

Camden Supplementary Schools' Newsletter

Issued monthly
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Welcome to the first edition of the **Camden Supplementary Schools' Newsletter!** A new monthly newsletter with weekly updates dedicated to supporting you with advice, links and useful information.

Since my recent appointment to the role of Supplementary Schools Officer, I have been speaking to many supplementary school coordinators and managers who are determined to provide high standards of supplementary education and to ensure that the safeguarding of children in their care is at the heart of what they do. To do this they have suggested regular updates as well as training to keep knowledge and working practices up to date and fit for purpose.



I have many years of experience in the education sector and I have set up and managed supplementary schools in the past. Having been in your shoes, I understand the impact your work has on the progress of young people and the community but I'm equally aware of the challenges you face in this unregulated environment.

My role is dedicated to supporting you as a Camden Supplementary School, working with you by assessing your needs, advising you on measures to take to ensure the safeguarding of children in your care and to provide advice on policy and good practice. This I hope will in turn raise the standards and attainment of young people using your service. My aim is to develop a more coordinated approach to supporting out of school educational settings.

In this issue you will find some useful up to date information and an invite to the upcoming forum, which I hope you can all attend. Please use this newsletter for updates, upcoming events and recommendations. If you have any suggestions or comments I would love to hear from you. I hope that you will find this newsletter useful and engage with me to improve it going forward

Susan Yassin

Supplementary Schools Officer - Camden Learning

Supplementary Schools FAQs

❖ What support services are there for Supplementary Schools in Camden?

Supplementary schools in Camden are supported by the Supplementary Schools Officer in Camden Learning.

Contact details:

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Supplementary Schools Officer

Camden Learning

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Email: suzie.yassin@camden.gov.uk

Telephone: 0207 974 3426

(Regular hours are Wednesday and Saturday)

You can find more information on the [Camden website](#)

❖ Camden Supplementary Schools Forum

You are invited to attend the **Camden Supplementary Schools Forum** on:

Friday 9th February 2018

14:00pm – 16:00pm

10th Floor, 5 Pancras Square, London, N1C 4AG

The forum will be an opportunity to network and hear from Camden Learning about plans for 2018 and the support that will be available to supplementary schools. You will also be hearing from guest speakers from NRCSE and Young Camden Foundation as well as others, on topics such as mentoring, training, accreditation and funding. It will be an interactive forum with a chance to feedback and ask questions.

We value the work and efforts of supplementary schools in Camden and therefore your attendance and participation at this event would be greatly appreciated.

We anticipate a good turnout for the forum and look forward to seeing you all.

Please confirm your attendance by **Monday 5th February 2018** by emailing suzie.yassin@camden.gov.uk with name(s) of attendee(s) and name of organisation.

❖ What are the legal requirements when establishing a Supplementary School?

They are the same as for any community or voluntary organisation working with children and young people. Provision must be safe and non-discriminatory, and in line with [Working Together](#) and [Section 11 requirements as set out in the Children Act 2004](#).

Other requirements depend on factors such as whether you employ staff, own your premises, charge fees, etc.

To check your school's compliance with safeguarding standards and best practice for supplementary education. Visit the [NRCSE website](#)



❖ What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people have the best outcomes.

Remember everyone has a responsibility to keep children and young people safe! And Supplementary Schools must ensure that they are taking the necessary steps to safeguard children in their care.

❖ How do I make sure our management and safeguarding policies and procedures are up to date?

To access online support, templates and advice on the minimum requirements for safe out-of-school provisions, [subscribe](#) to the National Resource Centre for Supplementary Education (NRCSE), where you can access online resources. The Fee is £25 for instant access.

❖ Can a paid staff member or volunteer work in a Supplementary School pending a DBS certificate?

No, not if they are unsupervised. It is important that all staff and volunteers in supplementary schools have been checked by the Disclosure and Barring Service (DBS) as well as been interviewed. Safe recruitment is a critically important area for supplementary schools.

The [Disclosure and Barring Service \(DBS\)](#) exists to help organisations identify people who are unsuitable for certain types of work, especially work involving access to or contact with vulnerable groups, including children, by issuing DBS certificates of any criminal, police or similar records, including checks against both the Barred Children's and Barred Adults' Lists. There are two levels of check available, Standard and Enhanced (Enhanced checks can be made with or without a children's and/or adults' barred list check).

A charge is made for obtaining a disclosure for paid positions, although disclosures for [volunteers](#), which will include the majority of trustees, are free but will incur an administration charge from the umbrella body you choose to use.



You must ensure that you guard against the minority of prospective applicants who pose a risk to children and young people. [Find DBS umbrella body](#)

❖ Who do I contact in Camden if there is a safeguarding concern?

The Children & Families Contact Service is a single access point providing advice, information and support for children and young people who may need extra help or who are vulnerable and at risk. The team provides access to the right help at the right time, as well as supporting professionals to work in an integrated way with children, young people and their families. This includes MASH and First Stop Early Help.

Tel: 020 7974 3317 (9am to 5pm)

Out of Hours Tel: 020 7974 4444

Email: LBCMASHadmin@camden.gov.uk

Secure Email: LBCMASHadmin@camden.gov.uk.cjism.net

If you believe a child is at immediate risk of harm call the police on 999.



❖ What is the Prevent duty?

The Prevent duty, as set out in the Counter-Terrorism and Security Act 2015, outlines the obligation of specified authorities, including schools and childcare providers, to have due regard to prevent people from being drawn into terrorism.

Protecting children from the risk of radicalisation should be seen as part of your school's existing safeguarding duties and is the same as protecting children from other safeguarding concerns (e.g. grooming, sexual exploitation, neglect, gang involvement etc.), whether these come from within the home or are a product of outside influences.

The guidance sets out that mainstream schools have a duty in four areas: risk assessment, working in partnership, staff training and IT policies. For frontline staff, this amounts to having a general understanding of the risks facing children in relation to supporting extremist and terrorist ideologies, and more importantly, a good understanding of how to support children at risk of radicalisation and what to do if you are concerned about a child. Whilst it is not yet statutory for supplementary schools, it is good practice and may be worth your consideration.

Local Authorities can support Supplementary Schools to ensure children and young people are safeguarded. In order to truly understand the risk posed to those vulnerable to radicalisation, supplementary schools may benefit from WRAP (Workshop to Raise Awareness of Prevent). This workshop is a free service offered to anyone working with children. You can sign up to WRAP by contacting Karina Kaur karina.kaur@camden.gov.uk 02079746050

Useful information for parents and carers can be found here, [Radicalisation and Extremism Guide to Parents and Carers](#)

If you are worried that a child may be in contact with people who are trying to radicalise them, you can call the Camden's Prevent Co-ordinator: 020 7974 6050 for information and advice:

❖ I manage a Madrassah, what support is available?

Faith Associates is an organisation that offers a number of services for Madrassahs and faith based organisations including teachers training, safeguarding and management training. More information is available from the [Faith Associates Website](#).

❖ Is there any teacher training available for Supplementary School teachers?

The NRCSE provide a number of OCN-accredited courses for supplementary school teachers. More information is available from the [NRCSE website](#).

Faith Associates also provide teacher training for Madrassahs and supplementary schools. More information is available from the [Faith Associates Website](#).



❖ How can I access local funding and support?

The Young Camden Foundation (YBF) is inviting Camden supplementary schools to become members. **Membership is free** and can be completed [online](#)

We encourage all supplementary schools to become members. Benefits of membership include:

- The opportunity to apply to a Small Grant fund
- Access to an online database of venues that you could be used to deliver services and special projects
- The opportunity to join consortia's when appropriate, to bid for larger pots of funding and develop joint initiatives
- Networking events and other forums to meet other groups working with children and young people in the London Borough of Camden
- Ongoing support from the Young Camden Foundation

**YOUNG
CAMDEN
FOUNDATION**

The Young Camden foundation exists to promote efficiency and effectiveness in the charitable activities of not-for-profit organisations, voluntary groups and charities working with children and young people and operating in the London Borough of Camden. Some of the ways we will do this is by:

1. Supporting the co-ordination of both existing charitable and non-charitable agencies that provide play and youth support services to children and young people, and supporting capacity building where necessary.
2. Sharing a common goal to focus on outcomes and evidence based approaches to ensure the needs of young people are met, and to support the development of their resilience in order to maximise their life chances
3. Liaising with, and acting as a forum for the exchange of information between, agencies working with children and young people in order to identify gaps in the range of charitable services available to the children and young people they serve.

For more information on how to become a member visit [Young Camden Foundation](#)

❖ Are Supplementary Schools eligible for funding?

Supplementary schools that are a registered charity you can apply for funding from a wide range of organisation such as the Young Camden Foundation, but they must demonstrate that they are running a safe and effective provision as well as meet the funding criteria.



You can also apply to the community fund from the large supermarkets. Asda, Tesco and Waitrose and have confirmed that supplementary schools with charitable status can apply for the funds.



All you have to do is pick a nomination form from the front desk of your local branch and hand this in once you have completed the form.



You can speak to the branch community champion for more information.

❖ How can I meet and network with other Supplementary School managers/teachers?

There will be a number of opportunities for you attend training and networking events for supplementary schools in Camden. The first of which is the forum which will be held on 9th February 2018. Read page 2 of this newsletter for more information.

Sign up to the monthly newsletter for details on upcoming events. You can sign up by emailing suzie.yassin@Camden.gov.uk

❖ Is there a quality assurance framework or accreditation scheme for Supplementary Schools?

Yes, Supplementary schools can go on to obtain nationally recognised quality assurance, the [NRCSE Quality Mark](#). Obtaining a Quality Mark requires evidence of safe and effective practice in line with Section 11 of the Children Act and at least one visit of the school in action by a registered quality assurance mentor or appropriate person. The mentor will provide a witness statement detailing practice in governance, management, teaching and partnership. The mentor will also provide a detailed recommendation of how the school can develop their practice and build partnerships to further the academic achievement and well-being of their pupils.

The Quality Mark shows funders, parents and mainstream schools that supplementary schools are contributing to pupil achievement and strengthening local communities.



❖ How can I add my Supplementary School's details to Camden website?

Cindex is the London Borough of Camden's local community information database. Cindex is part of Camden Council's website. The Cindex local community information directory gives you access to a large number of services as it includes up-to-date details of around 4,500 local organisations and services. You can add an entry by creating an account at [Cindex](#)

Please note: changes and additions submitted will be checked by the Cindex team before appearing live on the site to other users. **Your privacy is respected and your details will not be shared.** For more information please view the [Privacy Policy](#) or email cindex@camden.gov.uk

❖ Getting ready for the GDPR

Data Protection law is changing on 25 May 2018 and organisations need to be ready for the General Data Protection Regulation (GDPR). The ICO has produced a package of tools aimed at small and micro organisations, including charities, which is available [here](#)

❖ The British Museum

I'm delighted to invite you and your students, teachers and families to an exclusive **Community Preview** of Charmed Lives in Greece: Ghika, Craxton & Leigh Fermor at the British Museum on **Sunday 4th March 2018**. The exhibition explores the friendship of the artists Nikos Hadjikyriakos-Ghika and John Craxton and the writer Patrick Leigh Fermor and how their work was inspired by a shared love of Greece.

We are also inviting schools to take part in the *Great Postcard Challenge* and have their own artwork, inspired by the exhibition, displayed at the museum on the day. We'd love your school to get involved and have a resource pack we can send you with information on the exhibition and submitting artwork.

To book your **tickets*** and for information on the resource and postcard challenge please email aross@britishmuseum.org before **Monday 12th February**



Nikos Hadjikyriakos-Ghikas (1906–1994), *Study for a poster*. Tempera on cardboard, 1948. Benaki Museum – Ghika Gallery, Athens. © Benaki Museum 2018.

Save the Date – 17th March 2018

As part of British Science Week, we will be organising an exciting day for supplementary schools to explore Science, Maths and history through objects in the museum's collection. The special event *Zoom-in* will also be taking place in the museum, where you will be able to explore how science unlocks objects' secrets, see the latest technology in action and handle raw materials.

More information to follow but if you have any questions in the meantime please contact aross@britishmuseum.org 020 7323 8972

Alice Ross



Photograph of the teeth of a sea urchin taken with a 3D microscope, which you can see at the museum as part of Zoom-in

❖ Prince's Trust

The Prince's Trust offer a range of programmes that support young people aged 11-30 to develop their futures. Across the range of programmes young people can:

- gain support with finding employment
- learn more about different industries,
- build confidence and personal development skills
- receive assistance with setting up their own businesses



YOUTH
CAN
DO IT

The Prince's Trust offer the Achieve programme, which helps young people aged 11–19 to re-engage with education and develop confidence and life skills. Camden is currently working with the Prince's Trust to make programmes available to supplementary schools, if you are interested in taking part, get in touch.

For more information on all programmes, please visit website below:

[Prince's Trust](#)



❖ Islington & Camden Arts Award Cluster

Are you providing arts or cultural education activities in Camden for young people in youth settings, SEN settings or Alternative Education Provision? Are you supporting Arts Award delivery in Camden?

Come and share your experiences and learn from other providers at the Islington & Camden Arts Award Local Area Network (ICAAN) meeting on Tuesday 20th February, 4.00pm – 6.00pm at Platform.

Following our successful work as an Arts Award Local Area Network, Camden and Islington are committed to working together and we have now formed a Local Network Cluster to continue sharing learning about Arts Award across the two boroughs.

This second meeting of ICAAN will scope possibilities of building Arts Award attainment and delivery in youth settings, SEN settings or Alternative Education Provision.

We invite any partners currently delivering arts or cultural provision to young people in the two boroughs to come to discuss delivery of the arts award, highlight successes and challenges and facilitate peer learning.

Please book through [eventbrite](#)



Photo credit: Company Three's Brainstorm at Park Theatre, Jan 2015. Photography by Camilla Greenwell.