



Play : Inspire : Empower

Manor After School & Kids Klubs

Temple Park Centre
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Registered Charity: 1131388

Ofsted Registered: RP519452

(EY559859 for the Temple Park Centre Setting)



Mission Statement:

"To work towards the enhancement of the lives of the local children living in the Manor area aged 4 and over regardless of wealth, religion, gender, race, background or ability."

Aims:

- a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- b) To advance the education and training of the persons in the provision of such care, education and recreational facilities.
- c) To advance education of the public (in particular local families) in the field of parenting and to provide or assist in providing facilities for recreation or other leisure time occupation for the public with the object of improving their conditions of life and with a view to promoting good parenting.

Welcome to MASKK: Providing Playcare / Short Breaks / Positive Activities / Volunteering Opportunities / Community Involvement / And much more since 1999

MASKK was formed in 1999 by local people and has been providing care for children since September 2000, and in that time has continued to grow and develop in to the various services and activities we offer now. We aim to provide the best quality care and environment we can to enable the children to achieve and enjoy themselves and develop through playwork.

We are a registered Charity: 1131388 and the MASKK Committee are Ofsted registered: RP519452.

MASKK & Playwork:

Playwork is our tool and method of choice to engage and support children. For us play is what children do, when they want to do it. We therefore provide a balance of planned and free choice opportunities.

Through play children develop social and interaction skills, whilst also supporting their physical and emotional development. Play allows them to discover the world around them, learn about each other and start to understand themselves. By playing, children try new things, negotiate with each other, make decisions, learn to cooperate, to pick themselves up and to try again if things don't work out the first time. Play is essential to the development of a healthy child. It should be freely chosen and offer a balance of risk and challenge.

Playworkers are there to facilitate play that is freely chosen by children and to facilitate this we have a dedicated room with a large range of toys, a wide range of games, arts and crafts materials, access to technology, fancy dress, various construction toys, loose parts and more. Children have free access to this and are consulted in decisions when we purchase further equipment.

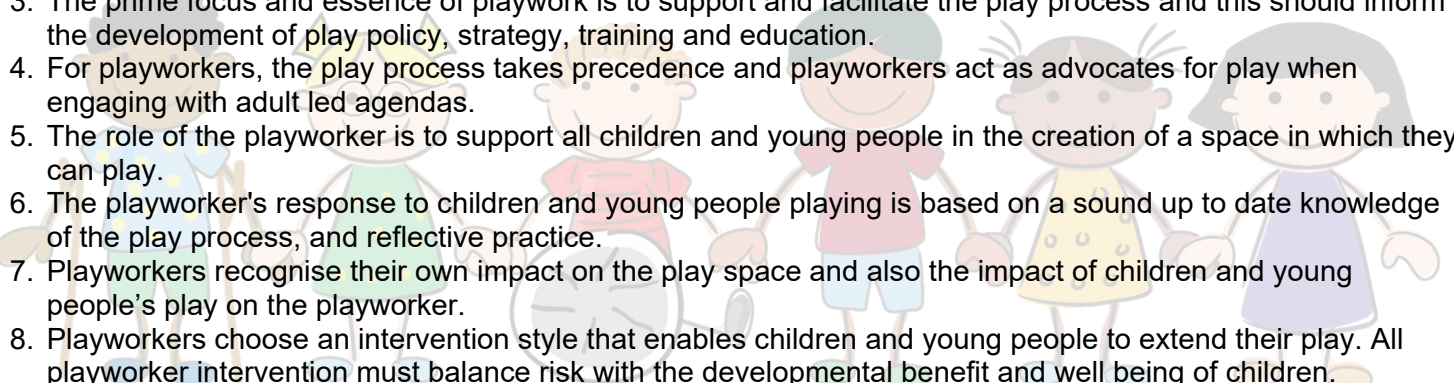
Temple Park Centre offers a variety of spaces that enables MASKK to facilitate a range of play types. These spaces include our own play room, a large main hall, a second play room with a ball pool, a stage room for quiet small group activities and we have a back garden that's been developed for play too.

In walking distance of our primary settings there are a number of parks and play areas that we aim to use as often as possible to promote outdoor play, so please dress appropriately because we enjoy play in all weathers.

Playworkers

Playworkers, both voluntary and paid at every level, help to create the right space, leaving children free to direct their own play in a safe, but not a restrictive, environment. Playworkers observe children at play, taking note of children's interests and play behaviours. Playworkers prepare opportunities for children to extend their play and take up new challenges, if they wish, and they listen to children too.

Playwork Principles:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
 2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
 3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
 4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
 5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
 6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
 7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
 8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.
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MASKK Projects & Services

After School & Holiday Playcare

Our playcare is our longest running service, open after school and school holidays at Temple Park Centre. MASKK Playcare provides childcare for parents who work or train. We provide a flexible service and places can be booked for 1 off days or regular sessions each week. It's also great for booking for play days too if you want somewhere fun for your child to play while you take a little break or do your grown-up chores.

We are Ofsted registered, this means we work to, and are inspected by, the Early Years Foundation Stage standards and expectations. Being Ofsted registered also means parents claiming Universal Credit may be able to apply for help towards their costs, we are also registered for Tax Free Childcare. Contact them directly for more information or to make a claim. Parents studying at college or university may be eligible for grants towards the costs too. Check out <https://www.childcarechoices.gov.uk/> for more information.



Term Time we collect children from local schools and walk to the setting, taking the opportunity to work towards the goal of a mile a day, a national initiative to keep children active and healthy. During School Holidays we open five days per week and children from any school are welcome to attend. *Except for bank holidays and Christmas.* We fundraise to help make our service affordable for every family that needs us and we offer snacks and all activities in our prices.

Families can join the service by registering on our website and arranging a visit.

Short Breaks and Day Opportunities

MASKK have a contract with Sheffield City Council to provide clubs and activities for children with special educational needs or disabilities (SEND). Places are provided at different levels and can include one to one support for children with more complex needs. These are provided for children with a variety of needs and our team are offered training and experience to support them. Each child will have an individual care plan and risk assessment created so that we can provide the best care, targets will also be created to help us enable the child/young person to develop.

Play opportunities are offered that are varied and accessible, and often involve messy and tactile options, we also like to get out in to the community, including local parks and green spaces.

Some MASKK sessions are specifically for this group, but during our after school and holiday provision we create opportunities for children from the Short Breaks project to come together with children from our other projects and play along their peers.



The Short Breaks sessions are for children and young people aged 5+ and are on a referral basis through SNIPS, part of Sheffield City Council. Although when capacity allows, parents can purchase additional sessions by speaking to the Manager.

Events

MASKK work with a number of partners to support community events for the whole family that are inclusive, affordable and promote the positive area. Our team often support these by supporting the planning, fundraising, doing face painting, providing arts and crafts activities and supporting safeguarding.

These include summer events, a Halloween craft trail and community bonfire.

We also run fundraising events to raise money to help sustain and continue our activities and services. Our creative shows for example have been a great highlight to the year.

Follow us on Facebook or check our website for details of the next event.

Lets Play

We believe that all children and young people should have access to play activities that are in a safe environment, fun and child led that give them opportunities to develop skills, make friends and be part of their community. These take place subject to grants, donations, volunteers and partner organisations supporting us.

Currently we are able to deliver a number of activities each week that engage children from across the whole Manor Castle ward. These are subject to regular change depending on funding and time of year but our primary activities take place in Temple Park Centre and Manor Fields Park, but during the good weather we also deliver activities in other local parks and green spaces.



These sessions are mostly free and primarily target children aged 7 to 11. See our website and Facebook page for the latest information.

Development

MASKK work with partners and other organisations to help create and develop further opportunities for play and family engagement. This also includes sitting on boards and panels or attending/facilitating consultation events, empowering the voice to local children.

This includes MASKK being a member of

- Manor Assembly, the local community forum that Craig helps facilitate (see www.manorassembly.org.uk)
- S2 Creative Collaboration, a network of organisations wanting to develop local creative opportunities
- Sheffield Play Partnership, a network for play in Sheffield that MASKK helped to create in 2014 (see www.sheffieldplay.org.uk for more details).
- Healthy Holiday (Healthy Activities & Food Programme), Craig supports the local co-ordination and delivery of services as well as delivering a programme of activities at MASKK each holiday.

Volunteering

Volunteering is a great way of giving back to the local community. MASKK also believe that volunteers should receive something back in return and in addition to the great feeling you get from being part of a child's life we offer a volunteer package. All MASKK volunteers have a DBS check and access to a variety of training opportunities, great for building CVs. Many volunteers after their initial induction period are able to take on responsibilities which enable them to gain further skills and experience to assist them with training and future employment, this can include leading sessions or assisting with planning, administration or preparing snack and meals. In 2019 MASKK began teaching Introducing Playwork, becoming 'Discovering Play' in 2023, aiming to promote Playwork and upskill local people. We hope this will inspire more people to volunteer and provide more local play opportunities.

MASKK Structure

MASKK is a registered Charity and as such is overseen by a group of Trustees. The volunteer Trustees oversee the governance of the charity and help set best practice through Trustee meetings and monitoring our work, including the creation and review of policies and procedures. The Trustees also support the Manager to ensure that supervision and accountability is implemented at all levels.

Key roles at MASKK

Jonathan Buckley (Chair of Trustees – a voluntary role)

Jonathan works for the Methodist Church supporting the delivery of children's and youth work across the city. Jonathan has experience of quality management as well as training youth workers.

Jonathan became a Trustee of MASKK in 2021 before taking on the role of Chair in 2022 when our previous Chair, Simon Loveitt, stepped down after 8 years of service. If required, Jonathan can be contacted via email chair@maskk.org.uk.

Craig Judson (Play & Development Manager – Designated Safeguarding Lead, Data Officer and Health & Safety Officer)

Craig started at MASKK in May 2007 and has overseen the growth and development of the charity as well as delivery of the activities. His qualifications include: NVQ Level 4 in Playwork, Level 4 in PARS Playwork, Level 4 PTTLs, Paediatric First Aid, Food Hygiene L2, L1 Community Sports Leadership, Advanced Safeguarding and more.



April Murray (Short Breaks Co-ordinator & Designated Safeguarding Deputy)

April joined MASKK in July 2014 and since then has supported the development of our Short Breaks services. April is responsible for our SEND Saturday & Holiday services. April is also a Room Leader at City Road Community Childcare. April has a Level 3 qualification in both Playwork & Childcare, along with L3 Safeguarding, Paediatric First Aid, Food Hygiene, MAPA and more.



Kirsty Ward (Playcare Co-ordinator & Designated Safeguarding Deputy)

Kirsty joined MASKK in Feb 2014 and since then has supported our various projects. Kirsty is responsible for our after school and holiday playcare services. Kirsty has a Level 3 qualification in both Playwork & Childcare, along with L3 Safeguarding, Paediatric First Aid, Food Hygiene, MAPA and more.



Emma Okpalaeke (Training & Development Co-ordinator & DSD)

Emma joined MASKK in 2017 and since then has supported our various projects but currently leads our training and development. Emma's qualifications include a BA in Early Childhood Studies, Level 4 PARS Playwork, Level 4 in Education and Training, along with L3 Safeguarding, Paediatric First Aid, Food Hygiene, MAPA and more.



Policies and Procedures

Policies and procedures have an important role at MASKK to ensure that all team members are providing a consistent and quality service.

MASKK are regulated by national law and policy and monitored by Ofsted and Sheffield City Council who provide accountability and set a standard of having a set of policies and procedures to follow in the event of:

- Safeguarding Children and Child Protection, including non collection of children
- Behaviour, Bullying and Exclusion
- Complaints and staying in touch
- Confidentiality & Record Keeping
- Health and Safety including:
 - Accidents and Incidents involving children or staff
 - First Aid
 - Fire Safety

All the above and other relevant policies are kept in a policy folder at our sessions or online on our website. All team members and parents/carers are encouraged to read through them and offer suggestions and updates. An electronic version can be emailed to you also. Our policies are reviewed annually and the review will include changes to national or local policy or standards, reviewing any suggestions, outcomes of events and consultation with team members and people accessing our services.

MASKK Safeguarding Children Policy Summaries

MASKK recognises its responsibility to safeguard the welfare of all children in its care and that the safeguarding of children involves the coordination of relationships with parents/carers and other practitioners. Each staff member recognises their individual responsibility to safeguard the welfare of all children in their care and will adopt the following principles in relation to child protection.

- The child's safety and welfare is paramount.
- All children whatever their age, culture, disability, gender, racial origin, language and/or religious belief have the right to be safe and protected from abuse.
- All staff and volunteers have a legal obligation to promote the child's safety and welfare.
- Any allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. They will not be ignored.
- All staff and volunteers have a duty to ensure that the appropriate action is taken if a child is believed to be in need, is suffering or is likely to be suffering from significant harm.
- If a member of staff believes that a child is in need, or may be suffering, or is at risk of suffering from significant harm, they should report their concern to the Safeguarding Lead Officer (or a deputy in their absence) at MASKK who will then follow the relevant procedures.
- Parents will be informed of any concerns and have access to any records about a child except where this is in conflict with the child's best interest or puts a child at further risk.
- All children and their families have a right to confidentiality.

Prevent Duty, Child Sexual Exploitation & Female Genital Mutilation

The MASKK team undergo training to identify and act upon concerns raised from behaviours, actions or disclosures. For more information on these topics please speak to our Designated Safeguarding Lead, Craig.

Parental Responsibility Information

Parental Responsibility is defined in law as being all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and his/her property. More information is available on our notice board. But please inform us of any changes in Parental Responsibility for your child.

Use of Mobile Phones and Cameras

Personal mobile phones and cameras belonging to members of the MASKK team, visitors or parents/carers are not used on the premises during sessions and activities. This forms part of our settings Safeguarding policy.

In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager or co-ordinator for example if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day.

MASKK's own mobile phones are to be used by the organisation for IT and communication, these have security and settings installed to ensure the safe storage of information and photos.

Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, for displays within the setting or publicity. These are only taken on equipment belonging to the setting. Photos for publicity are only taken of children for which parents/carers have given permission upon registration. If a parent no longer wishes for a child to be included in these photos they can update their registration details at anytime.

Social Media

MASKK recognises that many people enjoy networking with friends and family via social media. However we have to balance this against our duty to maintain the confidentiality of children and parents attending our services and activities, as well as ensuring that our good reputation is upheld. Therefore team members are asked not to accept friend/follow requests from people using MASKK services unless there is a pre-existing external relationship, in which case they can complete a conflict of interest form.

MASKK Behaviour Policy Summary

MASKK believes that helping children to manage their own behaviour is very important and playworkers have all undertaken training in house as well as externally to help promote positive choices.

On an ongoing basis we work with the children to create their own ground rules and group agreements.

These are based on our three fundamental principles:

1. To Respect Each Other
2. To Respect the Playworkers
3. To Respect the Environment around them (including the building and equipment)

When the children show positive behaviour the Playworkers will recognise this by giving them ongoing praise and encouragement. To help promote positive behaviour we ensure we have a variety of activities and resources for children to choose from. These resources are planned and purchased based on the requests of the children too.

Managing Negative Behaviour

MASKK operates a 'time out' system and when a child repeatedly demonstrates negative and challenging behaviours and they are placed on 'time out', meaning that they will be asked to sit at a table for a time ranging from 2 minutes to 5 minutes based on their age. While on 'time out' the child will be given paper and pens to express "What Happened?", "How Did They Feel?" and "What Could They Do Differently Next Time?". They can do this through writing, drawing pictures or asking a playworker to help them to put it in to words. We feel this helps them to take ownership of their behaviour and reflect how they could act more positively next time. This process also helps us to understand the reasons behind the behaviours and potentially offer additional support. If a child has been placed on 'time out' two or more times in a session then the parents/carers will be informed when collecting the child. If this is happening on a regular basis we will aim to work with the child and their parent/carer to discover any underlying triggers or concerns and implement a behaviour plan to support the child.

Serious Negative Behaviour

In serious circumstances parents/carers will be informed to collect their children immediately.

This would include:

- The bullying of another child
- Deliberate vandalism of property
- Fighting and causing injury to another child
- Serious and ongoing defiance of a playworker
- Deliberate serious injury to another

In serious circumstances when a parent or carer collects their child the Co-ordinator will take time to explain what has happened. In serious incidents children may be immediately excluded to safeguard the safety of other children in the setting, but this is after all reasonable steps to offer support have been taken.

Preventing Bullying Behaviour

We are committed to providing an environment that is safe for children and will not tolerate bullying of any form, whether the offender is a child or an adult. Bullying is defined as the repeated harassment of others through emotional, physical, verbal or psychological abuse.

The Trustees and the delivery team will make every effort to create a tolerant environment at MASKK, and all team members are offered training to identify and support both bullies and victims. Playworkers will facilitate children to define what bullying is, why it is not to be tolerated and what the consequences of bullying will be.

Comments, Complaints, Suggestions

We are always working to improve our service and quality of the care each child receives and therefore would welcome any comments, suggestions or complaints you may have. You can approach one of the co-ordinators or Manager in person, or email or write to us. You can also visit our website and complete an online form. All comments, suggestions or complaints will be looked into and previous outcomes of complaints can be seen at anytime by looking in the complaints folder on the welcome desk.

If you have a complaint that you do not feel comfortable telling the Manager you can contact The Chair of Trustees using chair@maskk.org.uk. If you feel we cannot answer your complaint you can also contact Ofsted on 0300 1234666 remembering to quote our registration number RP519452.

Staying in Touch

Please note that during term time the team at MASKK work part time and so there may be a delay in responding to voice and text messages. Voice and text messages are checked from 1pm each day term time.

However you can email us anytime on letsplay@maskk.org.uk, this account is checked at regular intervals by the different team members. Please do not email about last minute bookings, in that case call or text. For the latest news and updates about services we ask that you 'like' our Facebook page, search for M.A.S.K.K, follow us on Twitter using @ManorKids or Instagram @MASKKSheffield. Alternatively visit our website www.maskk.org.uk.

Confidentiality and Record Keeping

MASKK recognise the importance of respecting and maintaining confidentiality throughout all aspects of the organisations activities, and any member of the team who fails to show due regard for confidentiality will be liable to disciplinary actions.

All information given to MASKK whether written (such as registration and medical forms) or verbal, and whether formal or informal, will be treated as confidential and not made accessible to any other person unless approved or requested by the parent or carer.

MASKK follow the expectations as set out in the GDPR standards, including mapping and cataloguing where all data and information is stored, that it is up to date, why it is stored and what it is used for to ensure it is safe and secure.

Please refer to our Privacy Statements, Data Protection and GDPR policies and procedures for more information or speak to our Data Controller (the Manager).

Use of CCTV and Security Cameras

A CCTV system is in place in Temple Park Centre, this is used for the safety and security of both MASKK Team Members, visitors and children and young people.

The CCTV is monitored in the reception and from time to time may be used to complete distant observations of children and playworkers, but children and team members will be informed that the cameras are being monitored during observations.

Health and Safety

MASKK have a range of policies and procedures in place to keep everyone safe. These have been created with advice from The Health and Safety Executive and many are displayed throughout the setting, and the full policies are available at each session for you to read through too.

Accidents & Incidents

All accidents and incidents within the setting will be recorded and feedback will be given to parents/carers upon collection. The report will include times and dates but may not mention the names of others involved to protect their identity and personal information. Parents/carers are welcome to have copies of reports relating to their child. Accident and Incident forms are then monitored each month and any patterns identified and risk assessments and planning is adjusted accordingly.

If there has been a serious accident or incident the Co-ordinator or a Manager will contact parents to make them aware and discuss if they child needs collecting early.

First Aid

First aid will only be administered by a team member with Paediatric First Aid training using first aid resources that are checked regularly. MASKK provide the full 12 hour paediatric first aid training to our staff every three years, but also provide additional focused workshops on a range of topics to increase our confidence and ability to support children throughout.

Food Hygiene and Healthy Eating

All MASKK team members have access to Feed and Serve training, those preparing meals also hold a Level 2 Certificate in Food Hygiene. MASKK is registered with Sheffield City Council Environmental Health Service as a food provider and we use the "Better Food, Better Business" quality pack to ensure we store, prepare and serve food in a safe and appropriate way.

Part of our team development sessions also include allergy and intolerance management and we are happy to support children with a variety of dietary needs.

Our healthy eating policy at MASKK is focused on teaching children about moderation and positive choices. Throughout each session children have access to fruit and water and are reminded of this. Snack and meal times are a great opportunity to bring the children together and we will have a chat about their days or a topic. Sometimes snacks include treats such as biscuits or cakes, but we use the opportunity to talk about portion sizes and how frequently we might eat treats.



Fire Safety

Like many other settings MASKK have fire risk assessments in the place. These include teaching the children about fire safety and taking part in drills. Evacuation drills take place at different times on different sessions to ensure all children can experience one and know what to do should an evacuation be required.

Donations

MASKK are a registered charity and are only able to provide the services and activities we do thanks to the good will of local people and other charities and trusts. Perhaps you or your employer could help MASKK and be part of enabling play locally.

Toys, Games and Resources

MASKK regularly need new, different toys to keep our settings fresh and engaging. If you are having a clear out, please consider donating the toys, games, crafts etc you no longer use to MASKK.

Time

Our volunteers play a key part in enabling our community activities to run and continue. There are different ways in which you can give your time from helping play with the children, helping in the kitchen prepare snacks and meals or helping pack up and clean after an event. We also rely on volunteers to join our Board of Trustees who meet bi-monthly. People interested in volunteering can sign up on our website.

Finance

All our fees, session costs and event prices are all subsidised to try and make them to be affordable for everyone. However if you can afford more we ask that you consider making a donation on top of the costs. This can be done at the time of booking/paying or by visiting our website and clicking 'Donate Today'.

Individuals are also able to set up monthly giving by direct debit and commit to support us long term.

MASKK are also on the look out for businesses who want to support their local community through providing finance or equipment and in return we can help promote the businesses involvement and support. Businesses that are interested can contact Craig for more details.

