Contents

1
1
2
4
4
6
8
· · ·

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 <u>After-school clubs and holiday playschemes - Camden Council</u>

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

Group Sumi No group desc	mary - ription	Family 🖉 - Test S 🖉	ibliı	ngs (187674) 🥒					
Summary	Pers	onal relationships		Professional relationships	Case	notes	Documents		
Family							Search:		
ID	\$	Name	\$	Pronouns	٥	Date of	birth	\$	Start date
2214236		Child 2 test				8 Sep 2	021 (3 years old)		30 Sep 2024
2197271		Child 1 Test				1 Jan 20	015 (9 years old)		30 Sep 2024
Showing 1	to 2 of 2	2 entries							First Pre
Address					Curren	t work	1	Star	t work Work
Child 2 te	et & Ch	hild 1 Test			No curre	nt work			

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.



When completing the form it is important to remember to record as much information as possible in particular the parent contact details otherwise the referral will be rejected.

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 reque	st			
Select	Request type	*	Status (date)	Assigned to
۲	Required Play Request to Resou	irces	Ē	
0	Refer to Play (to be sent by Reso	urces)	Ē	
Pa	Note ss to worker* Duty Worker CSSW	Resources 🖌	¢	
This r	equest 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 Coordinator to complete the work step.

A	Ø (o				
	1	New reque	st		
old Section	DI	Select O	Request type Required Play Request to Resources Refer to Play (to be sent by Resources)	•	Status (date)
			Note		
		Pa	ss to worker* Please select 🗸		

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

 	Incoming requ	Incoming requests (1)				
B	Test Siblings (187674)	<u>Refer to Play (to be</u> <u>sent by</u> <u>Resources):Play</u> <u>Referral</u>				

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

Play Referral : 🛎 Test S	iblings
🗟 🖸 🛃	· 📋 🖉 (o 🛎
A Play Referral	A 🗟 Refer to Play (to be sent by Resources) - 30/09/2024 (1
	💕 Play Request to Resources (Required) - 30/09/2024
Sections	📴 Send request
1. Family / househow	Next Actions
022 Play 2024October G	P

Complete the Request by checking completed

Sent request		
Request ID: 1088195 Request type: Refer t	to Play (to be sent by Resources)	
You may complete	ete or return the request.	
Status		
Completed	○ Returned	
Note		6

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

Play Referral : 🕮 Test Siblings							
A Play Referral							
Sections	2. Next actions						
 Family / household details 	Next Actions						
A 2. Next actions Indicates completed section	A next action and rec	ipient must be selected	l before this form can be	finished			
	Next actions						
	Next action	Subjects	Assigned to	Reason	Note	Priority	Status
							Add

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

Applies to :			
	Please select		
□ Child 1 Test	Play Placement		
Select all	Play Placement - Await availability		
			1.
Priority			1
Priority ⊃ 🚵 Urgent	Normal	O 웥 Low	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Use the Green tick icon to finish the work item

Play Referral : 🛎 Test Siblings								
🗟 🖸 🛃 🕼 🖉	(0 🗳							
Play Referral								
Sections	2. Next actions							
 Family / household details 	Next Actions							
2. Next actions								
indicates completed section	l l		Nex	t actions				
	Next action	Subjects	Assigned to	Reason	Note	Priority	Status	
	Play Placement	Child 1 Test Child 2 test	Garon Pang			B	Proposed	/ 🛈
								≩Add

Play Placement

The Placement work step will have bee 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.

e	Incoming wo	Incoming work (1)					
2	🐣 <u>Test</u>	Play Placement					
Sta	art work						

Complete the Play Placement form

Play Placement : 🛎 Test Sibling	gs					
🔚 🗈 🚺 📴 🖉 (o 🗳	\$					
Play Placement						
Sections	1. Play Placemer	nt details				
1. Play Placement details			DETAILS	OF CHILD/REN RI	EFERRED	
 Next actions indicates completed section 	Name	DOB	School	Gender	Home Address	
	Child 1 Test	01/01/2015		Male	210-214 Eversholt Street London NW1 1BD	1
	Child 2 test	08/09/2021		Female	210-214 Eversholt Street London NW1 1BD	1
			DETAIL	S OF PARENT OR	CARER	
	Name Relationsh	ip to the above child Hon	ne Address (If differe	nt from above) F	hone number (home) Phone number (mobile)	Email address
						🔑 Find
	PLACEMENT DETAI	LS				
	Name	of Referrer				
	Social	Work Team				
	Telepho Em	ne Number ail 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

ext 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					l.
O 🏝 Urgont			A./		
	А	Add	Add a	nd close	Close

To Finish the work step used the Finish button

Play Placement : 🛎 Test Siblings								
	2	\checkmark	2	Ø (0	8			

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 ('	Incoming work (1)				
	arrest	Play Placement				
Start work		Review				

Complete the Play Placement Review form

Play Placement Review : 墨 Test Siblings						
📑 🖻 💋 🔁 🖉 (o 🖑	\$ 🙏					
Review of Play Provision						
Sections	1. Feedback on Pla	y Provision				
1. Feedback on Play Provision	DETAILS OF CHILD/REN REFERRED					
2. Review of Play Provision	Name	DOB	School	Gender	Home Address	
 3. Next actions indicates completed section 	Child 1 Test	01/01/2015		Male	210-214 Eversholt Street London NW1 1BD	P
	Child 2 test	08/09/2021		Female	210-214 Eversholt Street London NW1 1BD	P
	AFTER-SCHOOL PLAY PROVISION					
	Play provider No. of days per week Start date of offer					
	Review da	te of offer				
	End da	te of offer				
	Feedback from Pla	y provider			6	

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

Next actions			
Select action Applies to :	Please select 🗸		
Child 1 Test Select all Note	Play Placement Closed Play Placement Review - CIN Play Placement Review - CYPDS		
Priority			
🔿 🚵 Urgent	🖲 🗎 Normal	🔿 駵 Low	
		Add Add ar	nd close Close

To finish the work step use the Finish button

