



OSN : SUPPORTING CLUBS - PROMOTING PLAY

OSN Awards Celebration and AGM

On Thursday 11 February the Quaker Meeting House played host once again to Sheffield Out of School Network's **Annual General Meeting** and **Annual Celebration of Achievement** .

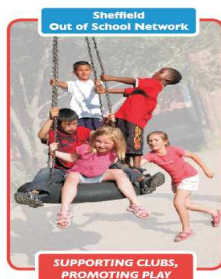
Colleagues from the Local Authority and other partners, out of school clubs, playschemes, playworkers, students and their families joined OSN Board members and staff in a celebration of achievements and successes over 2009/10.

The formal business of the AGM was followed by celebrating the academic achievements of our students and the Ofsted successes of the clubs we work with. Guest speaker Lynn Moss, External Verifier with City & Guilds praised OSN for the consistently high standards that we achieve as a City & Guilds training and assessment centre.

Lynn presented the awards and congratulated the students on their achievements and success. As in previous years awards were given to out of school providers who had achieved a good or outstanding Ofsted grading at inspection and the Let's All Play Quality Assurance Award was given to community playschemes that achieved high standards.



For the full list of award winning students, out of school providers and playschemes please see page 5



OSN is pleased to welcome new people to the Board of Trustees, Sophy Hallam, Director of Cadence Works and Cat Ross, Play England Regional Manager for Yorks & Humberside. Following the election of Trustees our current Board members are

Peter Baldock	Zohra Choudry	Alan Gould	Anne Brew
Sara Ellison	Sophy Hallam	Cat Ross	

There are 5 vacancies remaining on the Board of Trustees. New members can be co-opted prior to the next AGM, if you are interested in joining the Board of Trustees and would like to know more please contact

OSN Director, Elaine Davies on 0114 249 4941 or email info@osn.org.uk



Common actions from Ofsted Inspection Outcomes

Sheffield Out of School network record and track all Ofsted judgements and actions that have been given by Ofsted to Out of School Clubs in Sheffield. We use this information to work with clubs to improve their outcomes and hope that in the future all clubs will receive a good or outstanding judgement from Ofsted. Here are some common issues and actions that come up from Ofsted from inspections of out of school provision.

Develop or improve a system of Self-Evaluation and ensure that this contributes to improvement.

There are training sessions on SEF at OSN that all clubs are welcome to attend.

The following dates have already been arranged: 30th April (10am - 12.30pm) and 25th June (10am - 12.30pm) at OSN.

Observations, Assessment and Planning

All providers must meet the welfare requirement to plan and assess in order to meet children's individual needs. In a play setting, playworkers should be planning for play by providing the best environment possible. Ofsted says *'Planning and observation are things that good playworkers should do with all children, to identify and build on their interests and skills and to encourage children's independence and social interactions.'* Delivering the Early Years Foundation Stage in out of school provision, Ofsted publication, 2009

OSN provides training courses on carrying out observations within the EYFS framework. The next course planned is on the 21st and 28th April 2010 (10am – 12pm).

Risk Assessment

As a legal requirement, providers must conduct a risk assessment and review it regularly – at least once a year and more frequently where the need arises. The risk assessment must identify aspects of the environment that need to be checked on a regular basis. This is your daily health and safety checklist. The risk assessment should cover anything with which a child may come into contact.

A basic risk assessment could be set out like this:

Risk/ Hazard	What is in place	Level of risk (High, medium, low)	What we need to put in place	Revised level of risk (High, medium, low)	Person re- sponsible	Time- scale for action
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Recording the administration of medicines

Providers must obtain prior written permission from parents for every medicine before any medication is given. Providers must also keep written records of all prescribed medicines administered to children, and inform parents.

Most providers use an individual administration of medicines sheet for each child. This will include information such as: child's details, parental consent, details of medication and doses, and a record of when the medication was given, how much, signature of the administrator and signature of parent.

A sample copy of an administration of medicine form is available from the OSN Development Team.

Staff CRB records

Providers must keep records to demonstrate to Ofsted that CRB checks have been done, including the number and the date of issue of the enhanced CRB disclosure. This can be recorded on a simple CRB tracking form. The Development Team at OSN can provide a sample of this form.





Vetting and Barring update

The new vetting and barring scheme is being introduced in managed phases.

From July 2010 all new employees in particular roles, those moving jobs and volunteers who want to work with children and vulnerable adults can register with the Independent Safeguarding Authority (ISA)



Key dates for the new ISA/CRB application forms

26 April 2010 – initial stock of forms to be sent to Registered Bodies

28 June 2010 – CRB can accept applications on the new form but they won't be processed until after 26 July

26 July 2010 – CRB start to process new applications received since 28 June 2010 – these will all be on new forms.

After 26 July 2010, CRB will accept new orders for the new forms

Next steps in the implementation of the ISA Vetting and Barring Scheme

From 1 November 2010 new workers or volunteers in regulated activity, or those changing jobs, must be registered with the ISA

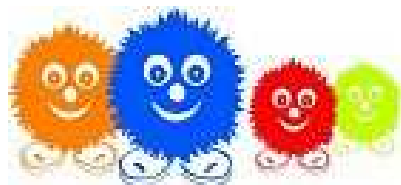
By 31 July 2015 all eligible workers or volunteers must be registered with the ISA. Eligible workers will be phased into the scheme starting from 2011.

Existing employees and volunteers with a CRB check will need to apply for ISA registration, starting with staff whose CRB is the oldest.

OSN Membership Renewal

May we take this opportunity to remind you that annual membership fees for Sheffield Out of School Network are now due. We really value our members and don't want you to miss out on all that OSN can offer you.

The OSN annual membership fee is £20 and this year we have sourced some new benefits for you to enjoy, such as:



- 10% off Morton Michel Out of School insurance
- 10% off arts and craft materials from littlecraftybugs.co.uk
- Discount on some OSN training
- Termly Network News magazine
- A vote at the Annual General Meeting and EGMs
- Opportunity to stand for OSN board membership
- Membership certificate

If your club takes advantage of just a couple of training course or obtains insurance via Morton Michel, you will have covered your membership fee—and of course you get all the practical support and advice from OSN itself. To become an OSN member, or renew your membership, please complete the enclosed application form and return it along with your fee to Danny Clark at OSN.



Focus on Quality Improvement

Sheffield is committed to improving outcomes for all children and aspires to have all childcare providers achieving an Ofsted judgement level at Good or above. Children who experience high quality provision are well placed to achieve better outcomes in school and beyond, and develop better social and emotional skills. In the Out of School sector over the last year we had an increase in the number of providers obtaining a 'Good' Ofsted judgement, these providers were recently celebrated at our annual awards event (see page 5 for further details).

Through our contract with the Local Authority, OSN work closely with Out of School clubs to improve quality. We aim to pro-actively work with identified providers who are due an Ofsted inspection within the next 12 months, working to Sheffield Quality Improvement Strategy.

We have a number of well tested tools and resources, which can be used in partnership with the club with the support of OSN development workers or independently by the setting themselves.

The tools and resources include:



- Welfare Requirement Checklist documents
- Focused Improvement Plans (FIP's)
- R U Ready checklist
- School Age Care Environment Ratings Scale (SACERS)
- Continuing Professional Development opportunities
- Training opportunities

The **Welfare Requirements checklist** covers each welfare requirement of the EYFS and is split into the 5 sections, each one a theme of the Every Child Matters (ECM). By working through this tool, relative strengths and areas for further development will be identified as well as the next steps forward which feed into the Focused Improvement Plan (FIP)

The **R U Ready checklist** lists all the statutory requirements, identifying Not in Place, Partly in place or Fully in place aspects. At the end of the checklist is space to list all of the items that need to be addressed, e.g. the items that are partially in place or not in place which are then put into the FIP. Staff are supported to work through the FIP and address the issues raised.

FIP's will be created around the areas identified for improvement through previous Ofsted actions, welfare requirements checklist and/or R U Ready document. It is important to prioritise the areas for improvement over a realistic period of time, taking into account the risk associated with each element.

SACERS is an audit tool that looks at the play environment, covering categories of Space and Furnishings, Health and Safety, Activities, Interactions, Program Structure and Staff Development. SACERS defines quality within the six categories, arranged as a 7-point scale with descriptors for each. (1) inadequate, (3) minimal, (5) good, (7) excellent.

Remember any self assessment / evaluation tool is:

- *Not* a Test
- *Is* a tool to help you determine your strengths and weaknesses
- Helps you to set improvement goals

Sheffield Out of School clubs have demonstrated commitment to quality improvement, accessing continuing professional development sessions such as observations training enabling them to provide high quality experiences and opportunities for every child in their care, every day.

OSN Awards Celebration Winners 09/10

NVQ Level 2

Abigail Holt, Catherine Best, Emma North, Janet Smith, Kelly Short, Margaret Frith, Naveed Hussain, Sally Mottram

NVQ Level 3

Ann Bradley, Carly Menzies, Carly Murphy, Denise McGeoch, Donna Stephens, Grace Radford, Jessica Livett, Jessica Rawson, Joanne Bottomley, Lee Snape, Lisa Moorhouse, Madelaine Philips, Matthew Brown, Maureen Jenkinson, Rebecca Brownnett, Toni McLaughlin, Valerie Beal

NVQ Level 4

Craig Judson, Matt Scrivens, Megan Eades, Rochelle Kirk, Sharon Beardall, Susan Casey

Transition Award, Early Years - Playwork L3

Claire Perkins, Emma Ford-Mitchell, Julie Slingsby, Lesley Woodcock-Simms, Lisa Wright, Sally Humphries, Vikki Sommerville

Diploma Level 3

Christine Frank, Helen Thomson, Joanna Rudd, Michelle Poornomansy, Pat Sheldon, Paula Higgins, Rachel Glossop, Sonia Pratt, Victoria Gilvarry

A1 Assessor

Diane Patchett, Rachel Knight

Award for out of school providers achieving Outstanding/Good Ofsted Inspection grades

Chantreyland-Norton Free, Greystones ASC, Crazy Kids – Brunswick, Lamb Setts Montessori, Loxley Pavilion Childcare, Old School House Nursery, Reach Out Childcare, St Mary's CoE ASC, Scallywags Children's Centre, Sunsetters Club, Trainers OSC, Westways ASC, Appletree – Windmill Hill B & ASC

Lets All Play Award

All Saints Playscheme, Flower Estate Playscheme, Haven House Playscheme, Hillsborough Young Performers, Lowedges Playschemes, Manor Oaks Playscheme, Project Buzz (Springfield), St Mary's (Bramall Lane) Playscheme

Congratulations!

OSN wins NVQ Assessment Centre Award

This year's National Playwork Conference saw the introduction of the first National Playwork Awards and an awards ceremony was held which included a video speech from Baroness Delyth Morgan, Under-Secretary of State for Children.

The OSN Training Team were thrilled to hear that we had been nominated for NVQ Assessment Centre of the Year award and even more delighted to find that we had won! The award was presented to us by our own City & Guilds External Verifier Lynn Moss.

As you might expect from the play sector the trophies were rather different (see the picture). It is now fondly known as our 'pecker award' and we are particularly proud of it as it was voted on by colleagues, partners and others from the playwork sector and reinforces the message that our Sheffield NVQ Centre has a great reputation for quality.





Playing on the range

This is new training course that we are now able to offer for anyone who is working with children outdoors and open access play provision. It is ideal if you are a play ranger or you work with children in open spaces.

The course will support learners to gain confidence and competence in facilitating outdoor play and focuses on participative learning, practical group work and individual reflective practice. It comprises of 6 sessions exploring the nature of open access play, the outdoor playspace, positive relationships, risk, community working and monitoring and evaluation. Assessment is by the completion of a reflective diary. Successful students will gain a SkillActive endorsed certificate issued by Playwork Partnerships.

SafetyNET is changing to safetynet+

The current Sheffield SafetyNET system will close down on 31 March 2010. It is being replaced by safetynet+

Before your setting can start using safetynet+ you must register that your setting is working towards accreditation. Identified staff members must complete an online training course before they are accepted as a safetynet+ user.

For further information see enclosed 'Sheffield SafetyNET is changing' leaflet.

If your setting would like information on accreditation contact Sheffield City Council's Improving Information Sharing Management



OSN Training dates

First Aid Course

Saturday 22nd & 29th May 2010
09.00-15.30

Food Hygiene course

Friday 7th & 14th May
09.00-13.00

Observations Training

2 sessions (2 hours each)
21st & 28th April 2010
10.00-12.00

**For fees and to book a place call
Danny on 2494941**

OSN Network Meeting

Count me in! and the new vetting and barring scheme were both on the agenda at the OSN Network Meeting on Thursday 18 March.

Managers and playworkers from organisations across Sheffield that attended all received information about these schemes and had the opportunity to join in with the lively debate and discussions.

Our next Network Meeting is on **Wed 23 June 10am to 12 noon** If you have any topics you would like to discuss or information you would like to receive at future Network Meetings please contact OSN with your suggestions.

Did you know?

Providers have access to computers at OSN so in order to complete their SEF's online.

Contact the Development Team in advance and a Development Team member can assist you to upload your SEF onto the Ofsted website.



Count me in !

At the OSN Network meeting on 18 March, Dave Spacey, SCC Extended Services Project Officer introduced the new 'Count Me In!' programme which is about to be launched to schools across Sheffield.

The programme is part of a national strategy to support economically disadvantaged children and young people to access activities during school term and holidays. The scheme provides funds held by schools to pay directly for activities **chosen** by the children that are eligible. Attending an out of school club could be one of the options that children and young people choose.

Following on from a pilot with three families of schools, the programme is in the process of being set-up, in every school in Sheffield, with most schools beginning to have a strong programme structure in place by June.

This will be an excellent opportunity to promote your club to a new target group of children, who may not have previously been able to access the club due to financial constraints.

Next Steps:

For more information about how the scheme will operate in Sheffield please contact Dave Spacey on 0114 281 3767 or email dave.spacey@sheffield.gov.uk

National Playwork Conference 2010

The 8th National Playworker Conference was held at the Winter Gardens in Eastbourne over 2 days in March and five of us from OSN's Training Team were invited to facilitate workshops. As always the conference was packed full of exciting workshops, interesting displays and provided plenty of networking opportunities. The conference, organised by Meynell Games was attended by Playworkers from all over the country, attracting over 400 delegates over the 2 days. The OSN team reported on how enthused they were by the vibrancy and commitment of all participants at the conference and, of course we came away with our award for NVQ Assessment Centre of the Year.

Next years event is already booked for 1st and 2nd March 2011 so why not put the dates in your diary — it is really an event not to be missed. We hope to see you there!

'Our Place'

NATIONAL PLAYDAY 2010

WEDNESDAY 4th AUGUST

10 am – 4pm

Hillsborough Park

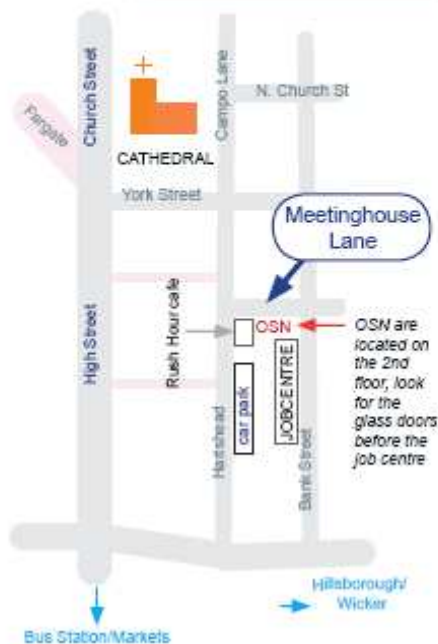
This years National Playday is themed around Our Place. There will be numerous activities for children of all ages (including parents!) around the theme. OSN will be getting involved on the day, with staff members sharing ideas for play activities, hope to see you there!

Make a note of the date – More info will be in the next edition of Network News



Map

Address: 6-8 Meetinghouse Lane
Sheffield S1 2DP



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Creating More Balance	www.cmb.org.uk	
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Special Needs Inclusion Project (SNIP)		0114 273 4017
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Charity Commission	www.charity-commission.gov.uk	0845 300 0218
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Jessop Wing	www.sth.nhs.uk	0114 271 1900
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NSPCC	www.nspcc.org.uk	0808 800 5000
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Safety Net	www.sheffieldsafetynet.gov.uk	0114 273 5029
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