
Overview

This unit is about implementing access procedures and maintaining records about children and young people.

The unit is divided into three parts. The first part describes the two things you have to do. These are:

1. implement access procedures
2. record and report key information

The second part describes the knowledge and understanding you must have.

The third gives some examples and explanations of some words we use in this unit

The unit is for you if you implement access procedures and maintain records in a setting whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play.

This unit is underpinned by the Playwork Principles and staff must be familiar with these and committed to them in their practice.

SKAPW15 - SQA Unit Code FT51 04

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Performance criteria

You must be able to:

Implement access procedures

- P1 answer the enquiries about the access of children and young people promptly and courteously following organisational procedures
- P2 collect the necessary information about the children, young people and their families
- P3 record this information clearly and fully
- P4 pass the information on to the responsible colleague following organisational procedures.
- P5 provide clear and accurate information to the person enquiring about future access conditions
- P6 ensure that access procedures are followed

You must be able to:

Record and report key information

- P7 make sure information is complete, legible and up-to-date
- P8 store information securely but in a way which allows it to be quickly found and retrieved.
- P9 restrict access to information according to the agreements on confidentiality and organisational and legal requirements
- P10 promptly provide information to authorised people and agencies when necessary

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Knowledge and understanding

You need to know and understand:

For whole unit

- K1 how the Playwork Principles specifically relate to this unit
- K2 the importance effective administration to the running of a play setting
- K3 the basic provisions of the data protection act relevant to your work

You need to know and understand:

Implement access procedures

- K4 why it is important to implement access procedures correctly
- K5 the requirements of Disability and Equal Opportunities legislation in regard to access
- K6 the provisions of the Children Act in relation to play provision and record keeping
- K7 why it is important to deal with enquiries promptly and courteously
- K8 the types of enquiry which are likely to be made and how to deal with these
- K9 enquiries which may need to be passed on
- K10 the information which needs to be collected about children and their families and why
- K11 why it is important to record information clearly and fully
- K12 organisational procedures for processing and communicating this type of information
- K13 the importance of applying access procedures correctly

You need to know and understand:

Record and report key information

- K14 why it is important to keep records complete, legible and up-to-date
- K15 why it is important to store records securely but in a way which enables them to be found quickly
- K16 methods of organising and storing records
- K17 the importance of confidentiality
- K18 agreements on confidentiality which have been made with parents and carers
- K19 organisational requirements covering confidentiality
- K20 the types of information which may need to be passed on to authorised people in the organisation and why requests should be dealt with promptly

Additional Information

Scope/range related to performance criteria

1. **Information**
 - 1.1. person responsible for the setting
 - 1.2. contact details of staff, volunteers and other adults who may have unsupervised contact with children
 - 1.3. records of visitors
 - 1.4. administration of medicines
 - 1.5. dietary needs and allergies
 - 1.6. infectious, notifiable diseases
 - 1.7. required information about children
 - 1.8. risk assessments
 - 1.9. fire drill records and recommendations
 - 1.10. insurance
 - 1.11. attendance registers
 - 1.12. accident/incident records
 - 1.13. participation in trips and outings
 - 1.14. registration forms
 - 1.15. emergency contact details

Glossary

Children and young people

All children and young people of school age with respect for any impairment, their gender, race, culture, language, sexuality, health, economic or social status and any other individual characteristics.

Dietary needs

Requirements that correspond to a child's personal needs and beliefs, for example not eating meat or a particular medical condition, for example not eating nuts or flour-based products

Organisation's policies and procedures

What your organisation says its staff should and should not do in certain situations.

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