

# Scottish Out of School Care Network

## Policy Newsletter, May 2007



*"Supporting play, care and learning"*

### **Policy News**

#### **New Scottish Cabinet**

The new Scottish Cabinet was sworn in on 22<sup>nd</sup> May 2007; there are now five secretaries, each presiding over their own area of responsibility and Ministers.

- Nicola Sturgeon is Deputy First Minister and Cabinet Secretary for Health and Wellbeing
- John Swinney is Cabinet Secretary for Finance and Sustainable Growth
- Fiona Hyslop is Cabinet Secretary for Education and Lifelong Learning
- Kenny MacAskill is Cabinet Secretary for Justice
- Richard Lochhead is Cabinet Secretary for Rural Affairs and Environment

The cabinet secretary responsible for childcare is Fiona Hyslop, and has shown her support towards out of school care in a speech given at SOSCN's Manifesto launch in the parliament, prior to the election. The Minister for Children and Early Years is Adam Ingram, with whom SOSCN Chief Executive is establishing communication links.

To see the full cabinet membership and responsibilities, including Ministers visit: [www.scotland.gov.uk/About/Scottish-Cabinet](http://www.scotland.gov.uk/About/Scottish-Cabinet)

#### **Policy Consultation – Care Commission Policy on Peripatetic Managers**

The Care Commission has asked SOSCN to consult the sector on the Draft "Policy on Peripatetic Managers in Day Care of Children Services". A draft copy of the policy is available at: [www.soscn.org/policy.html](http://www.soscn.org/policy.html) to download.

Any comments should be sent to SOSCN at the following email address: [policy@soscn.org](mailto:policy@soscn.org) to arrive no later than Friday 22<sup>nd</sup> June.

#### **SOSCN Out of School Care Seminar, 22nd May** **"Healthy Eating in Out of School Care"**

Presentations were given by David Cowan, Scottish Executive on the "Schools (Health Promotion and Nutrition) (Scotland) Act, and Liz McDonald, HAMMYS OSC, Port Glasgow and Caroline Norwood, Braidbar OSC, Giffnock shared ideas and examples of good practice. The afternoon discussions looked at further examples of good practice and any barriers/issues relating to the provision of healthy snacks in OSC services with limited access to kitchens and other resources.

It was found that in several areas across Scotland, the Care Commission, Environmental Health and professional health bodies are creating barriers to OSC groups providing snacks- there was a call for consistency in advice and recommendations across Scotland.

Do OSC groups within your local authority face difficulties in providing healthy snacks within their service? Who is creating these barriers; have ways been found to overcome them? SOSCN is interested in hearing about any such issues and would encourage you to contact us.

A full report of the seminar along with copies of presentations can be found at: [www.soscn.org/policy.html](http://www.soscn.org/policy.html)

Schools (Health Promotion and Nutrition) (Scotland) Act:  
[www.scotland.gov.uk/Topics/Education/Schools/HLivi/foodnutrition](http://www.scotland.gov.uk/Topics/Education/Schools/HLivi/foodnutrition)

## **National Policy Officer Post Update**

Due to recent changes in funding and subsequent restructuring it was decided that SOSCN is no longer in a position to maintain the post of National Policy Officer and unfortunately we must announce the loss of this post from May 2007.

The work of the policy post will now be shared amongst SOSCN Chief Executive, Irene Audain; National Development Manager, Maureen McKissock and Communications and Research Manager, Andrew Shoolbread. SOSCN will continue to respond to policy consultations, represent the interests of out of school care at various national forums and disseminate information through the continuation of the policy e-newsletter and out of school care seminars. We shall also actively seek input from the sector to inform consultations and raise awareness with legislative bodies and organisations on the current issues affecting out of school care in Scotland.

## **5 New SOSCN Publications**

SOSCN recently launched 5 new publications, all of which are available for sale:

### **1. "Step Into Out of School Care. A Start-up Guide to Out of School Care"**

**Essential reading for anyone setting up an out of school care service in Scotland.**

### **2. "Out of School Care: Employer and Staff Handbook"**

**Essential purchase for all OSC managers:** this publication covers current employment legislation, job descriptions, recruitment, job descriptions, contracts, appraisal, and all necessary employment policies necessary for a staff handbook.

### **3. "Keeping Track: Improve the Running of your Out of School Care"**

This publication provides the necessary systems and procedures for running a business-like and more financially sustainable service; ideas are based upon good practice already in existence. The publication looks at funding for out of school care; calculating per unit cost; setting fee levels; maximising income and minimising expenditure without compromising quality; financial record keeping and systems; contracts and sample forms for recording all the essential information about your club.

### **4. "Different but equal."**

**Essential reading for all playworkers.** This publication is a book full of resources and ideas for children's games, staff team and whole service activities on the themes of rights, equality and diversity. The publication discusses the reasons for promoting rights, equality and diversity and how to develop rights' based practice with particular emphasis on anti-discriminatory practice and disability/equality issues.

### **5. "Inspired Healthy Eating for Play, Care and Learning Services."**

A comprehensive resource about healthy lifestyles and eating. The book contains numerous activities based around food/eating as well as information and recipes from around the world. All recipes are designed for services with no access to kitchens; limited finances, time and other resources.

Publications range in price from £20 - £30 (SOSCN Members) and £25 - £40 (Non members).

**SPECIAL DEAL FOR SOSCN MEMBERS: PURCHASE ANY 4 OF THE ABOVE PUBLICATIONS FOR £100**

For further information and an order form, visit: [www.soscn.org/publications.html](http://www.soscn.org/publications.html)

## **Support to SOSCN members interested in becoming a Scottish Charitable Company**

SOSCN has negotiated, for SOSCN members, a special discounted rate of £350 (usually £500) with OSWALDS ([www.oswalds.co.uk](http://www.oswalds.co.uk)), a business support company, to undertake the necessary steps to become a company limited by guarantee with charitable status. Oswalds will:

"assist in drafting memorandum and articles to suit your needs and meet charity and company law requirements. We will then undertake on the group's behalf the application to the Office of the Scottish

Charity Regulator (OSCR) to ensure that charitable approval will be granted once the company is incorporated. Finally, we will arrange the incorporation of a new company limited by guarantee."

SOSCN recommends that all voluntary OSC become a company limited by guarantee as it offers greater personal financial protection to management committee members, should the organisation be dissolved and **so long as no financial mismanagement has occurred**. If a voluntary group is an unincorporated association (i.e. not a limited company) and is dissolved, the voluntary committee members are personally financially liable for any outstanding debts. If however, they are a limited company, the liability is limited to a nominal sum (usually £1).

This service offered by Oswalds, whilst not a requirement, eases the process for time-pressed committees. Several OSC have successfully gone through the process with Oswalds.

For further information visit: [www.soscn.org/membership.html](http://www.soscn.org/membership.html)

#### **Scottish Charitable Incorporated Organisations (SCIO)**

In the future, charities should not have to become limited companies but instead opt to become a SCIO. According to the Charities and Trustee Investment (Scotland) Act 2005:

" 49. *Scottish Charitable Incorporated Organisation*

1. A charity may be constituted as a Scottish charitable organisation (SCIO)
2. A SCIO is a body corporate having:
  - a. a constitution,
  - b. a principal office in Scotland,
  - c. 2 or more members.
3. Its membership may, but need not, consist of or include some or all of its charity trustees.
4. The members are not liable to contribute to the assets of the SCIO it is wound up."

However, SCIOs are not yet in operation and there is no estimated time for their launch; prior to launch the Scottish Executive must undertake a consultation.

**In the meantime SOSCN recommends charitable groups still become limited companies.**

## **Other News**

### **Community Food and Health (Scotland) small grants scheme**

Funding from £500 to £3000

Community Food and Health (Scotland) has an annual small grants scheme available for groups and agencies in Scotland who wish to improve access to, and take up of a healthy, varied and balanced diet. Grants from £500 to £3000 are available and grant recipients are expected to spend their grant money within one year. The grants scheme is now open and all applications must be returned by 29<sup>th</sup> June 2007.

For further information visit: [www.communityfoodandhealth.org.uk/funding/smallgrants.php](http://www.communityfoodandhealth.org.uk/funding/smallgrants.php)

### **Know the Code Before You Go! – free activity guide**

Scottish Natural Heritage has developed two activity guides which are free to help anyone who works with young people to raise awareness and understanding of rights and responsibilities in the outdoors amongst 8 – 14 year olds.

The resources, developed for 8 – 12 year olds and 12 – 14 year olds, suggest a range of approaches, including role-play and debate, creative activities, active games and group activities. The packs also contain useful resources to bring sessions to life such as posters, photo cards and a "Crack the Code" dial.

For further information contact [caroline.reid@snh.gov.uk](mailto:caroline.reid@snh.gov.uk)