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Share a Family

Share a Family is a local voluntary organisation that provides family based short term care for children and young people who are disabled and live in Wandsworth. Share a Family recruit, assess, police check and train volunteers to provide this short term care. It can take the form of a sitting service, outings, day care in the child’s home. The family benefits from having a short break whilst knowing that someone they know and trust is caring for their child. The child or young person benefits by enjoying a positive experience of short term care, making new friends and having new experiences.

Short term carers are carefully introduced and then given plenty of time to get to know the child and their family before short term care takes place. Short term carers are provided with expenses, equipment, support and training. They gain experience of working and building a relationship with a child and a family on an individual basis, sharing in the fun, the challenges and the achievements. The short term carers and families continue to receive support, advice and reviews throughout the link.

Share a Family was first established in Wandsworth in 1981 by a group of parents of disabled children. The project received initial funding in 1985 and employed its first project staff. Share a Family is managed by a voluntary management committee made up of parents, volunteers/short term carers and professionals. The parent’s voice is vital on the committee and they are involved in all aspects of the service, helping to ensure the service continues to meet the needs of children or young people who are disabled.

Share a Family employs a part time Registered Manager, part time Manager, a part time Administrator, part time Club Leader and 7 sessional play workers. We have supported 64 children and young people and run 3 activity based clubs during the last year. The service is open to children and young people living in Wandsworth aged between 0 and 19. No charge is made to the families.

Share a Family is core funded by Wandsworth Borough Council.
Share a Family’s Objectives

- Having an individual care plan and risk management plan for each child or young person based on a thorough assessment, and reviewing these plans at regular intervals.

- Ensuring that the child or young person has his or her needs met in respect of health, education and leisure.

- Ensuring and contributing to the safety and protection of children and young people using the service.

- Involving the child or young person in all aspects of their care, promoting strengths, and encouraging independence.

- Working in partnership with parents, carers and professionals to best meet the needs of the children and young people using the service.

- Supervising, managing and supporting staff, short term carers and volunteers, so that they are able to offer safe and effective care to children and young people using the service.

- Operating in a manner that promotes equality, challenges discrimination, and aims to address the cultural needs of service users.
This culminates my first year as Chair of Share a Family and I am delighted to report that it has been a great experience and a real honour.

My involvement with Share a Family began in 2009 when I joined as a club volunteer and linked carer. I was matched with Ben; a fantastic, curious and kind-hearted 12 year old from Clapham. For four years we enjoyed terrific outings, topped by a trip to the Olympic Park during the 2012 Games. In 2012, I joined the SaF Committee as a trustee, with a particular focus on fundraising. Through running the London Marathon, cycling London Ride 100 and organising a number of events from ceilidhs, to ping pong nights to speed dating, I raised £5,000 (and am responsible for one wedding, I must add!). From 2013-14 I served as Secretary and for 2014-15 as Chair. It has been a pleasure to be Chairperson of this wonderful organisation that brings such benefit, support and positivity to so many families.

It has been a typically busy year for the organisation, however I feel I can say that things have been less stressful than the previous one. For the best part of last year, we were uncertain about Share a Family’s future, given that Wandsworth Council were still midway through their tendering process to decide which organisations would be awarded the contract for children’s services.

Thankfully, the Council’s decision at the end of 2013 to continue funding SaF provided great relief all round; for staff, children, parents and volunteers. It meant Lois, Emma, Denise and Maria, without the pressure and time commitment of drafting bids and endless reports, could give much more focus to supporting the families, finding linked carers and running three successful clubs. It has been refreshing to watch things return to ‘normality’, so to speak, and to attend Committee meetings where we talk only of ideas for the future and of positive outcomes such as new volunteers recruited or the progression of children at the clubs, rather than discuss anxious topics such as the Council’s tendering process. To some extent it feels like we’ve been given a new lease of life, and it feels good!

While it’s great that the Council has chosen to fund us for a further 2 years, it’s important that we - as staff, a Committee, parents and volunteers - also concentrate during this period on building a sustainable future for the organisation. This can be through raising awareness of Share a Family’s great work through local press or newsletters, promoting our brilliant opportunities for local people to volunteer, thinking about fundraising strategies to generate more income - from cake sales to asking the local schools / supermarkets to choose us as their charity of the year and exploring opportunities with local shops / businesses to sponsor our activities. The worst they can say is no! 😊

Any effort, no big or how small, will be valuable - so feel free to talk to myself or any of the staff or Committee with ideas. And of course as a Committee we are always delighted to welcome new members.

On behalf of the Management Committee, I would like to congratulate SaF on another successful year and to say a huge thank you to all - Lois, Emma, Denise, Maria, Committee members, workers, volunteers and anyone who has supported us over the past year. Here’s to an even more successful year ahead!

Laura Beswick
Share a Family Chairperson
Registered Managers Report

During 2014/15 Share a Family provided a service to 64 children and young people; of whom 28 received short term care links. These families were all linked for daytime sessions, of which 10 children and their siblings attended the Saturday Club, 4 attended the Teenage Club and 8 attended the Sunday Club as well. 7 children and their siblings attended the Saturday Club only, 18 young people attended the Teenage Club only and 11 young people attended the Sunday Club only.

Of the 28 children and young people receiving short term care, 14 were young people, 14 were children, 12 were female and 16 were male. 14 were white-European, 8 were black African/Caribbean/British, 1 was Asian and 5 were of dual heritage. 5 children or young people were learning disabled, 11 had ASD, 6 were physically disabled, 3 had speech and language difficulties, 2 had severe learning difficulties and 1 was profoundly and multiply disabled. 11 of the linked children had behaviour that challenged. 50% of the teenage members; 72% of the Saturday Club members and 22% of Sunday Club members were from ethnic minority groups or dual heritage.

14 short-term carers were involved in providing short term care support during 2014/15. Under the 1989 Children Act Placement Regulations the volunteer carers were carefully vetted, assessed, trained and supervised. 9 short term carers were also involved in the Saturday, Sunday and/or Teenage Club. An additional 41 volunteers participated in the clubs only, assisting with activities, providing 1-1 support, or working as drivers and escorts. 10 short term carers were white and 4 were black. 21 club volunteers were white and 20 were black. 13 short-term carers were female and 1 was male. 13 club volunteers were male and 28 were female.

We are currently about half way through the tender contract and as yet have not heard anything about what will happen when the 3 years are up. We are happy to say that; after a long recruitment campaign; we have managed to get our links and volunteers back up after the difficult time we had leading up to the tender. That is not to say that we don't need more...especially Link Volunteers.

However we will be dealing with further cuts over the next year as Wandsworth have cut the grant for our two Youth Workers for the Teenage Club. Their role is vital to the safe and secure running of the Club and we will be working this year to fund raise to ensure the posts continue.

The new DBS system has been a long running nightmare over the last year, with constant changes and difficulties for both us and our volunteers. We are hoping that it will settle down but are not holding our breath.

We have once again been looking at our process and administration in order to try and streamline them. We have reviewed and re-written the Volunteer Application Form, the Child Profile form and the Behavioural Plan form.

We trialled a new Induction Training programme that allows us to offer the vital training in an evening rather than a weekend. The first sessions were successful and we are hoping that this will now be something we will be able to offer potential new volunteers.

Once again we ran the annual rest stop at the Nightingale Walk this year and received £1,000 from them. As of next year the walk will be named “The Old Sergeant Walk” as they
have moved to a different pub. We are very grateful to everyone who organises and/or walks. This money is vital to our Clubs as it pays for a lot of the activities. We finally got the gift aid sorted and have gained more donations via this. We have been working on zone-ing areas for the clubs to ensure that staff and volunteers are placed appropriately around the EYC and the George Shearing centre. This will help with the safety and enjoyment of the Club members.

Our website is up and running. There are still a couple of issues to work out and we may move it off the free host site and actually get our own as this seems to ensure a better product. The Care Quality Commission held it's annual inspection at the beginning of December and again the outcome was good. If you would like to see the full report we have a copy at the office or you can look it up on CQC website.

All the usual groups and meeting were attended, such as the Early Years Managers Group; Shared Care Network; Managers Meetings and Training Network. Also three Panel sessions for new Link Volunteers were held.

Our thanks are extended to all those who have volunteered their time and energy to the organisation over the past years. Without you we would be unable to provide a service to our families. Thanks to the short term carers; club volunteers; drivers; escorts and members of the Management Committee - your commitment is vital to the organisation.

Lois
The Teenage Club run by Share a Family is firmly rooted at the George Shearing Centre in Clapham Junction, and continues to thrive.
The young people are enjoying a combination of artwork, yoga, sports, music, pool, computers along with plain, good old fashioned socialising with their peers.
Sitting and eating together is a vital part of the Club and something all members and staff enjoy.
We have been able to provide transport for Teenage Club this year, hiring two buses from Wandsworth Community.
We currently have 20 members, with an average attendance of 14; 5 and 1 of who has complex needs and require close support. We also have 3 supported volunteers who continue to be positive role models for the young people.
Wandsworth Youth Service has undergone an extensive review and there will be changes emerging from this. This is of great concern to Share a Family as Youth Service currently fund our 2 youth workers at the Club and it is probable that there may be cuts coming. The Young Peoples informal feedback is their continued attendance to a club that provides a relaxed, fun and stimulating time.
Finally, but most importantly we rely heavily on committed volunteers for the supportive staffing.

Saturday Club.
The Share a Family Saturday Club was set up in October 1994 to provide a service for disabled children and their siblings. There is an inclusive membership of 21 children and an average attendance of 14 children and 2 siblings. The age range is from 3 years to 9 years.
As happens each year we have had to say goodbye to a number of members as they moved onto the Sunday Club; but their places were quickly filled with new children from our waiting list.
The children can get involved in art and crafts, music, dressing up, outside play, making things, cooking and playing and most of them go home with something they have made at club.
The workers and volunteers encourage the children to get involved in both indoor and outdoor activities.
We have been really lucky to gain some new volunteers this year and they have joined with our more experienced volunteers to provide a club that is a great, fun, messy and stimulating
place to be. It usually takes place on the 2nd Saturday of the month (except in January and August) at the Early Years Centre and the children are picked up and dropped off by minibus. The Club is supported by 3 play workers, a member of Share a Family’s staff and our dedicated band of committed volunteers.

**Sunday Club**

This is the newest addition to Share a Family’s Clubs. The Sunday Club is now funded through our core service grant. It was set up in April 2010 for disabled children and their siblings aged between 9 years to 13 years. It is based at the George Shearing Centre in Clapham Junction.

The Club is supported by 5 workers, a member of Share a Family’s staff and an average of 9 volunteers. There is a membership of 18 and an average attendance 12.5; plus 2 staff children.

There are a choice of activities such as artwork, reading materials, cookery, pool, football machine, outdoor activities and DVD’s. We often take a group over to the park which backs onto George Shearing, to enjoy the equipment there. Yoga taught by Claire Baker, one of our is a new addition to Sunday Club and enjoyed by many of the children and volunteers. As with all the Clubs, sitting and eating together is very important and we provide tasty, healthy food.

With the Tender finally awarded we have been working hard to recruit new members and new volunteers. We have been successful with both of these aims. The Clubs all have new children and young people attending and we have lots of fabulous new volunteers.

All the activities are age appropriate and reflect the culture and festivals of the community.

Speaking of volunteers we want to thank each and everyone of them for all the hard work and positive input they have given to the Clubs. It is because of them that parents get a well earned Saturday or Sunday break and the children and young people have a great time.

Thank you also to all the drivers, escorts and club supporters – without you and your commitment none of this could happen.
Future Plans 2015-16

For the year ahead, we look forward to growing from strength to strength and investing our energy in plenty of positive developments; establishing the website, making more links with local organisations such as schools, getting along to fairs and events to raise our profile in the local area, recruiting more volunteers and in general boosting the profile of Share a Family and shouting about the great work that we do.

We have had a good year for recruitment, especially for Club Volunteers but once again our main aim for the coming year is to increase the number of Link Volunteers. It is a great role and we encourage anyone interested to let us know.

The Club folders have been really useful and we are planning to expand this idea by introducing an “All About Me” section which will contain brief details for all club members. This will enable staff and volunteers to find out more about the members quickly and easily, ensuring that new volunteers and new members fit in even more quickly.

Due to cuts we will need to be even more proactive in trying to raise the funding for the Youth Workers at the Teenage Club. This will be a priority fundraising area for us.

And of course we will again be providing the welcome tea, watermelon and sympathy for the Old Sergeant Walk this year.

We will work on and develop the new Volunteer Evening Induction Training sessions for Club Volunteers.

And of course we are already nearing the end of our 2nd year of the Tender so we will need to begin thinking about what the future holds and how the next stage will be navigated.

So here’s hoping 2015-16 will be a good, productive and exciting time for everyone at Share a Family.
Treasurer’s Report.

This has been another stable financial year for Share a Family. You will see from this year’s Statement of Financial Activities that we had a surplus of £13,551 to add to our healthy reserves from the previous year. The accumulation of this moderate level of reserves will help to protect us from an unexpected fall in income.

Share a Family’s current Contract with Wandsworth Borough Council (WBC) has been extended until September 2016. The core grant from WBC for 2014/15 was £117,171 which included £3,700 for the Saturday Club. With the exception of the £5,710 of the final grant of 2013/14, issued this financial year, no other grants were awarded from WBC.

To meet the targets within the Contract with WBC, Share a Family continue to prioritise recruiting volunteers to generate more short term care links with disabled children and young people. This will also help to secure a new Contract with WBC.

Share a Family was fortunate to receive £1,000 from the Old Sergeant Walk (previously known as Nightingale Walk) and we thank them for their continued commitment to fundraising for organisations such as ourselves. A big thanks also for donations from My Donation for £1,255; The Charity Trust for £413, Mrs Nelson for £300; Joca Ltd Trading for £289; Mrs Maria Gorman for £50 and BNYMELLON MATCH for £38. Their generosity is much appreciated.

I would like to thank everyone who has donated money during the past and previous financial years and hope that they will continue to support Share a Family in the future.

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<tr>
<th>Income from Fundraising &amp; Donations</th>
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<tbody>
<tr>
<td><strong>My Donation</strong></td>
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<td><strong>Old Sergeant Walk</strong></td>
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<td><strong>Charity Trust</strong></td>
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<td><strong>Mrs Nelson</strong></td>
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<td><strong>Joca Ltd Trading</strong></td>
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<td><strong>Mrs Maria Gorman</strong></td>
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<td><strong>BNYMELLON MATCH</strong></td>
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Who Was Who 2014-2015

Management Committee

Chair        Tracy Springford/Laura Beswick
Treasurer    Sue Price
Secretary    Laura Beswick/Vacant
Member - ICT Zara True
Member       Marie Gorman
Member       Betty Ofori
Member       Caroline Gordon
Member       Nikki Bartley
Member       Claire Baker

Workers

Registered Manager Lois Robinson
Manager       Emma Haydon
Project Administrator Denise Lecky
Club Leader    Maria Oasis
Assistant Sat Club Leader Denise Lecky
Saturday Club Workers Conor Doyle
                          Yvonne Burrell
                          Karen Jones
Teenage Club Workers  Conor Doyle
                          Robert Deng
Sunday Club Workers   Siobhan Barlow
                          Vincent Brown
                          Karen Jones
                          Miss D Morally
                          Norman Williams
                          Leon Robinson
**Link and Club Volunteers.**

We are very lucky here at Share a Family in having so many really committed and responsive short term carers and volunteers. We would like to thank them all for their hard work and commitment and to remind them that we at Share a Family value their work greatly.

The roll of honour is as follows:

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<th>Name</th>
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<tr>
<td>Vincent Brown</td>
<td>Louise King</td>
<td>Claire Baker</td>
<td>Annie Millington</td>
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<td>Karen Jones</td>
<td>Jon Baker</td>
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<td>Marcia McLean</td>
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<td>Emily Stribbling</td>
<td>Denise Lecky</td>
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<td>Hilary Myall</td>
<td>Yvonne Burrell</td>
<td>Maria Oasis</td>
<td>Rachel Dye</td>
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<td>Siobhan Barlow</td>
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<td>Gregory French</td>
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**Thank you!**
Complaints Procedure

Share a Family recognises that it is sometimes necessary to complain; therefore if you have a complaint then we want to hear about it. Complaining will not jeopardise your status as an existing or potential worker or volunteer or effect whether or not your child receives a service from Share a Family.

To enable us to respond to complaints in a consistent manner and in accordance with the Children Act we have developed a Complaints Procedure, which is outlined in this paper. The full procedure is held in the Share a Family office and is available on request to any member of Share a Family.

How to Make a Complaint.
Firstly try to get the matter resolved by discussion with a member of staff, the Chair or any other member of the Management Committee. If you are unhappy with the response then make a formal complaint.

How to Make a Formal Complaint

1. Write or ask to speak to the Chair.
2. The Chair must respond to you within 14 days.
3. Within 28 days of responding to you, the Chair will write again with the result of any investigation.
4. If you are still unhappy with the response you can appeal to a special panel made up of an independent person and members of the Committee.

At each stage you should be given information about how to proceed further and where to seek advice.

All complaints will be acted upon, monitored and reported back at the Annual General Meeting and in the Annual Report.

If you are still unhappy at this point then please contact:

Care Quality Commission 03000 616161 or enquiries@cqc.org.uk

There were no complaints made from 1st April 2013– March 31st 2014.

Suggestions
If someone is particularly pleased or impressed with any aspect of their child’s care, or would like to make a suggestion, then comments can be forwarded to Share a Family either verbally or in writing.
Share a Family - Equal Opportunities Statement.

Share a Family recognise that individuals or groups are discriminated against on grounds of race, colour, ethnic or national origins, gender, disability, marital status, religion, age and sexual orientation. Share a Family is committed to taking positive action that aims to respect people’s individual differences and combat discrimination within the service by:

- Respecting all people - whatever their age, sex, ethnicity, religion or sexuality.
- Challenging any jokes or hurtful remarks about any of these things.
- Creating an anti-discriminatory and anti-racist environment.
- Using positive visual images and language.
- Ensuring publicity is available in a variety of languages and formats.
- Monitoring our effectiveness in reaching families, volunteers and staff representing local communities.
- Recruiting and selecting staff and volunteers in accordance with anti-discriminatory policies.
- Developing and monitoring a full equal opportunities policy that is available to all members of Share a Family and interested others.

Share a Family - Safeguarding Children.

Share a Family recruits volunteers to provide short break care to children and young people who are disabled. We firmly believe that children and young people who are disabled must be viewed and treated as children first - and as such should be accorded rights, respect and protection from harm and oppression. As such Share a Family’s overriding concern will always be the safety and protection of all children and we believe that child abuse, in any form, is unacceptable. We recognise that children and young people who are disabled are more vulnerable to abuse because of negative public attitudes and prejudices, stereotyping, their possible limited ability to communicate abuse and the opportunity from multiple carers. We will always work together with statutory and other agencies including the police, to ensure that our policies and procedures are designed to maintain the safety of children.

In furtherance of these general principles:

1. All staff and volunteers are recruited using approved vetting procedures (as detailed in paragraph 1) that will include checking of police records, taking up references and requesting proof of identity.
2. All staff and volunteers receive training on recognising and reporting abuse.
3. All management committee members have responsibilities to ensure that child protection policies are maintained, adhered to and updated according to good practice.
4. Share a Family will work with statutory and other agencies, including the police, to devise and implement policies and procedures in guidance with good childcare practice and legislation.
5. Share a Family promotes positive images of children and young people who are disabled, working with parents, children or teenagers and the general public to increase the level of awareness by promoting integration where possible.
6. Share a Family has developed and adheres to a detailed code of practice in recruitment and support of staff and volunteers that aims to promote the safety of children.