



All change at OSN

Welcome to our summer edition of Network News.

So much has happened since the Spring to tell you about!

First and foremost, after an amazing 13 years of dedicated service to the childcare and play industry, our Director **Kate Housden has moved on.**

In late May, Kate took up a new challenge as Improving Local

Partnerships Manager with NACVS - the National Association of Councils for Voluntary Service.

Kate set up OSN with a group of parents and activists in 1993 and has helped build up a network of 100 out of school childcare and play providers in Sheffield.

OSN's management committee are delighted to announce

the appointment of OSN's own Business Development Manager, **Elaine Davies as the Interim Director**, pending a forthcoming strategic review.

Commenting on Elaine's appointment, **Chair of the OSN Board, Joanna Saunders said**, "Kate's contribution to the childcare sector and OSN cannot be underestimated and her wonderful personality, commitment and drive will be greatly missed.

We feel at this point in time, an experienced and capable pair of hands is what we need to take OSN through the review and into the next phase of challenges posed by the Extended Schools agenda.

We are delighted to welcome Elaine into her new role, being confident she will also have the full support of her very able staff."

Elaine went on to say, "it really is all change at OSN! With my new role has come the need to appoint a Business Development Manager from within our existing,

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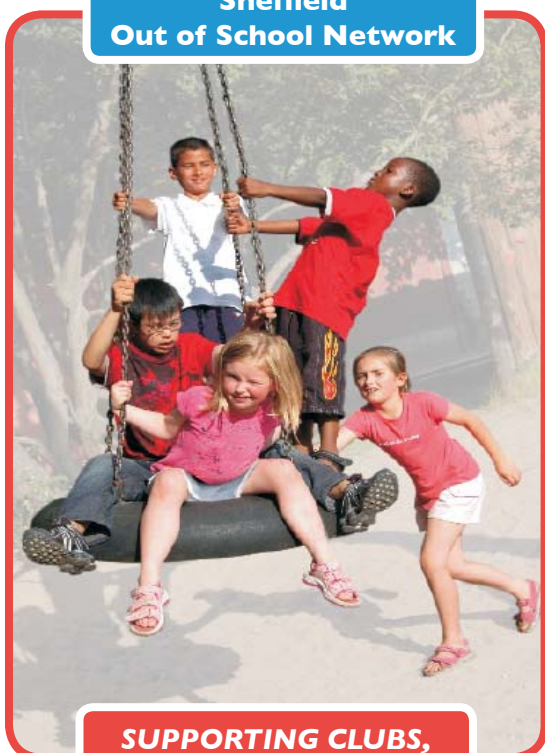
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Sheffield Out of School Network



**SUPPORTING CLUBS,
PROMOTING PLAY**



Kate



Elaine

highly experienced team. I am delighted to announce that Sue Prasad will be taking on this increased responsibility from mid June. At the same time, we are sorry that our Office Manager, Cath Klapsia, has decided to take some time out of work after six years of faithful service at OSN. We wish them both all the best in their new roles."

Meet the club – Walkley ASC

A personal view by co-ordinator Maxine Horner

Club name:

Walkley ASC

Location of club:

Walkley Primary School

Opening date:

March 1996

No. and type of place offered:

24 after school places

Organisational structure:

Voluntary Management Committee

Funniest moment in the club: A lot of these lately, due to our deputy, Gary's famous impersonations!

Favourite activity: Water pistols (in summer, of course!)

Club's best feature: A great staff team that enjoy every minute

Worst situation experienced: Last year we struggled to get a committee together and thought we may close.

Hopes for the club: Try to get a few more children in to boost numbers a little, and continued advertising and promoting ourselves.

Lessons learnt...

Parents and carers under the influence?

What do you do if a parent or carer, obviously **under the influence of alcohol or drugs**, turns up to collect their child from the club?

If they are so intoxicated that you feel the child is at risk, then your **Child Protection Policy** should come into effect. But what if they seem just a bit 'wobbly'? This happened in several clubs across the city recently and all have found it a difficult situation to deal with – there are obviously no easy answers, but

- **Be prepared** – discuss how you might deal with such a situation as a staff team and as a Management Committee – and write it into your policies
- **Be direct** with the parent about your concerns
- **Feel confident** in phoning another contact if you are worried for the child – intervene if you know the parent intends to drive home
- Always **record such incidents** to see if there is a repeated pattern of behaviour

best practice in difficult situations with drugs or alcohol



- Approach an **appropriate person** in the school to share your concerns
- Get in touch with your **SafetyNet** contact to discuss your concerns or make a referral if you feel it's necessary (contact via OSN)
- Take **'preventative' action** – include parents and carers in your Behaviour Policy – point out how the club expects them to behave when on club premises

Above all, remember that the **welfare, safety and protection** of the child is paramount and that you have a legal responsibility to those in your care. Be prepared, be supported and be decisive!

Lisa Bellamy
Business Development Officer



Good practice in financial control

All organisations should keep financial accounts and in most cases are legally required to do so.

Keeping **well-organised accounts** (either by written cash book or computerised system) will help you to manage your activities and should **highlight any crucial issues** that your club is facing.

Various legal requirements govern the accounting procedures, but **good practise and good managerial skills** will ensure clubs avoid some of the common pitfalls and risks.

Here's how to minimise risk:

- Your treasurer should ideally be **experienced** in handling money and accounts
- **Regular financial reports** should be made to the Management Committee, clearly showing the current financial position of your club
- Have careful **written procedures** for handling cash
- Require at least **2 signatures** on cheques – ensuring that these signatories are not related and are independent of each other
- **Blank cheques** should never be signed, ensure all cheques signed match with the relevant documentation
- No-one should sign a cheque to themselves or to a partner/close relative
- **Pay money** into the bank as soon as practicable
- Ensure all fees are **paid into your bank account**, and not used to replenish your petty cash system
- Keep **detailed records** and notes of all financial transactions
- Issue **receipts** for all income and file receipts for all expenditure
- **Income-related documents** could be: receipts book (for fees), paying in book counterfoils (itemising what was paid in), bank statements



keeping on top of finances is crucial to every organisation

- **Expenditure related documents** could be: cheque book stubs (what the payment was for), receipts (for all purchases), details of other payments (Direct Debits, Standing Orders), bank statements
- **Cash purchases** – record who was paid, what it was for and enter into your petty cash system
- Keep all bank statements and reconcile them regularly with your accounts/cash book
- Try and keep financial paperwork **up to date** – there is nothing so daunting as a pile of red bills or explaining to a funder why your monitoring will be late!

An over- complicated financial system is rarely kept up to date. Ensure your financial system meets your club's requirements in the simplest manner. **If you need help** in any of these areas, OSN's Development Team will be happy to advise you.

Remember at difficult times... **Do Not Panic!** OSN is here to help.

Financial information can be complex, but can always be sorted out, providing you have kept proof of all income and expenditure.

Sue Prasad
Business Development Manager

Parental responsibility

1. What is “parental responsibility”?

This is defined in law as being all the rights, duties, powers and responsibilities which, by law, a parent of a child has in relation to the child and his / her property.

2. Who has parental responsibility?

Persons with parental responsibility include the following:

- The child’s mother
- The child’s father if the parents were married at the time the child was born or who has subsequently married the mother during the child’s minority
- The natural father if both the parents have jointly registered the child’s birth in person and both parents have signed the register of births during the same session.
- A person who has been granted a residence order by the court for the duration of that order
- The father if the parents were not married at the time of the child’s birth, if the father has been granted parental responsibility through a court order or through a prescribed form of agreement under the Children Act (not just any form of agreement)
- The child’s appointed guardian or the child’s adoptive parents
- A local authority, if the child is in care
- Anyone else granted residency under another court order e.g. care order etc.

At the point of registration, Clubs should do all that is reasonable to ascertain who has parental responsibility, so that information is on the registration form for future reference. This may also help in situations where parents are unaware of their rights, giving mothers time to put measures in place to prevent fathers collecting their children if appropriate and/or fathers who do not have parental responsibility time to get it.



the difficult issues in handling parental responsibility conflicts – what to do and what not to do

If necessary, request evidence that a parent has parental responsibility. Do not let a parent collect a child just on their say so that they have parental responsibility. In this situation the club should always contact the mother so that she can prevent the father taking the child, e.g. by collecting the child herself, sending a named relative or calling the police.

3. If there is a disagreement, which parent can dictate who picks the child up from After School Club?

If the club is aware that only one parent has parental responsibility, then that parent is able to dictate who should pick the child up. If both parents have parental responsibility but there is a court order in place prescribing who should have residence and prescribing only limited contact for the other parent, then clubs should normally respect the wishes of the parent who has residence.

For further information please contact Jane Walker, Assistant Child Protection Co-ordinator, Education Child Protection Service on 0114 253 1215 or email Jane.Walker2@sheffield.gov.uk

Abby Koerner
Business Development Officer



Childcare in the Social Economy

Marketing project

Last year, OSN and its childcare partners SCCN and PLA, secured some Objective One funding to start a project which would help clubs, community nurseries and pre-schools with their marketing. We know marketing is a major issue with nearly all clubs, since good marketing can ensure a club's survival and growth. After several months of planning, piloting some materials and securing a design agency to work with, we are ready to start creating a terrific new marketing resource for all these settings.

It will hinge on a website where management committees, playworkers and anyone with responsibility for marketing will discover marketing advice, best practice and fresh ideas (what's worked well for you and others). There will be links into a marketing catalogue where clubs will be able to access leaflets, flyers, posters and even logos to create stationery for their clubs. Going one further, it will even be possible for each setting to have their own micro-website within the main site where they can present their information.

Our design agency partners in the CSE Marketing project are Creative Stream. Their director Cliff Hewson told Network News, "we are delighted to be working with out of school clubs and other settings across South Yorkshire. We believe that we can create an effective, easy to use web-based marketing tool which most will be able to access. No-one will be left out, as those who can't access technology will get a paper version! We envisage



"working together
across South Yorkshire"

helping clubs, community nurseries and pre-schools to get the best from marketing

a three-tier service. Some clubs may want to keep their existing image, some will want to go a bit more 'professional' in their look, while some will need to start from scratch with either a bespoke service or one of our 'template' logos with their own name. Design services will range in price from no-cost to the clubs, to a reasonably-priced bespoke service. Whichever clubs choose, we are confident that together, the image of childcare across the region and public perception of the settings will be greatly enhanced."

OSN will work with clubs to set up a steering group for trialing these services and input of new ideas and marketing techniques. If you are interested in being part of this project, please call OSN's marketing & membership officer, Faye Smith on 2494941.

Are you going SYWOL?

Women in South Yorkshire childcare settings might be interested in a new website, www.sywol.org.

There's a childcare section and you can add your own listing, advertise vacancies and events, and even build a mini web page - all for free!

It was built by OSN's own former business development worker, Shirley Zipperlen, who is now safely reunited with her parents in Australia, so you

may notice it uses the same great system as our OSN web site.

Shirley asked us to let clubs know, "there's a childcare section and you can add your own listing, advertise vacancies and events, and even build a mini web page - all for free!!"

www.sywol.org



Only members get the news!

Nearly **two thirds** of all Sheffield's Out of School clubs are now members of Sheffield Out of School Network...and I bet that many more of you think you are, but have forgotten to send back the form and cheque!

In order to cover the costs of printing and posting out three termly copies of Network News per club, OSN has reluctantly decided that Network News will now be **posted only to Members** as a special benefit of their membership package. Other clubs can contact us to send a copy, pick one up from reception or print one off our website.

If **you** would like to ensure you **carry on receiving** all the latest news, views and updates from the "playwork coalface", then just send us a cheque or give Kayleigh a call if you're not sure whether or not you are a member and she will check for you.

OSN doesn't want you to miss out!

Faye Smith
Membership & Marketing Officer

Top tips!

Business Development Manager Sue Prasad, has discovered some great marketing tips on the following websites she warmly recommends to Network News readers.

When you are creating your marketing action plans, why not take a look at the following websites first for inspiration:

www.4children.org.uk

"lots of useful information" says Sue, "especially the latest articles on promoting your activities linked to national Surestart month. If you register your event, you can get loads of freebies like balloons and badges."

www.trojansscheme.org.uk

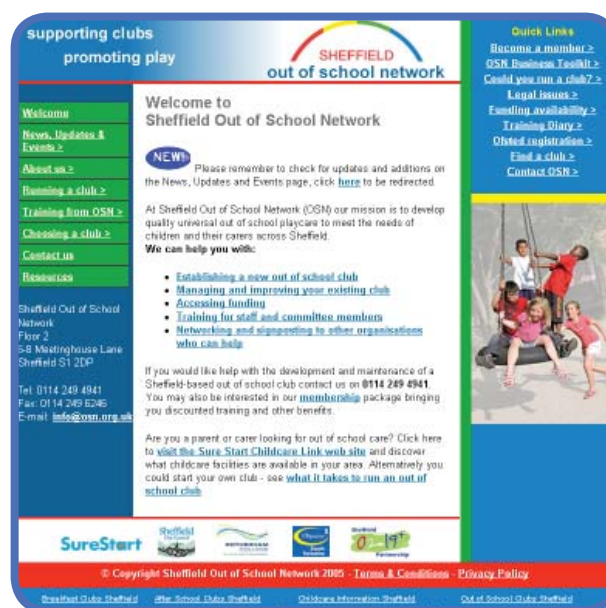
"Trojans are a network of clubs in London who are expanding into the South East. They are happy to share their top marketing ideas on their website. Well worth checking out."

Help hotspots!

Have you checked out **OSN's website** recently?

In the month of May alone, an incredible **1,264 external visits** were made to OSN's site, resulting in over **2,000 viewings**. The most **popular downloads** over the last quarter have been statements of employment particulars, Children's Act, health & safety, safeguarding children, business planning, accident reporting and outings consent form. Gratifyingly, the **membership application form** was hot news in June! So keep logging on to get the benefit of **all the help and support** that's out there!

Yanina Koszalinski
Business Development Officer



The screenshot shows the Sheffield Out of School Network website. The header includes the OSN logo and navigation links like 'supporting clubs promoting play'. The main content area features a 'Welcome to Sheffield Out of School Network' message with a 'NEW!' banner and a 'Please remember to check for updates and additions on the News, Updates and Events page, click [here](#) to be redirected' notice. Below this is a list of 'We can help you with:' including 'Establishing a new out of school club', 'Managing and improving your existing club', 'Accessing funding', 'Training for staff and committee members', and 'Networking and signposting to other organisations who can help'. There is also a section for parents/carer looking for out of school care. The footer contains logos for SureStart, Sheffield City Council, and other partners, along with copyright information for 2005.

www.osn.org.uk



OSN goes to Gambia!

Sue Prasad's African adventure

During February half term, a member of the OSN team visited Gambia.

Included in Sue's travel plans was a **visit to a local school**, to see what education is like in a developing country. Gambia is exceptional in a number of ways, as some free education does exist. Boys receive free tuition until the age of 10 years and girls receive free tuition until they are 15 years old.

On paper, this seems positive, but Sue found the reality was different. **Families cannot afford the basics**, such as school uniform, paper, pens and pencils required- so the children do not attend school for their full entitlement.

Sue says, "I noticed we had **spare pencils** with our old contact details, so I asked OSN to donate them. They were so happily received by the school and pupils, the pleasure on the pupils' faces was something I will never forget. For most of the



**one small thing
to call their own
brings the largest
of smiles**



**Gambian class
sizes, 40+
children and
three to a desk!**

children, that rainbow pencil was the first item that was all theirs." Sue has already made plans to continue to support this school in the future.

We asked Sue what her main impressions of Gambian schools were.

"Teachers are highly thought of and do an extremely good job given the limited resources. They cover English, Maths, Woodwork, Sewing, Art, French, Religious Education and Life Skills. Discipline is good, because **all the children appreciate the education they are receiving**.

Finally - numbers... class sizes are large with over 40 children, sharing at least 3 to a small desk. Most primary schools have over 1800 pupils who all do a half day session. That's only so a different set of children can be educated in the other part of the day!"

I'm sure most Network News readers will know children who would be only too happy to have school for just half the day- especially in the heat!



Lynda loves changing rooms!

By Lynda Ray, Training Manager

Alerting all playworkers!

Through an Awards for All Grant OSN has funding to deliver a **FREE conference** for 150 Playworkers in South Yorkshire.

So here is your opportunity to progress your thinking about the kind of environment you provide to change and create play spaces on Saturday 8 July at the Philadelphia conference centre, Sheffield from 10.00 am to 1.30 pm.

There will be three workshops on:

1. New Inclusive Games
2. Loose Part Play Theory
3. Transforming indoor spaces

Play experts will be sharing their ideas and challenging you to participate with children and young people and think 'out of the box'. It's not for the children you care for in clubs, but if you want to bring along your own children/ young people - please bring them to take part in the workshops too! This event will give you the opportunity to network with Playworkers in Sheffield, Doncaster, Rotherham and Barnsley.



Lynda Ray

Come along and move with the times – see you there!



supporting clubs  **promoting play**

FREE! "Creating Playful Environments"

Question: "When is your school hall not a school hall?"

Answer: "When it's a spooky place, elves den, jungle..."

3 WILD workshops on...

- 1 Brand new, inclusive games
- 2 Loose parts!
- 3 Transforming indoor spaces

refreshments ideas galore!

To book, just call Kayleigh at Sheffield OSN on **0114 2494941**

JOIN US if you're working in the play sector with children and young people from 4-16 in:

- Holiday playschemes
- Youth groups
- Uniformed groups
- After school clubs

BRING YOUR KIDS! They will get a chance to take part in the activities you're learning about!

FIND OUT HOW! **10AM - 1PM, SATURDAY, 8 JULY**

@ **Philadelphia Centre**
Gilpin Street, off Infirmary Road, Sheffield

How to get to the Philadelphia Centre

- By bus 13, 14, 82, 83 from Arundel Gate, 57, 58 from Interchange, all towards Hillsborough
- By car: 1 mile from city centre off A63 Penistone Road towards Hillsborough
- By train: from Sheffield station walk to Sheffield Interchange and catch 57 or 58 bus

Funded by: Awards for All.

www.osn.org.uk info@osn.org.uk **0114 249 49 41**

Saturday July 8th, Philadelphia Centre, Gilpin St, off Infirmary Road

Qualification congratulations to Levels 2 & 3 students

OSN congratulates the fifteen playworkers who have achieved Level 2 since our big award ceremony last year, and the twenty four Level 3 achievers.

Training Manager Lynda Ray says, "we look forward to seeing all you hard working, high-achieving playworkers at this year's 'bit of a do' in the Autumn.

Watch out for details of the date and our special guest shortly!"

Thanks from an Introducing Playwork student

"I am very happy to attend your training and do my best to follow you. I really enjoyed myself and got a lot of valuable information. I feel more confident to do my job and make sure I put what I have learned into practice and make a good contribution. Thanks a lot and keep in touch!"

Yu Qian



New Level 3 standards

– get with the programme!

The new Level 3 standards are now in force.

The training team have been hard at work analysing and assimilating the new information on your behalf.

There are **5 mandatory and 4 optional units**. Key new areas are:

- Researching playwork theory
- Exploring play types
- Identifying play cues and cycles
- Child development and children's rights.

Although the first cohort of trainees are now well on the way to achieving their level 3 NVQs, there is **Gap Training** available for people who have achieved the previous NVQ 3 in Playwork.

Commenting on the new standards, Training Manager Lynda Ray says, “even though the standard is at the same level, what we need to get across to students, without frightening anyone off, is that academically they are going to be more challenged than ever.

There is definitely more reading, studying, monitoring, analysing and evaluating involved in the new standards- with students themselves, the children and their parents.

But don't be put off, with the expert, friendly help of all the training team - we know from current experience the playworkers out there can **go for it and succeed!**”.

Transition award

For those of you with childcare qualifications at **Level 2 and at least two years experience**, who would like a playwork qualification at level 3, talk to Lynda or Sandra about the Transition Award training course coming up in September.

New Level 4 for managers

If you are managing a club, get ready! The new Level 4 Playwork Awards will be ready from September. Call Lynda or Sandra at OSN for details on 0114 249 4941.

A1 Assessors award

Always ready to lead from the front, a number of assessors have recently achieved their **A1 Assessors Award** within the Training Centre.

This diverse group have worked really hard to complete their portfolios and gain their qualifications.

A core of these Assessors work within OSN's training team, in full and part-time roles.

Well done to Rachel, Paula, Sam and Jan from all at OSN. We're proud of you!

Playwork calendar

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

Why not check out the new playwork calendar where you can add details of all of your playwork-related events.

If you've got any events planned and want them including but you don't have a Yahoo ID, simply e-mail full details to:

0606mtcs2006-ukplayworkers@yahoo.com

If you have a Yahoo ID, log in to your calendar and all the events in the UKplayworkers Calendar will appear.

Michael Tombs Childcare Services 07050 697889



OSN staff profile

Sam Galbraith, Trainee NVQ Assessor

Name: Samantha Galbraith

Where do you live: Burngreave

Where did you grow up: Coventry , London, Ireland, York, Sheffield...

Family stuff: I've got one beautiful daughter who is the light of my life, very supportive friends, family and workmates.

What have you done before this job: I started out as a nursing assistant on a psycho-geriatric ward when I was sixteen. I studied Nursing, Psychodrama, Dramatherapy, Counselling, Fine Art – Painting. I discovered playwork when my daughter was born in 1991 and found my true vocation where I've been ever since. I have always been drawn towards working with vulnerable people and children in a therapeutic way and believe wholeheartedly in the importance of play.

What do you think is the best thing about your job: I believe so passionately in play, like the people around me. I can't believe sometimes that I've found my vocation and have the opportunity to help develop play. These are very exciting times, especially with the new standards being about playworkers really facilitating the holistic development of children through play.

And the worst: I really can't think of any!

Describe yourself in 3 words: Creative, sensitive, loving.

What are your guiding principles in life: Navigate by your integrity and try to do things in a loving way. Find your purpose and make a difference for humanity.

How would you spend your perfect day: In a workshop with adults and children exploring holistic play: musical drawing, I especially enjoy performing poetry.

Best (or ideal) holiday you've ever had: I went to Dominica in my early twenties, camped out on a banana plantation and explored the emerald forests of the island ...what luxury!



Advice to someone entering your profession:

It's one of the best you can find if you genuinely like play. There's plenty of room for progression and for finding your own unique way. There's lots of inspired people and the children are of course a source of great joy!

What was the last CD, book, film you bought:

Braveheart (film), Van Morrison: Hard Nose the Highway (CD) The work you were born to do (book).

What are your ambitions now: To continue working as an assessor, to continue my teacher training so that I can teach playworkers how to facilitate holistic play activities and reconnect to the playful child in themselves.

What claim to fame do you have: I once met former Doctor Who Tom Baker at a wedding!

Michael moves on...

Some of you may already be aware, Michael Tombs is no longer working for OSN. He has moved on to further his career in training through developing his consultancy service. He brought an extra dimension to the team and will be missed. We all wish Michael the best of luck.

Michael says, "My time at OSN, although relatively short, has been a steep learning curve and a time of fun. While I enjoy the freedom of being self employed, sometimes it helps to have a team of friends and colleagues that you can share ideas or concerns with.

I will remain a member as long as I'm living and working in the South Yorkshire area, so you will not be losing touch with me all together... I'd like to wish OSN well with all it's ventures."



Free cultural activities delivered to children in your club

How would you like a 'Cultural Mentor' to come in and run activities with children in your club to help them understand more about different cultures?

The Cultural Mentor Service was established in 2001 through the Development Education Centre (South Yorkshire) in partnership with Sheffield's Early Years Service.

Over the years we have worked with many settings across South Yorkshire, training many practitioners and lots of children.

Busy playworkers are hard to reach, however, so we have now come up with another way to help them access training and take part in some cultural activities.

We are on a mission to reach as many after school clubs and holiday play schemes as we can!

Our aims are:

- To help increase children's understanding of their own and other cultures
- To challenge stereotypes and media misinformation in a safe, non-confrontational way and
- To help BME children feel culturally affirmed and have their confidence increased.

One of the most important aims is to have fun while getting incredibly messy and making a piece of art work that is fantastic and in some cases you may even be able to wear it. How cool is that?

I have been travelling around South Yorkshire with my wheelie case full of Adinkra blocks and Fairtrade chocolate (my neighbours think I'm forever off on holidays. I wish...) and visiting out of school clubs.

The children come in all shapes and sizes, but after a few icebreakers they realize that they have much in common with other members of their club, even some they have never talked to before.

Then after sampling some Fairtrade chocolate that comes from the same country as the Adinkra blocks,



Understanding different cultures builds stronger communities that benefits everyone

we get down to some Adinkra block printing.

This activity comes to sunny South Yorkshire all the way from even sunnier Ghana.

It's very messy, which is why I stress that all staff and children taking part in this activity must wear an apron.

I do bring with me large table coverings (which is very good of me because they weigh a ton - hence the wheelie case).. Fun is had by everyone and at the end of the session a hand with washing up is always appreciated, oh and a proper cup of tea (part of my Yorkshire Cultural needs).

If you are interested in a mentor visiting your setting please contact us on 0114 241 2755 or e-mail cultural.mentors@decsy.org.uk

We can offer other cultural activities such as tie dying with my colleague Hlabera. All you need to provide is aprons and T-shirts.

Hope to hear from you soon.

Valerie Garvey
Cultural Mentor



Coming up...

– Full training planner in next issue

Get ready for the **great new range of development opportunities** coming in the autumn term. If you have seen the article about the implications of the **new Level 3 standards**, you can imagine how many changes are coming to the way we deliver the training round here!

If you are interested in an NVQ qualification, please contact the training team before this August for a September 06 start.

Training manager Lynda is hard at work creating the next training planner now – **dates and full details in October's Network News**.

Here are OSN's courses coming up...

Short courses

- Play
- Health & Safety
- Child Protection
- Positive Behaviour
- Teamwork

Special Educational Needs

- Everyone Can Play
- Managing Inclusion
- Makaton
- Team Teach
- Lifting & Handling
- Autism Awareness

Professional Development

- Child Protection
- CP Policy / Refresher
- Child Development & Observations

Multi-cultural Suite

- Children's Rights
- Cultural Play
- Festivals

Get yourself on some of these excellent courses and get progressing! Just call Kayleigh on 0114 249 4941 to book onto our waiting lists – and as soon as dates are confirmed, we will contact you.

Don't forget – all OSN courses carry **a significant discount for members**. Contact Kayleigh if you're not sure whether you are still a member and we'll sort it all out for you.

Below are the outstanding course dates from this year's planner. There's still time to improve your skills in vital areas, why not book now?

Lynda Ray
Training Manager

NVQ LEVEL 2  3  4 


PRICES

Band A:
OSN members

Band B:
Vol orgs & SME's

Band C:
Other private orgs & individuals



Core chunks suite (level 2/3)

Managing Change 

£ tbc
3 sessions
10am - 1pm

For people that are wanting to stretch themselves academically and professionally

| | | |
|------|----------|----------------|
| July | Tuesdays | July 4, 11, 18 |
|------|----------|----------------|



Team  

£30 / £35 / £40
3 sessions
10am – 12pm

This course is aimed at people who are working as part of a team and manage teams as part of their role

| | | |
|------|---------|-----------------|
| July | Mondays | July 10, 17, 24 |
|------|---------|-----------------|



Professional development suite

Food Hygiene  

£40 / £45 / £50
2 sessions
9.30am – 2pm

Aimed at people who provide snacks or baking activities, to raise awareness of correct procedures

| | | |
|------|------------|-------------|
| July | Wednesdays | July 12, 19 |
|------|------------|-------------|

First Aid  

£40 / £45 / £50
2 sessions
9am – 3.30pm

This course is designed to give people an understanding of the principles of emergency first aid for adults, children and babies

| | | |
|------|-----------|-------------|
| July | Saturdays | July 15, 22 |
|------|-----------|-------------|



Great summer play ideas

Treasure Island

Materials:

- Cut up a real pineapple for snack
- Use the top for the centre of the island
- A cat litter tray or similar
- Sand
- Pebbles
- Milk bottle tops
- Cocktail sticks or kebab sticks
- Blu tac
- Paper triangular sails
- Felt tip pens

Encourage the children to do a group activity. Place the pineapple top in the centre of the cat litter tray, add water and sand around it. Decorate with pebbles.

Make boats out of milk bottle tops and pop in cocktail sticks with paper sails and then decorate... or you could make origami boats

The children really love this, old or young, and have great fun putting skull and cross bones on it and firing "bombs" at each other.

Fashion Show

Materials:

- Blue, black and green bin bags
- Scissors
- Sticky tape
- Ribbon
- String
- Feathers and anything else you could use for decoration

Explain to the children you are having a fashion show and encourage them to make outfits for themselves or each other.

Allow plenty of time and encourage the older ones to look after the younger ones.

Use a roll of lining paper for the catwalk and have a fashion show at the end of it.

Have fun!

Sandra Jessop
NVQ Assessor & Trainer

Meet the playworker

Leyla Mohammed, NVQ Level 3 student

I started working at Pond's Forge Kids Club two years ago when I decided to go and do an NVQ level 3 in Playwork. I enquired about this at the Children's Information Centre and started the qualification in Feb 2005.

I thoroughly enjoyed going to sessions and meeting the other students once a week. It was great to know and meet people with the same interests.

I never knew that the NVQ would help me develop not only at work, but as a single mother with two boys. I have learnt so much, which has helped me in my career when I applied for a job as Kid's Club supervisor at Hillsborough Leisure Centre. I received this post in September 05, shortly after starting my NVQ.

I have almost completed all my 11 units and my Assessor Sarah Marsh has been really encouraging and supportive. I will miss studying my playwork.



Goo!

One thing almost all children love is being **messy**.

As a child, I can remember myself and my sister spending hours in my grandad's prized vegetable plot, making mud to roll my favourite plastic goose in. Then we'd wash it off in his water butt just so we could get all muddy again.

I enjoyed every minute of this as a youngster, and as a playworker I can still appreciate the joy something as simple as getting really, really messy can bring, but I'm not so keen on cleaning tons of mud off the playroom floor at the end of a busy session. I don't think the school we rent our rooms from would be too keen either!

This is where it pays to know how to make a variety of clean(ish) messes.

Homemade goos, playdoughs and puttys can be cheap and easy to make, bring hours of fun, and are activities that children and adults of all abilities can enjoy.

I began looking into these in more depth after a discussion with a SNIP worker (Special Needs Inclusion Project) about the provision of sensory play experiences for children with disabilities.

These types of sensory play activities enable children to explore familiar and unfamiliar materials in different ways, and can be **therapeutic, stimulating, and fun**.

Children are often told not to do something because it's making a mess, or they're getting dirty- most of us will have seen the washing powder adverts "it's not dirt,

Goop

(Fun - it seems both wet and dry at the same time!)

1 box (16 oz.) cornflour; 1 cup water; food colouring (optional)

Let children pour water into the cornflour in small additions and mix the ingredients with their hands. Add a few drops of food colouring into the mixture, if desired.

Silly Putty

1 cup cornflour; 1 cup salt; 1 1/2 cups flour; 1/2 cup water (maybe take more)

Mix together cornflour, salt and flour. Add water, then mix until right consistency. It's easiest and messiest to mix with hands! This can be stored in a zip-lock bag in fridge.

it's....".

In a report commissioned by Persil, Doug Cole, Chairman of The International Play Association, has suggested that not allowing children to experience a **'balanced diet' of play**, in particular not making room for messy play, can lead to **'play malnourishment'**, which impacts on the child's development.

Whilst the more cynical amongst us may argue that this is essentially a marketing gimmick, there is a lot of truth in this.

As playworkers, we can address this growing trend by making more time for messy, sensory play. It may take a little longer to clean up, and children may get a bit messy, but it's one of the most inclusive types of play I've ever used.

As I found when I introduced several goos and doughs at the holiday playscheme and after school club I work at, pretty much all children love it.

Alice Johnson
Co-ordinator, Ellesmere Out of School Club

Quotes from OSN's recent Playworker Day

"The best thing about the day was..."

- Learned loads of new skills
- Lots of things to do with pipecleaners!
- Met lots of new people
- Ideas very simple and not expensive- and effective
- Swapping ideas / suggestions, meeting and talking to other clubs
- Good day! Enjoyed making things
- Got lots of ideas
- Made good friends and new friends
- The chance to get involved and try activities - building confidence

So what are you waiting for? Make sure you don't miss the next terrific playworker day to get a boost like this to benefit your club and your fun levels!

Mal Hillier

100+ Goo Recipes:

Sensory Play Suggestions:

Sensory Misc:

http://www.geocities.com/Heartland/3893/Goo.html#_Hlk404525683

<http://www.washburn.org/aboutus/programs/OutreachArticles/SensoryPlay.html>

http://www.perpetualpreschool.com/preschool_themes/five_senses/sensory_misc.htm



A word from Elaine

Elaine Davies, Interim Director



OSN renewed its contract with EYEC in April, with the emphasis on sustaining and strengthening existing out of school provision.

Over the coming year, the business development team will therefore be concentrating on supporting out of school clubs to develop both their business practices and quality, sustainable services.

This year, the team has already helped several clubs to access additional funding to aid their sustainability and have supported clubs with numerous issues including legal compliance, financial planning and management, staffing and recruitment, policy development and others.

One particular issue emerging recently, is that many clubs seem to be insufficiently prepared for the new unannounced Ofsted inspections, reflected by lower gradings than might be hoped for. The article below helpfully highlights a few of the recurring issues flagged up by the Sheffield Registrations & Inspections Team at Ofsted, but please contact our development team for support.

We can help you action plan to ensure that you meet (and exceed!) all of the standards and are ready for inspection when Ofsted calls.

News from Ofsted

Following a recent meeting with EYECs and the Sheffield Registrations & Inspections Team, the following concerns were raised:

Self-evaluation forms

Providers are not completing their self-evaluation forms prior to inspection. Settings should be self-evaluating and addressing weaknesses regularly. Please ensure that your self-evaluation form is completed regardless of whether an inspection is pending. Remember you do not have to use Ofsted's form, you can devise your own.

If you are experiencing difficulties with completing the form, please let the Development Team know as this may highlight a need which can be addressed through information sessions.

Qualification/CRB requirements

Out of school settings, particularly, are not meeting qualification requirements and CRB checks are not always in place. Please ensure that your staff have the minimum qualifications and hold an enhanced

CRB check. If you are unsure whether or not your staff are suitably qualified, please check with the Development Team.

Notifying Ofsted

During inspections, Ofsted are finding that they are not being informed of changes to settings e.g. new management committee members. Please remember to notify Ofsted of all significant changes or events.

Finally – Ofsted emphasised that providers have a duty as registered day care providers to find out information for themselves and should not rely on other organisations to provide them with the necessary information, updates, changes in legislation etc. Hopefully, tools like Network News will help settings keep abreast of relevant changes!

Abby Koerner
Business Development Officer



Welcome on board!

Three new clubs to the OSN family

OSN welcomes two new clubs to the Hillsborough area and one to Gleadless.

Reach Out Child Care opened on 1 March 2006, operating from Hillsborough House, Parkside Road in Hillsborough.

Reach Out runs a 24 place after school club and holiday provision and can operate mobile creches with its own team of early years qualified staff.

Bankwood After School Club opened on 1 March 2006, operating from Bankwood Primary School. The club runs a 16 place after school club.

Burton Street After School Club opened on 18 April 2006, operating from the Burton Street Project site.

The club has recently expanded to run a 24 place after school club, which will complement its already established holiday provision.

Reach Out Childcare
Hillsborough

Bankwood ASC
Gleadless

Burton Street ASC
Hillsborough

Business Development Manager Sue Prasad comments, "Abby and I are delighted to see these new clubs opening despite difficult times. It is particularly gratifying to us that Bankwood and Reach Out are both clubs resurrected onto sites where previous clubs have closed. It just goes to show that with willpower and a lot of support, these vital services need not be lost. Our involvement will continue and we wish them every success."



**Reaching Out for the
World Cup!**

More clubs know their liabilities!

Business Development Officers Lisa and Yanina recently hosted the second in a series of information sessions for management committee members entitled "Know Your Liabilities".

Another five clubs from all over the city were represented. Lisa explained, "we were pleased how well the session was received."

Last time we boiled, this time we were cold, but the main thing was, our clubs found it informative and valuable. Some are now seriously considering going down the incorporation route of becoming a company.

For any other clubs out there who are interested in getting a better grasp of their liabilities, remember we are always happy to help - just give us a call."

Feedback from a couple of clubs attending was, "very informative... really enjoyed it!", "presented in a clear concise manner. We were treated with respect and encouraged to ask questions" and a comment on the value of listening to others that often arises in workshops like this, "good to hear the experiences of other participants",



OSN staff profile

Lisa Bellamy, Business Development Officer

Name: Lisa Bellamy

Where do you live: Heeley

Where did you grow up: (South) Derbyshire born and bred

Family stuff: Husband Mike and children Tommy 13 and Laurie 8

What have you done before this job: Did History at Sheffield University, active in women's peace and anti-nuclear movement and then became a community development worker for the Council until they sacked us all! Lived in France for 2 years and then was drawn back home

What do you think is the best thing about your job: The people

And the worst: The people

Describe yourself in 3 words: I can't – depends what day you ask me on

What are your guiding principles in life: Well, still consider myself a socialist and feminist though don't know if I'm allowed to say that any more...

How would you spend your perfect day: At the allotment, sun shining, husband cutting the hedge (willingly) and a nice picnic for lunch – kids happily doing their own thing (somewhere else...!)

Best (or ideal) holiday you've ever had: Driving slowly down through France, staying on a vineyard in the South and then going back again with partner and newish baby – bliss!

Advice to someone entering your profession: Keep your desk tidy

What was the last CD, book, film you bought: An obscure little number called 'Scenes from a Smallholding' by Chas Griffin and for CD 'Korn: Toxicity (for my child) – a bit loud if you ask me...

What are your ambitions now: To lessen my impact on the environment and keep chickens

What claim to fame do you have: Went to Aggie Mackenzie's (How clean is your house?) wedding. Plus my brother in law once played Scrabble with John Cleese- does that count? (How sad am I..?)



Lisa Bellamy

Register now for CRB checks

Please don't wait until you're recruiting to register with one of the three CRB registering organisations.

The registering process can take several weeks and may cause delays with applications.

Coming soon...

OSN are busy updating their package of policies to reflect recent changes in legislation and to cover all areas required by Ofsted National Standards.

These will be available for you to amend and adapt for your own club shortly. Watch this space!

Lisa Bellamy
Business Development Officer



Rolled-up holiday pay

The practice of making payments for **statutory holiday entitlement** through a system of 'rolled-up holiday pay' has been ruled unlawful by the European Court of Justice, as it **contravenes the EU Working Time Directive**. The DTI has amended its Working Time Regulations guidance to reflect this judgement.

The Court decided that employers should be paying holiday pay at the time their workers actually take their holidays, rather than include an amount for holiday pay in the hourly rate of pay. As a result employers will need to **renegotiate contracts** involving 'rolled-up holiday pay' for existing workers as soon as possible so

that statutory holiday pay is made at the time when the holiday is taken.

"Rolled up" holiday pay is where the **hourly rate includes an element in respect of holiday pay**, to reflect the fact that the worker is entitled to 4 weeks holiday in every 52. It tends to be used for workers on **short term contracts or casual workers** where it might be administratively convenient for holiday pay to be paid in equal instalments rather than have to work out the sum due on every occasion leave is taken. In some cases, it might be difficult for the worker to take leave during the period of work – e.g. an agency teacher employed

for a term to cover for absence. OSN has contacted ACAS for further clarification. ACAS stated that rolled-up holiday pay is **illegal** but **could be deemed acceptable** providing it is:

- Agreed by both parties, i.e. appears in the contract
- Itemised separately on pay statements
- Over and above the hourly rate
- Equal to 4 weeks pay

For further information please contact ACAS Helpline on 08457 474747

Abby Koerner
Business Development Officer

Inland Revenue business support courses

For information visit: www.hmrc.gov.uk/bst

The Inland Revenue Business Support Team provides a FREE range of services to employers and the self-employed, including a range of beginner courses for new and small employers.

What can I expect from a workshop?

- Learn about a specific topic
- Be able to discuss and practice some examples
- Be given reference materials to take away with you

Free workshops run throughout the year, topics covered are:

Paying Your Employees Ideal for new and inexperienced employers. You will learn how to work out employees' tax and National Insurance, what records you need to keep and where to go for further help.

Statutory Sick Pay You will learn how to pay and operate your own sick pay scheme.

Statutory Payments You will learn about Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay and how to deal with any of these matters.

Paying Tax Credits You will learn how to pay Tax Credits to your employees, what records you need to keep and how to obtain funding.

Setting up a Limited Company An overview for those who are about to or have just set up a Limited Company. You will learn about Limited Companies and how to form one as well as your obligations to Companies House and Inland Revenue.

The Business Support Service also offers one to one assistance from experienced Business Advisers at your local tax office or on your own premises.

For more information telephone 0151 242 8380.

Sue Prasad
Business Development Manager



Safeguarding children

Safer recruitment and selection in education settings

This guidance has been produced in response to the Bichard Inquiry Report, recommendation 16, and emphasises the importance of schools incorporating measures to help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them in their recruitment and selection procedures.

The principles set out in this guidance can be applied in other settings in which adults work with children, e.g. after school clubs. The document offers excellent guidelines on ensuring a safer recruitment and selection process and can be downloaded free from:

www.teachernet.gov.uk/childprotection

The National College for School Leadership website offers Safer Recruitment online training for headteachers, governors and local authority representatives, but any organisation is very welcome to make use of the information available. Although the best practice guidance has been written specifically for the education sector, the



general principles are applicable and can be adapted to fit all organisations working with children. The section entitled “Public information about Safer Recruitment” can be accessed from the home page of the website <http://www.ncsl.org.uk/>

OSN strongly recommends that you review your recruitment and selection procedures in line with this guidance and, where appropriate, modify them accordingly. If you would like any assistance with this, please contact your Business Development Officer at OSN.

Abby Koerner
Business Development Officer

Finding playworkers



www.playworkjobs.co.uk/osn_offer.htm

If you have a playwork vacancy that you want distributing, contact Playwork Jobs:
e-mail jobs@playworkjobs.co.uk

For full details visit:

www.playworkjobs.co.uk



Recruiting through the



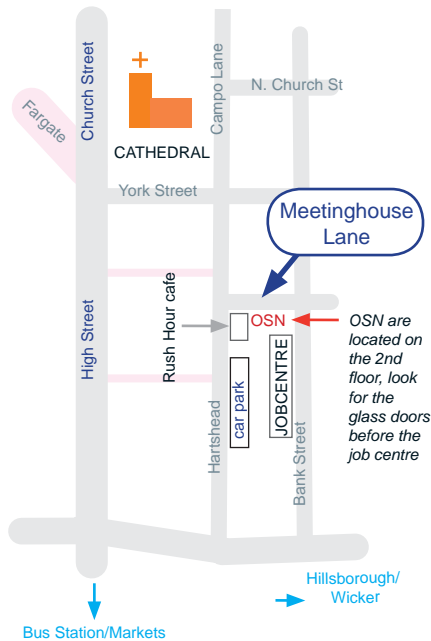
Clubs can advertise their jobs free on the CIS website and notice board which is updated every Thursday. CIS can also put playworkers or indeed, anyone wishing to work with children, onto their database to receive regular job circulars by email or post.

Contact info@sheffieldcis.f9.co.uk
or call Recruitment & Retention Co-ordinator
Anne Dolby on 0114 249 6378.



Map

Address: **6-8 Meetinghouse Lane
Sheffield S1 2DP**



Disclaimer

No representation is being made as to the timeliness of the information contained within this newsletter, nor that it will be error free.

OSN makes reasonable efforts to include up-to-date and accurate information but makes no representations, warranties, or assurances as to the accuracy or completeness of the information provided.

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Credits

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| Sheffield Out of School Network | www.osn.org.uk | 0114 249 4941 |
| Children's Information Service | www.sheffieldchildrenfirst.org.uk | 0114 275 6699 |
| Creating More Balance | www.cmb.org.uk | 0114 249 4923 |
| Voluntary Action Sheffield (VAS) | www.vas.org.uk | 0114 249 3360 |
| Special Needs Inclusion Project (SNIP) | | 0114 273 4017 |
| Activity Sheffield (casual staff cover) | www.sheffield.gov.uk | 0114 273 5314 |
| South Yorkshire Funding Advice Bureau | www.syfab.org.uk | 0114 249 4343 |
| Awards For All | www.awardsforall.org.uk | 0113 224 5345 |
| Big Lottery | www.biglotteryfund.org.uk | 0845 410 2030 |
| Sheffield City Council Small Grants | www.sheffield.gov.uk | 0114 273 4113 |
| South Yorkshire Community Foundation | www.sycf.org.uk | 0114 242 4294 |
| South Yorkshire Key Fund | www.sykeyfund.org.uk | 0114 279 7288 |
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| Companies House Contact Centre | www.companieshouse.gov.uk | 0870 333 3636 |
| Inland Revenue (new employers) | www.hmrc.gov.uk | 0845 607 0143 |
| Children's Hospital | www.sheffieldchildrens.nhs.uk | 0114 271 7000 |
| Royal Hallamshire Hospital | www.sth.nhs.uk | 0114 271 1900 |
| Northern General Hospital | www.sth.nhs.uk | 0114 243 4343 |
| Jessop Wing | www.sth.nhs.uk | 0114 271 1900 |
| Charles Clifford Dental Hospital | www.sth.nhs.uk | 0114 271 7800 |
| ChildLine | www.childline.org.uk | 0800 1111 |
| NSPCC | www.nspcc.org.uk | 0808 800 5000 |
| Social Services & Child Protection Referrals | www.sheffield.gov.uk | 0114 273 4855 |
| SafetyNet | www.sheffieldsafetynet.gov.uk | 0114 273 5029 |

