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Introduction

Camden have commissioned 9 local Play Centres to offer out of school play provision to **primary school age** children as part of a Child in Need or Child Protection Plan. This offer includes after school club and/or holiday play scheme.

The standard offer is 3 days per week for 6 months. Camden commission a ‘core day’ during school holidays (11am-4pm) Parents / carers are generally required to provide a healthy packed lunch during school holidays. Play Centre Info can be found on the Camden Website [After-school clubs and holiday playschemes - Camden Council](#)

CIN/CP spaces do not include additional support. CYPDS (Short Breaks) spaces are funded to include 1:1 support if required. Please contact the Play Referral Coordinator if you have any queries about the Play offer / support needs tara.curtis@camden.gov.uk / PlacementsandResourcesdutyteam@camden.gov.uk

Commissioned Play Centres and linked schools (for after school club pick up)

Coram’s Fields 93 Guilford Street WC1N 1DN –: St Alban’s, St George the Martyr, Christopher Hatton, Argyle

Plot 10 128 Chalton Street NW1 1JD –St Mary and St Pancras, Edith Neville, Our Lady’s, Richard Cobden

Fairfield (PACE) Mary Terrace NW1 7LR –Our Lady’s, Richard Cobden, Christ Church NW1, Hawley and Netley

Camden Square (PACE) Murray Street London NW1 9RE –Brecknock, Torriano and King’s Cross Academy

Talacre Action Group Wilkin Street NW5 3AG- Rhyl Community Primary School, Holy Trinity and St Silas

Three Acres 29-31 Parkhill Road NW3 2YH –The Rosary and Fleet

Winchester Project 21 Winchester Rd NW3 3NR– Holy Trinity NW3, George Eliot, Abacus (school drop-off)

Hampstead Community Centre 78 Hampstead High Street NW3 1RE - Fitzjohn’s, New End and Hampstead Parochial

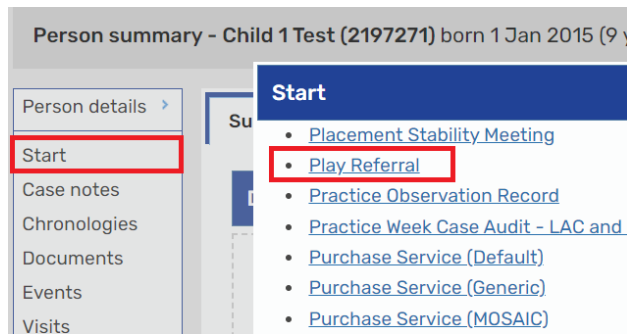
Fortune Green Fortune Green Road (PACE) NW6 1DR –Emmanuel, St Eugene de Mazenod, St Mary’s Kilburn, St Luke’s, West Hampstead

Play Referral Mosaic Process

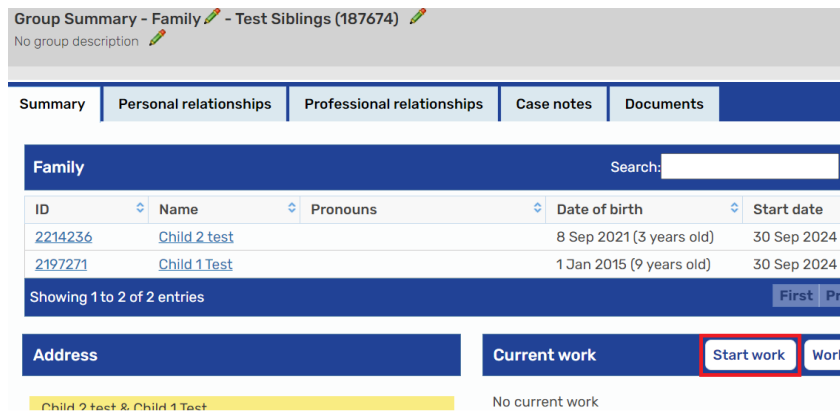
Prior to completing a Play Referral please contact the Play Co-ordinator to ascertain if the child/ren are suitable for the play scheme and that a play placement is available.

Play Referral – Social Worker

The Play Referral can be started from the person summary screen using the 'Start' option and selecting 'Play Referral' from the available list work steps.



For a sibling group this can be started from the Group Summary screen and using the Start work button, selecting who the work will apply to then from the available work step list selecting Play Referral



The work item will open with the Play Referral form. Complete the form appropriately. The request will then need to be tasked to resources to review.



To complete the Play Request, click on the Request icon then select, "Play Request to Resources" to scroll down and click the "pass to worker" drop down to pass to the Duty Worker CSSW Resources worker. Next select OK and Save and Exit the work step to send the Request. Duty Worker CSSW Resources worker will need to authorise and complete the Request by sending it onto the play referrals co-ordinator.

New request

Select	Request type	Status (date)	Assigned to
<input checked="" type="radio"/>	Required Play Request to Resources		
<input type="radio"/>	Refer to Play (to be sent by Resources)		

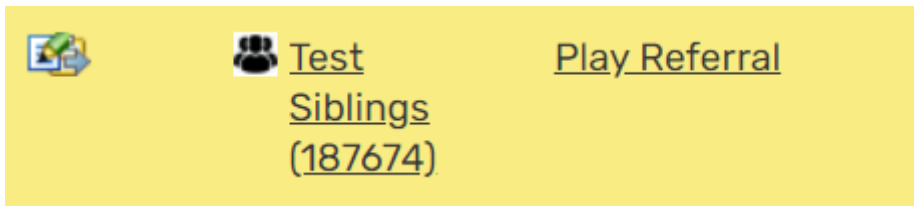
Note

Pass to worker* Duty Worker CSSW Resources ▼

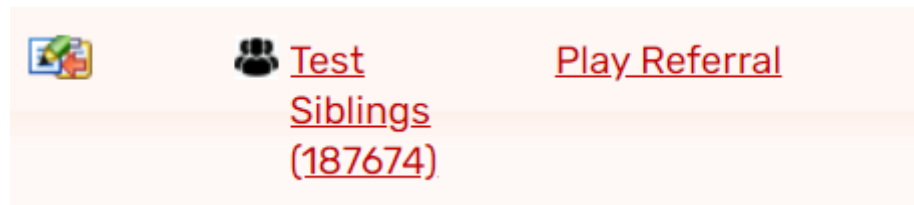
This request will be sent when you next save.

OK Cancel

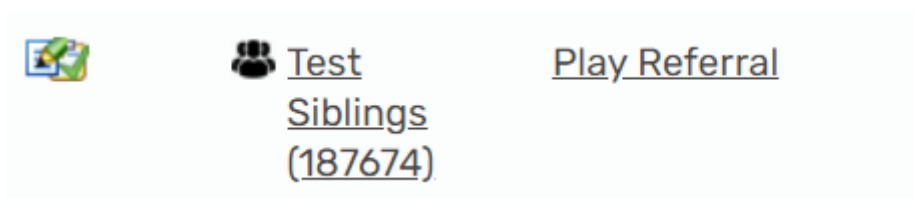
In your incoming work folder, the work will now be highlighted in yellow with a pencil icon and blue arrow to indicate the Request is outstanding and awaiting action



If the Request has been reviewed by the Resources Duty worker and has been returned, this will show up red with a pencil icon and red arrow. To view the work again click on the work icon and Resume the work to view the comments by the Duty worker and reason why the work was returned. On completion of any follow up work, a new Request will need to be sent to the Duty worker for the work to be completed

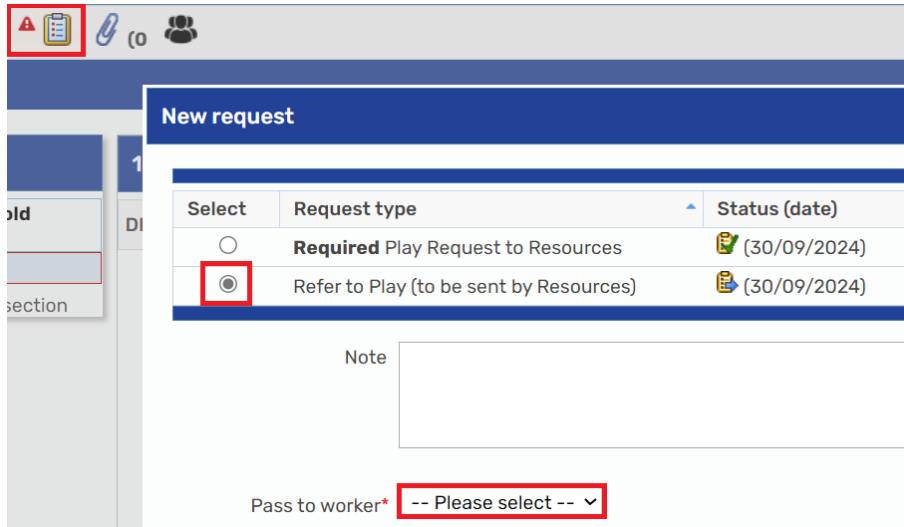


Once the Resources Duty Worker completes the Request the work will no longer be highlighted and the icon will show as a pencil icon and green tick next to the work icon



Play Referral – Duty Worker

The Duty worker will send a Refer to Play (to be sent by Resources) Request to the Play Co-ordinator to complete the work step.

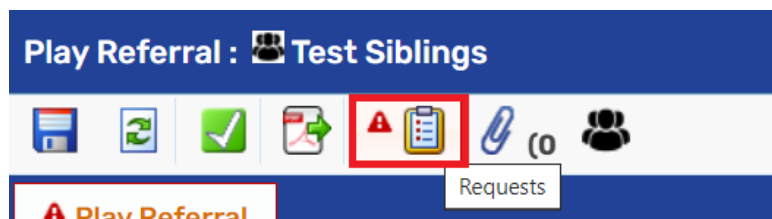


Play Referral – Play Co-ordinator

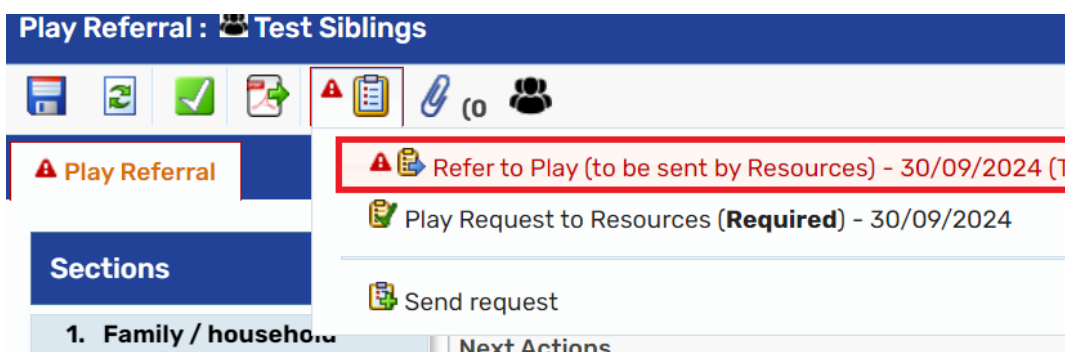
The Play Co-ordinator will resume the work by clicking on the work icon in their incoming request folder and selecting Resume work



The work item will open with the Play Referral form. Click on the Requests icon



And select the highlighted Refer to Play (to be sent by Resources) Request




Complete the Request by checking completed

Sent request

Request ID: 1088195

Request type: Refer to Play (to be sent by Resources)


 You may complete or return the request.







Status

Completed
 Returned

Note

Go to the Next actions section of the form and use the Add button to add the appropriate next action.

Play Referral :  Test Siblings

▲ Play Referral

Sections

1. Family / household details

▲ 2. Next actions


● indicates completed section

2. Next actions

Next Actions

▲ A next action and recipient must be selected before this form can be finished

Next actions						
Next action	Subjects	Assigned to	Reason	Note	Priority	Status



Select the next action and who it applies to if more than one child is in the sibling group. Then select the Assign To Me button to have the next action assigned. Use the Add and close button to confirm the next action

Next actions

Select action




Applies to:

Child 1 Test
 Select all

No Further Action
 Play Placement
 Play Placement - Await availability

Note

Priority

 Urgent
  Normal
  Low

Add

Add and close

 Close

Use the Green tick icon to finish the work item

Play Referral : Test Siblings

(0)

Play Referral

Sections

- 1. Family / household details
- 2. Next actions

• indicates completed section

2. Next actions

Next Actions

Next actions						
Next action	Subjects	Assigned to	Reason	Note	Priority	Status
Play Placement	Child 1 Test Child 2 test	Garon Pang				Proposed

Play Placement

The Placement work step will have been assigned from the Play Referral step. The work will appear in the Incoming work folder, click on the work icon and select Start work to initiate the Play Placement work step.

Incoming work (1)

Test

[Play Placement](#)

Start work

Complete the Play Placement form

Play Placement : Test Siblings

(0)

Play Placement

Sections

- 1. Play Placement details
- 2. Next actions

• indicates completed section

1. Play Placement details

DETAILS OF CHILD/REN REFERRED

Name	DOB	School	Gender	Home Address
Child 1 Test	01/01/2015		Male	210-214 Eversholt Street London NW1 1BD
Child 2 test	08/09/2021		Female	210-214 Eversholt Street London NW1 1BD

DETAILS OF PARENT OR CARER

Name	Relationship to the above child	Home Address (if different from above)	Phone number (home)	Phone number (mobile)	Email address

PLACEMENT DETAILS

Name of Referrer

Social Work Team

Telephone Number

Email Address

Go to the Next Actions section then add the appropriate next action, then update the Scheduled Date, assign the work and then use the Add and close button


Next actions

Select action Play Placement Review - CIN ▾

Applies to :

Child 1 Test Child 2 test

Select all

Scheduled Date 30/03/2025 

Pass to worker Find Clear Assign To Me


Note



Priority


Urgent Normal Low




Add Add and close Close

To Finish the work step used the Finish button

Play Placement :  Test Siblings






 (0)



Play Placement Review

The Play Placement Review will be in the Incoming work folder or in the Future work folder depending on if the work is due. A Play Placement Review for CIN is normally scheduled every 6 months and CYPDS every 12 months.

To start the Play Placement Review, go to the Incoming work folder and use the work step icon and select Start work

 Incoming work (1)




 Test

Play Placement

Review

Start work

Complete the Play Placement Review form

Play Placement Review :  Test Siblings

Review of Play Provision

Sections

- 1. Feedback on Play Provision
- 2. Review of Play Provision
- 3. Next actions

indicates completed section

1. Feedback on Play Provision

DETAILS OF CHILD/REN REFERRED

Name	DOB	School	Gender	Home Address
Child 1 Test	01/01/2015		Male	210-214 Eversholt Street London NW1 1BD
Child 2 test	08/09/2021		Female	210-214 Eversholt Street London NW1 1BD

AFTER-SCHOOL PLAY PROVISION

Play provider

No. of days per week

Start date of offer

Review date of offer

End date of offer

Feedback from Play provider

Social Worker update

On completion of the form add the appropriate next action and use the Add and close button

Next actions

Select action -- Please select --

Applies to :

Child 1 Test

Select all

-- Please select --

Play Placement Closed

Play Placement Review - CIN

Play Placement Review - CYPDS


Note






Priority

Urgent Normal Low

Add
Add and close
Close

To finish the work step use the Finish button

Play Placement Review :  Test Siblings

     (0) 