

Play Place Policies and procedures

(2018/19 Edition)

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Section One

Play Place Group overview and key contacts

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1.1 An overview of Play Place

Play Place consist of three independent companies that form the Play Place family group of companies:

- **Play Place Childcare Services Ltd** (Company Number 3750615) - Providing Ofsted registered childcare, nursery, crèche and after school opportunities in and around Croydon and Kent (www.playplace.org).
- **Play Place Innov8 CIC** (Company Number 6270463) - A community interest company providing a range of services and activities on a not for profit basis for children, young people and communities (www.playplaceinnov8.org).
- **PP Commercial Ltd** (Company Number 08180963) - Delivering commercial activities such as Play Pods, Inflatable bouncy castles, room hire at our Bromley, Orpington, and New Addington Family Community Hubs and training activities to raise funds for increased youth projects that are delivered by Play Place Innov8 CIC.

1.2 Play Place Childcare Services Limited

Play place childcare services provides Ofsted registered early years, nursery, crèche and after school opportunities. Our services are registered and regulated by Ofsted.

Each setting has a senior management team who are responsible for operational delivery on site. Managers work with staff teams to create a warm, welcoming and safe environment for children to have fun and learn through play.

Our qualified and experienced staff use their expertise to develop curriculms that identify childrens developmental needs and emerging interests. We use the Early Years Foundation Stage (EYFS) for children aged birth to reception years and theorists approaches to support children's milestones and delivery. We offer staff training to build on their existing knowledge, skills and abilities; this enables us to be up to date in our current practice.

Our observational systems enable us to develop activities that stimulate childrens learning and engage with the characteristics of effective learning. We want children to play and explore, be active and motivated in their learning= and be creative and critical in their thinking at all ages. We want children to continue to develop on their underpinning knowledge and skills.

Our settings all have an open door approach for families, we want our groups to be a place for the whole family, where they feel welcomed and accepted. We value the families that we provide a service to and believe that strong partnerships evolve when there is good communications between parents, keyworkers and the staff team.

We work in partnerships with other professionals to encompass the childs learning and well being. We work with health professionals to support children with health, development and special educational needs and disabilities (SEND). We use specialist qualified providers to enhance our curriculum such as dance teachers, sports coaches, and african drummers. We work with local early years teams to support childrens learning and promote good standards. We have good relationships with our venue providers to sustain stability to each service.

1.3 Play Place Innov8

Play Place Innov8 CIC is a Community Interest Company that delivers not-for-profit services for children, young people and communities. The statement 'not for profit' means that reasonable and transparent salaries and costs are paid to staff who deliver services which advance our community interest objectives. Any surpluses and capital assets are used for the benefit of the community and in line with our constituted objectives. Play Place Innov8 CIC assets are 'locked' in line with the CIC Regulators guidelines.

A Board of Directors support service delivery and ensure that our work is transparent.

We put a high emphasis on:

- Community development and participation
- Promoting services that get communities working together
- Helping those who want to get involved in the community that they live

Play Place Innov8 CIC deliver services and activities that are considered (by the Directors group) to fit our constituted community interest objectives.

These objectives include the delivery of:

Targeted services - Service may be delivered with a focus on a particular geographical area/estate or may respond to a specifically identified need. Services cover at least one of the following themes:

- Creativity and art
- Discussion-based learning
- Knowledge and social education
- Games and activities

Innovative learning opportunities - We provide opportunities for our beneficiaries that deliver either new concepts or services that would otherwise not be available in a given area or to a specified group.

ICT and research - Play Place Innov8 CIC recognises the tremendous benefit of ICT and develop projects that promote its use (including computers, sound, music, photography and film making).

1.4 PP Commercial

PP Commercial Ltd provides a range of services and activities that are designed to support the financial stability of Play Place Innov8 CIC. The company has a Limited Company Status, but is owned by the Play Place Innov8 CIC.

PP Commercial delivers services that are commercially driven and do not fit the not for profit community constitution of Play Place Innov8 CIC. They are generally services that are not exempt from VAT.

The type of services provided include:

- Delivering commercial party opportunities
- Hall and space hire
- Inflatable castles
- Treasure box scrap
- DVD and film production project
- Community Hub Management
- Training of staff
- Consultation support work
- Corporate activities

1.5 Play Place Childcare Services – Key contacts

Site	Contact address	Registration
Busy Bees Pre School	Fiona Townsend Busy Bees South Croydon Baptist Brighton Road South Croydon, CR2 6EJ	EY429584
Little Angels Pre School	Trudy Nicolson Little Angels Sanderstead Methodist Limpsfield Road Sanderstead, CR2 9DA	957401
Building Blocks Pre School	Sarah Bird Building Blocks St Barnabus 69 Higher Drive Purley, CR8 2HR	EY429584
Wayside Nursery	Karen White 21 Wayside Fieldway Way New Addington Croydon, CR0 9EP	EY292409
Rusthall After School	Michael Hennis Rusthall After school St Paul's Primary School High Street Rusthall Tunbridge Wells, TN4 8RZ	EY411961
Purley After School	Tracy Andrews Purley After School Purley youth Centre 906A Brighton Road Purley Surrey, CR8 2IN	EY552879
Seal After School	Amelia Gadd Seal After School Seal Primary School Zambra Way, Seal Sevenoaks TN15 0DJ	EY 454098
The Ark	Beverley Winchester Stone Baptist Church 42 Hill House Road Stone Dartford DA2 6HQ	EY539836

1.6 Our Youth Projects

Site	Contact address	Funder
Our Space	Our Space Community Direct and Franchise projects.	Community Fund Croydon council KCC CAF Various

Project	Contact address	Funder
Treasure Box Scrap	Community Family Hub 21 Wayside Fieldway New Addington	PP Commercial
Turpington Community Hub	Community Family Hub Turpington Lane Bromley	PP Commercial
Wayside Community Hub	Community Family Hub 21 Wayside Fieldway New Addington	PP Commercial
Mountfield Community Hub	Sandway Road St Mary's Cray Bromley	PP Commercial
Penge Community Hub	Queen Adelaide Road Penge SE27	PP Commercial
CABS schools	Community Family Hub 21 Wayside Fieldway New Addington	Schools
Talent Match	Community Family Hub 21 Wayside Fieldway New Addington	National Lottery London Youth

Site	Contact Address	Funder
Westerham	The Pavilion King George Playing Fields Westerham	Westerham Town Awards for All Sevenoaks District
Hartley	C/O Community Family Hub 21 Wayside Fieldway New Addington	Hartley Parish Council
Dunton Green Youth	Community Bus Project Various Locations – Dunton Green	Sevenoaks District Awards for All (2018) Dunton Green PC

1.7 Regulatory Board for registered provisions

Ofsted (The office for standards in Education) can be contacted in the following ways:

In writing

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

On line

enquiries@ofsted.gov.uk.

Telephone

General helpline	0300 123 1231
About education or adult skills	0300 123 4234
Prefix for Type Talk	18001
For text phone/Minicom users	0161 618 8524

The above help lines are open from 8.00am to 6.00pm - Monday to Friday:

1.8 Local Authority, Safeguarding and commissioning contacts

Local Authority	Contact	Address	Telephone no.
London Borough of Bromley	General enquiries	Civic Centre, Stockwell Close, Bromley BR1 3UH.	0208 464 3333
London Borough of Bromley	Mash teams Email: mash@bromley.gov.uk	Civic Centre, Stockwell Close, Bromley BR1 3UH.	020 8461 7373 / 7379 /7026
London Borough of Bromley Early Help	Early help	Bromley Central library High Street Bromley BR1 1EX	0208 461 7174
London Borough of Bromley	Social care (children)	Civic Centre, Stockwell Close, Bromley BR1 3UH	020 8461 7373/7379/7026 Out of hours 0300 303 8671
London Borough of Bromley	Local Authority Designated Lead LADO		0208 461 7669 / 0208 313 4325 Out of hours: 0300 303 8671
London Borough of Croydon	General Enquiries	Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	020 8726 6000
London Borough of Croydon	Croydon Children's Services	Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	0208 726 6400 (24 hours)
London Borough of Croydon	Early help	Email: Earlyhelp@croydon.gov.uk	
London Borough of Croydon	Mash teams	Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA childreferrals@croydon.gov.uk	020 8726 6464
London Borough of Croydon	Community Fund Croydon Council	Bernard Weatherill House, 8 Mint Walk, Croydon CR0 1EA	020 8726 6000
London Borough of Croydon	Local Authority Designated Lead LADO	Email: Steve.hall@croydon.gov.uk Email: Adam.fearon-stanley@croydon.gov.uk Email:	Steve Hall 0208 726 6000 Ext84322 07825 830328 Adam Fearon-Stanley 020 8239 3860

Children | Young People | Communities

		LADO@croydon.gov.uk	
Kent County Council	General enquiries	County Hall, Maidstone ME14 1XQ	0300 041 4141
Kent County Council	Social services Email social.services@kent.gov.uk .	County Hall, Maidstone ME14 1XQ	03000 411111 (text relay 18001 03000 41 11 11) day time 03000 419191. Out of hours
Kent County Council	North Area Education area Safeguarding Advisor Jonathan Hogben		3000 412445 Office 07740 183798 Mobile
Kent County Council	Early Help	Email: earlyhelp@kent.gov.uk	Central: 03000 41 9222 Dartford: 03000 42 1542 Tunbridge Wells: 03000 41 62 00
Kent County Council	Local Authority Designated Lead LADO	Email : Kentchildrenslado@Kent.gov.uk GCSXsafeguardingunit@kent.gcsx.gov.uk	03000 410888

Sevenoaks District Council	General enquiries	Council Offices Argyle Road Sevenoaks Kent TN13 1HG	01732 227000
KCC Our Space	Kelly Roberts	Kelly.roberts@kent.gov.uk	
Croydon Council – Our Space	Emily Collinsbeare	Emily.collinsbeare@croydon.gov.uk 077789 395684	
Westerham Town Council	General enquiries	Russell House, Barleys Meadow, Market Square, Westerham, Kent TN16 1RB	01959 562147

KENT CYPE – Education Safeguarding Team Contacts

Head Office – Sessions House Room 2.04, Sessions House, County Hall, Maidstone ME14 1XQ	
Claire Ray Principal Officer	Office: 03000 415788 Mobile: 07920 108828 claire.ray@kent.gov.uk
Kay Ashman Admin Support (part-time) Shirley Glasgow Admin Support	
Rebecca Avery Education Safeguarding Adviser – Online Protection	Office: 03000 415797 Mobile: 07789 968705 rebecca.avery@kent.gov.uk or for general enquiries: esafetyofficer@kent.gov.uk
Ashley Assiter e-Safety Development Officer	Office: 03000 422148 Mobile: 07545 743310 Ashley.assiter@kent.gov.uk or for general enquiries: esafetyofficer@kent.gov.uk
TRAINING & DEVELOPMENT Brook House, Reeves Way, Whitstable CT5 3SS	
Mike O’Connell Education Safeguarding Adviser	Office: 03000 418707 Mobile: 07740 183807 mike.oconnell@kent.gov.uk
NORTH KENT – Dartford, Gravesham, Sevenoaks Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE	
Jonathan Hogben Area Safeguarding Adviser (Education)	Office: 03000 412445 Mobile: 07740 183798 jonathan.hogben@kent.gov.uk
Linda Funnell Safeguarding Admin Support (part-time)	
WEST KENT – Tonbridge & Malling, Tunbridge Wells, Maidstone Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE	
Robyn Windibank Area Safeguarding Adviser (Education)	Office: 03000 412284 Mobile: 07540 677200 robyn.windibank@kent.gov.uk
Linda Funnell Safeguarding Admin Support (part-time)	
EAST KENT – Swale, Canterbury, Thanet Brook House, Reeves Way, Whitstable CT5 3SS	
Julie Maguire Area Safeguarding Adviser (Education)	Office: 03000 418503 Mobile: 07968 620707 julie.maguire@kent.gov.uk
Katie Agnew Safeguarding Admin Support (part-time)	
SOUTH KENT – Ashford, Shepway, Dover Kroner House, Eurogate Business Park, Ashford TN24 8XU	
Peter Lewer Area Safeguarding Adviser (Education)	Office: 03000 415648 Mobile: 07917 602413 peter.lewer@kent.gov.uk
Lin Storton Safeguarding Admin Support (part-time)	

Central Duty: 03000 41 11 11

Urgent child protection issue outside of office hours call: **03000 41 91 91**

Early Help & Preventative Services: earlyhelp@kent.gov.uk

or phone **03000 419222**

<p>LADO Team contact number: 03000 410 888 Now it's just one number for the whole LADO Team covering Kent Local Authority Email: kentchildrenslado@kent.gov.uk Or via secure: gcsxsafeguardingunit@kent.gcsx.gov.uk</p>	
<p>Kroner House</p>	
<p>Becky Cooper LADO Team Manager (Tuesday-Friday)</p>	
<p>Jinder Pal Kaur LADO</p>	<p>Yetunde Areeson LADO</p>
<p>Lorrisa Webber LADO</p>	<p>Henry Bodunrin LADO (Temporary)</p>
<p>Cassandra Michael LADO (Temporary)</p>	
<p>Contact & Referral Officer & PA to LADO Manager Emma Cumberbatch Contact & Referral Officer Jane Davey</p>	

If a call is urgent i.e. **a child is in immediate danger**, and the call **cannot** go through to the officer on **Duty**, the call should go through to the **Central Referral Unit on: 03000 41 11 11**

Urgent child protection issue outside of office hours:
 Call the **Central Duty** Out of Hours Number: 03000 41 91 91