-Bullying Week is 21-25 November 2005. The theme for the week this year is children's and young people's participation – involving them in tackling bullying.

Blue Friday

The Anti-Bullying Alliance has designated the last day of Anti-Bullying Week (Friday 26th November) as Blue Friday – a non-uniform day when children, young people and adults in schools and workplaces everywhere will dress in blue to show their determination to stop bullying. It is not a fund-raising event but an awareness-raising day.

For more information on bullying see the enclosed anti-bullying guide.

Parents or carers worried about their child being bul-

lied can contact a number of helpful services for advice:

Parentline Plus
0808 800 2222

Kidscape
0845 1205 204

Advisory Centre for Education
0808 800 5793 (M-F 2-5pm)

Children's Legal Centre
0845 456 6811

Children and young people can call:

ChildLine 0800 1111

NSPCC 0808 800 5000
(textphone 0800 056 0566)

www.antibullyingalliance.org

OSN floods!



You may have noticed we were rather tricky to contact towards the end of October. OSN's office on Leopold Street suffered a major flooding incident in October when a pipe burst in the offices above.

The pipe leaked during the night greeting our staff with a four inch lake when they arrived in the morning!

Significant damage was caused to computer systems and the fabric of the offices but OSN staff did a heroic job minimising the impact of a major incident.

Staff were moved to temporary offices while emergency work was carried out to make the offices safe again and keep our contact with clubs flowing.

The office has been dotted with de-humidifiers to dry out the rooms and things are slowly returning to normal.

The incident highlighted the importance of having procedures for such emergencies, like easily accessible contact numbers for key suppliers.

Any difficulty is an opportunity to learn and further refine practices so next time any potential damage is more limited.

The Lessons Learned article on page 13 highlights this perfectly. What did OSN learn from the flooding incident? We learned that where possible we should keep computers above floor level as several were damaged because they were stowed away under desks. We also learned we can keep our cool, our patience and our sense of humour under pressure. Noah would be proud...!

Service spotlight

e-bulletin launch

OSN will be introducing an e-bulletin service shortly.

This will be a fast, efficient method of communicating short snippets of relevant information e.g. changes in legislation directly to an email address.

The information will be issued as a summary with further contact details and website links as appropriate.

Hopefully, through this service we can ensure as many playworkers and managers as possible are kept informed of developments in the sector.

If you wish to access this additional service, please send your details (club, position and email address) to info@osn.org.uk

OSN's AGM coming in January

Wraparound Open House AGM

We would love you to join us in January for our amazing "Wraparound Open House AGM!"

"Breakfast Club"! 8am-10am

Get your day off to a great start by joining OSN colleagues, partners and other voluntary organisations over juice, coffee and delicious pastries! See our terrific new premises and

catch up on the news in the sector:

Morning Games 10am-12pm

Spend the morning picking up tips from OSN's resident play expert Mal!

Playworkers, volunteers and colleagues are all warmly invited to experience the "Mal Magic", pick up some great new ideas and have fun too!

"After School Club" Our Guest Speaker & AGM 7.30pm-9pm

Out of School Network is delighted to announce that our very special guest speaker at this year's AGM is Anne Longfield, Chief Executive of 4Children.

Anne will officially open our new premises and make an important address: **What Next for Out of School Care – the Locality Challenge**. The official AGM will follow briefly at 8.30pm.

We will be writing to OSN members with the details and date soon.

PLEASE do come and join us & help make our day!

Join OSN for only £10!

BECOMING A MEMBER

To become a member of Sheffield OSN, contact the OSN support team or your business development worker. We will either talk you through the application form or send it to you to fill in at your leisure. Alternatively, you can visit our website, print off and complete the application form and return it with your payment.

Membership of Sheffield OSN lasts from April 1 to 31 March the following year. Those individuals or organisations joining before the 31 December in the current year will pay the usual fee. Those joining after January 1 will gain three months additional membership for their annual fee, which will then last for 15 months.

Once we receive your details and payment, we then set you up on our members' database and send you your exclusive members' welcome pack.

The pack contains a statement of benefits and how to access them, your membership card, training programme and Sheffield Out of School Network Newsletter.

BENEFITS

Exclusive services to members:

- **Discounted training from OSN**
- **Discounted recruitment services with MTCS**
- **Discounts on valuable services at other organisations**
- **Able to vote at the Annual General Meeting and EGMs**
- **Able to stand for board membership**
- **Free access to management committee information workshops**

In addition to the above exclusive services members are kept right up to date with the range of services available from OSN including:

- Termly newsletter
- Regular important mailings / e-bulletins to key staff



- Online access to vital information, contacts and tools
- New business feasibility / creation service
- Business development service / sustainability support
- Management manuals
- Template documentation toolkit and signposting service
- Business toolkits (subject to availability)
- Playworker days for training, encouragement and support

For more information on membership of OSN call us on 249 4941 or email info@osn.org.uk today!

MEMBERSHIP SERVICE

Clubs are allocated a lead business development worker on becoming a member of Sheffield OSN.

Your contact will aim to call you four times a year to ensure you are receiving the best possible service from us and making the most of your membership. When the time comes we'll remind you to renew your membership so you don't miss out.

This is your chance to ensure we are aware of any issues you face so we can support you as early as possible, or let us know about your successes so we can publicise them for you.

Why not check your club is currently a member so you can access all these great services and savings? We would love you to make the most of all the practical help and financial support we are able to offer.

We look forward to hearing from you.

Work experience placements & child protection legislation

Does your club provide work experience placements for students from your local secondary school?

Would you like to provide work experience for young people to show them how rewarding a career in playcare can be?

It is important that everyone working with children is known to be suitable and is not a risk for the children attending your club.

OFSTED do not process CRB disclosures for young people under 16*, but it is suggested that childcare providers obtain a signed letter for all students on work experience placements from the school's Child Protection Officer.

The letter should state that the school has no evidence that the student will present a risk to the children at the out of school club.

The usual good practice of ensuring that a member of staff always accompanies

anyone who has not been CRB checked should apply.

Appletree Nursery and Out Of School Club has produced a standard letter that can be filled in and signed by the school's Child Protection Officer and has made this available for OSN to pass on to other clubs to use.

If you would like a copy, please contact your business development work or any member of the team.



* OFSTED will process CRB disclosures for young people aged 16. If you have young people aged 15 and under who regularly volunteer at your club, then you may want to have them checked with the CRB. This is possible for young people from 10 years of age but you will need to go through a registered body. Contact the business development team on 249 4941 for more information.

Meet the club

St. Mary's

Yvette Hawksworth
After School Club Coordinator

Club name

St. Mary's C of E After School Club

Location of club

Walkley

Opening date

4th January 2005

No. and type of place offered

24 place club, looking to extend to 32 places

Organisational structure

Voluntary management committee

Funniest moment in the club

When the children played at "Emmerdale Farm" and a Y6 boy put a wedding dress on and pretended to be Charity Dingle!

Favourite activity

The children's favourite has to be the bouncy castle. Since we had a summer fair to raise money to buy it, the children ask for it every day.

Club's best feature

Happy, friendly, welcoming atmosphere – the children don't want to go home!

Worst situation experienced

We have been lucky enough to not have anything we could mention here.

Hopes for the club

To be successful in providing happy memories and experiences for the children and to continue to grow, so more children are able to come and enjoy themselves at the club.



Lessons learned

Are you prepared for every eventuality?

An incident at an after school club within a school in Sheffield recently gave everyone concerned food for thought.

During a session, a youngster accidentally trapped her finger in a door and needed to be taken to hospital.

The club couldn't get hold of the mother even though they repeatedly tried her contact number - they had no other emergency contact.

The child was already very distressed, and became more so when her mother could not be reached.

Neither of the two staff could leave the club, as they had to maintain the staff/children ratio.

There was no-one else available to cover and the club had no official policy or practice of being able to call in Management Members or casual staff in emergencies at such short notice.

The girl had to be taken to hospital by two of the school staff who knew the child and, luckily, were still in school.

Following a risk assessment, the school had carried out maintenance on the doors to the room.

One had been adjusted to make it safer, but the one that trapped the girl's finger had been considered OK.

It was somewhat of a freak accident. The mother was extremely unhappy about the incident and withdrew her child from the club.

The girl's finger was OK and the mother did not take the matter any further. The Club reported the incident to OFSTED, who seem to have taken no further action.



THE LESSONS

1

Ensure you have **up to date emergency contact numbers** to make sure you can get hold of parents or another responsible adult - impress on parents just how important it is that they can be contacted

2

Risk assessments - the need to make sure clubs do risk assessments themselves before the start of every session and inform their landlords, in writing, of any faults they find. Staff need a fall back position for cover in emergencies like this; does your club have a practise and procedure for all eventualities?



3

The need to **inform OFSTED** of all such incidents, your Insurance company and possibly clubs will need to fill out RIDDOR forms (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) depending on the injury or incidence



UKplayworkers

The virtual community for playworkers

UKplayworkers is an interactive internet-based play sector virtual community for playwork professionals.

The homepage of UKplayworkers can be found at:

<http://groups.yahoo.com/group/UKplayworkers>

Membership of the community is completely FREE.

The benefits of the community are:

- Internet based mailing list for playworkers

- Dedicated chat room
- Online access to useful documents and reports
- More than 500 members world wide – most of whom are from the UK

To join the mailing list you will need to register with Yahoo, but once you have done that you will also be able to access the whole world from one site, and the on-line UKplayworkers Members' area, such as the files and chat room.

Members of UKplayworkers are

encouraged to contribute to its operation, to register visit <http://groups.yahoo.com/group/UKplayworkers/join>.

During recent times UKplayworkers' credibility has improved because a number of national play and childcare organisations have joined up. Fair Play for Children has described the list as "**all things playwork**".

Most of the Universities that offer playwork courses recommend students join the list to share ideas with the wider playwork sector:

For more information please email: ukplayworkers@michaeltombs.co.uk

<http://groups.yahoo.com/group/UKplayworkers>

Meet the playworker

Hi,

I'm Wendy. Two years ago I volunteered to help at Lowedges Youth Club. I thoroughly enjoyed it!

As soon as a position came up, I applied for it. I did every Tuesday and play schemes. I was encouraged to further my career, but in order to do this I needed my NVQ

Level 2 which I did in 2004.

Whilst studying for this, I was able to take on extra work at Marlcliffe After School Club as well as Low Edges.

I was eventually asked to take on extra responsibility, running a Breakfast Club at Marlcliffe and Senior Playworker at Lowedges.

For this, I needed to gain my NVQ Level 3 in Playwork. I started the qualification in September 2005 and I am enjoying it.

What started out as a hobby is now my career. My only regret is not doing it sooner!

Wendy Brown

Give it a go....



Youth Circus, Autumn Term

Tuesdays to 22nd November

Every Tuesday at the Greentop Community Circus come along to see juggling, stilt walking, manipulation, clowning, acrobatics and performance.

The Youth Circus has two sessions:

5.30pm – 6.45pm for 8 – 12 yrs @ £1 per child
7.15pm – 8.30pm for 12 – 16 yrs @ £2 per child

Greentop Community Circus can be contacted on **244 8828** or through their website:

<http://greentop.org>

Performances are held at:

St. Thomas' Church, Holywell Road, Brightside.

Playwork Jobs

Established in 2000, Playwork Jobs is the first web-based, dedicated playwork, childcare and youth work recruitment service.

Its independence allows large and small organisations to advertise their vacancies for just £15 for the lifetime of the vacancy.

If the vacancy remains unfilled, then re-advertisements are **FREE of charge**. Unlimited numbers of sectoral vacancies can be advertised for £150 per year.

Playwork Jobs is able to offer all members and students from Sheffield Out of School Network the opportunity to advertise an unlimited number of vacancies free of charge until 30th April 2006, just quote **'OSN OFFER'** when contacting us.

Adverts are uploaded to the Playwork Jobs website at <http://www.playworkjobs.co.uk> and are emailed to more than 500 people on the day that it is placed with the MTCS Agency.

Text message alerts are also sent to around 1,000 job seekers, according to the criterion they select and will be made available through Job Centre Plus and on their 'apply direct' website at www.jobcentreplus.gov.uk (as long as you haven't already advertised with them).

New internet mailing list

Playwork Jobs have just launched a new internet based mailing list hosted by Yahoo groups.

Joining is free and simple – just visit the group home page and click on join group.

All vacancies advertised through Playwork Jobs are also distributed through this list.

Group name:

ChildcareJobsUK

Group email address:

childcarejobsuk@yahoogroups.com

Group home page:

<http://groups.yahoo.com/group/childcarejobsuk>

New services in the sector

Payroll services start from just £3 per employee per payroll run and complete recruitment and selection service from £50 per vacancy.

For further information on these services please visit the Playwork Jobs website or call Michael Tombs Childcare Services on 07050 697889 mob: 07900 585228

Email: info@michaeltombs.co.uk



Recruiting through

the



children's
information
service

Clubs can advertise their jobs free on the CIS website and notice board which is updated every Thursday. CIS can also put playworkers or indeed, anyone wishing to work with children, onto their database to receive regular job circulars by email or post.

Contact info@sheffieldcis.f9.co.uk
or call Recruitment & Retention Co-ordinator
Anne Dolby on **249 6378**.



Existing address:

11 Leopold Street
Sheffield S1 2GY

New address:

6-8 Meeting House Lane
Sheffield S1 2DP

Sheffield Out of School Network	0114 249 4941
Children's Information Service	0114 275 6699
ChildLine	0800 1111
NSPCC	0808 800 5000
Social Services & Child Protection Referrals	0114 273 4855
Safety Net	0114 273 5029

MAP



OFSTED Helpline	0845 601 4771
OFSTED Complaints Helpline	0845 601 4772
Working Tax Credit Helpline	0845 300 3900
ACAS Helpline	0845 747 4747
Charity Commission	0845 300 0218
Companies House Contact Centre	0845 333 3636
Inland Revenue (new employers)	0845 607 0143

Creating More Balance (CMB)	0114 249 4923
Voluntary Action Sheffield (VAS)	0114 249 3360
Special Needs Inclusion Project (SNIP)	0114 279 8296
Activity Sheffield (casual staff cover)	0114 273 5314

Children's Hospital	0114 271 7000
Royal Hallamshire Hospital	0114 271 1900
Northern General Hospital	0114 243 4343
Jessop Wing	0114 271 1900
Charles Clifford Dental Hospital	0114 271 7800

South Yorkshire Funding Advice Bureau (SYFAB)	0114 249 4343
Awards For All	0113 224 5345
Big Lottery	0845 410 2030
Sheffield City Council Small Grants	0114 273 4113
South Yorkshire Community Foundation	0114 242 4294
South Yorkshire Key Fund	01709 386 377

OSN is supported by:

