



# Annual Report

## 2007—2008

## **Welcome to the annual report of the Loanhead After School Clubs Project.**

We have had another successful year at the ASC. Some of the highlights include;

### **International Play Award**

We were delighted to receive an award from the International Play Association recognising our achievements with regard to the development of the garden area. Irene picked up the award at the international conference Hong Kong in January 2008 which celebrated the child's right to play.



The garden project was independently evaluated by two members of the IPA Committee who visited the project in October 07. The key findings of the evaluation were that:

- the project was successfully achieving it's aims of significantly enhancing and extending the play opportunities children could access;
- children's participation was an important feature of the success of the design and ongoing care of the garden;
- the strong community aspect was recognised as providing a valuable dimension to the garden;
- the principle that the play garden would never be 'finished' was important, as it recognised children's ongoing need to create and see change, and to participate in that process

### **Opening of New Service in Ramsay Campus**

We were able to offer a service in the new shared campus for children attending Loanhead and St Margaret's primary school from the opening of the new school. The children are delighted with the new facilities and our numbers are steadily increasing. For a report see page 8.

### **Review of vision, aims and objectives and policies**

A major review of the vision aims and policies of the after school club has been going on during 2008. There will be a chance to contribute to the consultation at the AGM. We have review these in light of current thinking with regard to playwork which moves it away from the traditional 'childcare' approach to a more flexible adaptive space in which children can play freely. See page 6 for details.

### **Investors in people**

We are delighted to announce that we were successful in being awarded the investors in People award for the second time. The Investors In People Award provides a framework for organisations to deliver quality staff development and improvement.

### **Staff training achievements**

We have had another successful year for our staff training and development with several of our team completing their qualifications and several more starting new ones. See the staff team list at the end of this report.

## Managers Report

This has been another very busy year for the LASC. We are continuing to develop and improve our provision to our users ensuring that we deliver a reliable and trusted service to all. This has been recognised through our excellent Care Commission Inspection reports which had no recommendations for all our services. This means that we meet and often exceed the standards set out by them. This has been a very exciting year for LASC we have opened a new service at the new school campus in Loanhead which offers a breakfast, after school and nursery provision. This has been so successful that we have already had to increase our register to accommodate the demand. We are now open for childcare on Saturdays' at the Loanhead Community Centre, numbers attending that service are steadily increasing. Our outreach crèche service is now in full operation and we have had a number of bookings and are looking to expand this service over the forthcoming year.

Other highlights of the year were seeing the children taking part in the Giant Sleep Over held in the centre in June which saw 70 children and 10 staff and parent helpers having a great time and managing to raise over £1500 towards the Africa Play Project. Our highest fundraiser received a voucher donated by Halfords and a local garage, AP Motorsport, Loanhead.

Alongside the international award for our work in providing an environment to promote the Childs Right to Play Through the International Play Association, we have had a number of play specialist from as far a field as Australia and Thailand visiting our setting and have commented on how impressed they were with the service we are providing. I am delighted to also announce that we achieved the Investors in People award once again this year.

I am very proud of the achievements of our staff team and would like to pay tribute to them for they have again shown the dedication and commitment that is required to deliver the service that is now recognised as an example of good practice throughout the sector.

Staff training and development is at the fore front of what we stand for at the LASC all staff have the opportunity to take part in formal training This year we have seen all staff taking part in a variety of training as part of their Continuous Personal Development plan and also a large number of staff who have successfully completing there SVQ qualifications at different levels. They will receive their certificates at an award ceremony in October.

I would also like to convey my sincere thanks to our board of directors who have been a great support to me over the year and I look forward to working with you all again in the forthcoming year

Irene Hogg  
Manager

Highest fundraiser at Giant Sleep over  
receiving his voucher



## Review of objectives 2007

Our objectives for the year are set at our annual staff training day in January. Objectives agreed by the staff team for 2007 were:

|    | <b>Objectives</b>   |
|----|---|
| 1. | Increase opportunities for outdoor play to 50% of time children attend club   |
|    | <b>Achieved</b> Children are able to access outdoor play on a regular basis. Most popular during the summer months, could improve access during winter  |
| 2. | Organise staff exchanges with different clubs. All staff to have the opportunity for an exchange with another club  |
|    | <b>Not Achieved</b> Exchange pack produced and idea discussed by manager at Co-ordinators meetings however no further action taken. 2 staff had the opportunity to work in other clubs, but only as cover , not exchanges. Staff at LASC still keen to do this. Project manager will take this forward to future co-ordinators meetings.  |
| 3. | Establish a homework club   |
|    | <b>Achieved</b> Children have regular opportunities to do homework at the ASC   |
| 4. | Establish a regular opportunity for staff to share ideas for activities   |
|    | <b>Not Achieved</b> Meetings held, but little evidence of sharing of ideas. On reflection staff felt they did this informally after training etc. however this was not reflected in the comments received during an evaluation about the relevance of training to the jobs where only half of the staff could link the training they did to the workplace. This is to be taken forward through more effective support and supervision sessions. |
| 5. | Provide regular training on issues identified by staff  |
|    | <b>Achieved in part</b> Review of training now underway   |

## Objectives for 2008

| <b>Objective</b>   | <b>Who is responsible?</b>         | <b>Resources/ support required</b>  | <b>When will it be achieved</b>          | <b>How will we know it has been achieved</b>                                      |
|--|------------------------------------|---|--|---|
| To achieve the Healthy Working Lives Award at Bronze and Silver level  | Eilidh (leading the working group) | Meeting time<br>Resources discussed at meeting  | Bronze - June 08<br>Silver – November 08 | Certificate issued  |
| To achieve the Investors In People Award   | Tracey                             |   | March 2008                               | Award issued  |
| To offer children the opportunity to take part in outdoor play for at least 50% of the time they are attending the setting | All playworkers                    |   | Dec 2008                                 | Reviewed at monthly team meetings   |
| To improve support and supervision systems   | Senior play staff                  | Training for senior staff<br>Regular time for support and supervision sessions  | June 2008                                | Recorded evidence of regular support and supervisions in all staff personnel file |
| To have the majority of staff registered with SSSC   | Individual staff members           | Individual staff members responsible for obtaining and completing forms.<br>Development worker has offered to check over forms and counter sign | Dec 08                                   | All staff will receive certificates from SSSC                                     |

These suggestions are made as a result of a consultation with staff by questionnaire in Sept 07 and following the annual staff training day in Jan 08. They are designed to reflect the child being at the centre of the play process.

They were brought to the staff meeting on 25<sup>th</sup> Feb 08 and discussed and agreed by all playwork staff, and approved by the Board of Directors.

### **Our Vision “To exceed children's expectations”**

**We want to create an environment in which children feel they can express their ideas and opinions and in which their suggestions are met with positive responses from playworkers**

#### **Our Aim for Children; To provide a playful environment**

We want children to think of Loanhead After School Club as a place where they want to come to play.

#### **Our Aim for Parents and Carers; To provide a service in which you have confidence**

We want parents and carers to have confidence in playworkers to provide the best possible play opportunities for their children.

#### **Our Aim for Staff; To be an organisation you feel proud of**

We want playworkers to feel part of an organisation which is fun and playful and which reflects the importance of what we do.

These aims should underpin all of the work we do, and each member of our team has a responsibility to ensure these aims are met.

## **Community Nursery Report**

Another successful year within the nursery with our numbers averaging 30—40 each day

Many great ideas have gone on within the nursery this year steered by the children and through observations by the staff. The staff have had the honour of watching the 2 year olds grow into young people and develop new skills and the older guys prepare for their next new experience in life, starting school, we thank you for that. In November we welcomed into the nursery 2 new friends, our FISH, Fishywishy and Flow. We have incorporated much of the curriculum into the planning of children's learning experiences. Eilidh has completed her SVQ 3 early years and development modules, Lisa and Laura enjoyed Solihull Training and as expected, our development day was very interesting and motivating.

Our nursery take part in Peeps and Active tots which is organised by Eilidh and Paula from the LCLC, the children enjoy this and gain from the Peeps experience and Peeps curriculum.

Our way forward for the year ahead will be the re-structure of the nursery, with a 2 year old room and 3-5 yrs room running separately.

Eilidh Denholm-Senior Playleader  
Lisa Watson - Playleader

## **Loanhead Breakfast and after School Club Report**

Its been another busy year but since the new campus opened we are averaging between 30 and 50+ daily and on the increase. Projects we have covered: All festivals i.e Ramadan, Easter, Xmas, design a mobile phone cover, back to school etc all steered by the children and very much enjoyed. This year we invested in a Nintendo Wii which has been very successful, as has been our great climbing play frame outside. Holiday clubs have been very busy with numbers exceeding 90 some days this summer.

Highlights of our year: Giant Sleep over  
Climbing Wall  
Paintball  
Play Frame (outside)  
Digging in our garden

And many many more.

Quotes from children: (sleepover) "this is the best day of my life"  
"you have a real bouncy castle"  
" you will love the a.s.c it got a Wii"

Justina our Polish art specialist joined us and we created wonderful eco friendly art work, I think Justina enjoyed this as much as the children. Unfortunately the Vogrie Playday was cancelled due to inclement weather (surprise surprise!) so our a.s.c opened our doors to all a.s.c. in Midlothian for the day. It was a very successful event. Staff training: John, Yvonne and Sammy have all completed SVQ 3 Play-work .

Eilidh Denholm Senior Playleader  
Yvonne Todman Playleader

## Ramsay Campus Breakfast and After School Club Report

We are now into our second term at the new campus and the children are delighted to be here again. Some of our children have moved onto high school and some to new schools, they will be missed by all, and we wish them well.

We have welcomed several new intakes at the after schools club and have had a number of visits from parents and children who are interested in using our service. The nursery provision is set to increase as we now have a dedicated nursery play-worker. This is a positive move which will provide a quality standard of nursery care. Breakfast Club is still available, however we would like to see an increase in numbers so we are promoting this service through mails shots and notice board information in schools. One of the main benefits of the new campus is the use we can make of the 'bing' this is an excellent outdoor area, large open spaces and woods where children can really explore. The controlled fire lighting using basic materials and flints was fantastic for the children.

Some of the views from the children are (spelling not corrected!!);

*it is awesome, I like it, I like outside, I like it and its exalent, it is awesome and it is exalent, it is a bit boring the games, I like it very very very very much, I like the staff, I love the after school club and I love the staff, I like it its very fun*



John Hogg  
Play leader

## Roslin Breakfast and After School Club Report

Our play leader Vicky is currently on maternity leave, and Susan is the senior worker at the club in her absence. Breakfast Club numbers have been steady ranging between 10 and 19 per day, and we now have 3 members of staff helping to provide our healthy start to the day. We provide cereals of different choices, yoghurt, fruit, toast and a choice of drinks. We have introduced several new ideas including hand and teeth monitors, once a week walk to school and lots of play inside and out.

ASC numbers vary between 15 and 27, some days busier than others. We have had a good start to the term with 8 new starts. We now have three playworkers at the club who all work well together each providing a range of skills and expertise. Our gala day parade was an excellent event with children dressing up as a deck of cards. The parents, carers and children all got involved with making the costumes which helped us win the first prize in the fancy dress competition. We are making good use of the minibus on a Friday with various trips and outings. Staff attended a playwork conference which showed us many exciting new ways to play including controlled fire lighting. We always try to make use of the outside space we have and play in the park as much as possible.

Susan Clark

## **Chairperson's report**

This past year has been a very exciting time in the life of LASC.

The staff team have continued with their work development programs, bringing their ideas back to base and expanding on the skills and experience already in place.

The benefits to the infants, children and young adults who use the facilities are invaluable.

Irene, as always has been tireless in her promotion of the centre both nationally and internationally. This work by Irene and her team has resulted in a number of accolades including the International Play Association's Right to Play Award 2008 presented to Irene in Hong Kong and an invitation to the Scottish Parliament in January 2008.

The Community Garden has flowered (despite the rain) this year and this together with the outside play areas is proving to be a very big hit with the children, providing a safe and healthy environment for them.

The new satellite at the St Margaret /Loanhead campus is also proving to be very popular with children and parents alike.

The dedication of Irene and her team must be applauded by everyone who has children at LASC and I personally wish to thank Irene and her staff for the care she gives to not only to my child but all the other children and young people in their care. Recognition is also due to the Board of Directors whose collective aim is to work together for the benefit of our children and parents. This is carried out with dedication and good humour.

Anne Grant

## **Treasurers report**

As you will see from the accounts we have once again broken more or less even this year.

This is excellent news as we are still covering the Managers salary, running more minibuses and we have managed to absorb the setting up costs for the new campus.

We continue to offer our staff a pension scheme and support the Healthy Working Live Award.

Our 6 month reserves remain untouched and the plan this year is to start laying aside reserves for replacement of a minibus.

Janet Philp  
Treasurer

## **Our Board of Directors**

Anne Grant—Chair

Lynda Stoddart—Vice Chair

Janet Philp—Treasurer

Margaret Robertson

Connie Williamson

Christine Boal

Joanne Adair

Sarra Laycock

Linda Mc Neil

June Judge

Carol Bald

| <b>Staff Name</b> | <b>Title</b>   | <b>Qualifications</b>   |
|-------------------|--|---|
| Irene Hogg        | Project Manager                                      | SVQ Level 4 Early Years Care and Education (including Playwork)<br>D32/33/34 Assessor/verifiers awards        |
| Veronica Wood     | Administrator  | ECDL  |
| Tracey Joyce      | Development Worker                                   | MSc. BA.<br>PDA Childcare and Education<br>D32/33/V1 Assessor/verifiers award<br>Graduate Diploma in Playwork |
| Eilidh Denholm    | Senior Play Leader                                   | SVQ Level 3 Playwork<br>SVQ Level 3 Management<br>Units of Children's Care Learning and Development           |
| Vicky Lynch       | Play Leader (Roslin)<br>Currently on maternity Leave | SVQ Level 3 Early Years Care and Education<br>SVQ Level 3 Management  |
| Lisa Watson       | Play leader (Community Nursery)                      | SVQ Level 4 Early Years Care and Education<br>HNC Childcare and Education                                     |
| John Hogg         | Play Leader (Ramsay Campus)                          | SPA Children's Care and Play<br>SVQ Level 3 Playwork  |
| Samra Akram       | Senior Play Worker (senior special needs)            | SVQ level 2 Playwork<br>Working towards SVQ Level 3 Playwork  |
| Laura McGinty     | Senior Playworker                                    | HNC Childcare and Education<br>SVQ Level 3 management   |
| Yvonne Todman     | Senior Playworker                                    | SVQ Level 2 Playwork<br>Working towards SVQ level 3 Playwork  |
| Susan Clark       | Senior Playworker                                    | SPA Children's Care and Play<br>Working towards SVQ Level 3 Playwork  |
| Johnny Hogg       | Playworker   | HND Sports Coaching and Sports Development<br>Working towards SVQ level 3 Playwork                            |
| Lisa Webster      | Playworker   | HNC Early Education and Childcare   |
| Gemma Hogg        | Playworker   | Working towards SVQ level 3 Playwork  |
| Marie Dickson     | Playworker   | Working towards SVQ level 3 Playwork  |
| David Owens       | Playworker   | SVQ level 3 Playwork  |
| Sarah Black       | Playwork Assistant                                   | SPA Children's Care and Play<br>Working Towards SVQ Level 3 Playwork  |
| Nikki Hamilton    | Playwork Assistant                                   | SPA Children's Care and Play<br>Working towards SVQ level 3 Playwork  |
| Jessica Coull     | Playwork Assistant                                   | Working towards NPA   |
| Alan Duffin       | Playwork Assistant                                   | Working towards HNC Sports Coaching and Sports Development  |
| Erin Glen         | Playwork Assistant                                   | Working towards B Ed Primary Education  |
| Christine Todman  | Playwork Assistant                                   | Working towards BEd Primary Education   |
| Liz Norman        | Sessional Playwork Assistant                         |   |
| Kenneth Martin    | Volunteer  | Working towards SRN   |