

Select and support staff and volunteers
Make sure children are safe
Manage finances wisely

Tallo Supplementary School and After School Club

National Excellence Award
Winner 2008

Background

The after-school club started in January 2004, with the aim of assisting Somali young people to do better at key stage 2 and Key Stage 3 at school. The Tallo Supplementary Somali After School Club (TSASC) is run from Ealing City Learning Centre. This has a suite of computers that the young people use to undertake their homework, as Internet access is important.

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Capacity building work with the Tallo Information Centre began in June 2006 by developing structures to become a well managed organisation in its own right. Tallo's management work consists of one to one sessions with Advice UK covering the seven standards of the CLS Quality Mark and the requirement of each one. Tallo also obtained significant support from the local NRF/ACF fund. Also, they support the staff and management committee by providing relevant training to them.

Tallo ensures all users of the centre are safe at all times especially when using their services. Child protection and safeguarding responsibilities are their first priority when working with young people. All staff and volunteers are also CRB checked. The organisation has been keen to have all the necessary policies and procedures in place as well as the essential skills and knowledge to operate as an organisation. These policies include an Equal Opportunity & Diversity Policy that includes appropriate procedures for Staff Recruitment and Management; a Child Protection Policy, and policies on financial controls, monitoring, Health & Safety and Project Management. They also have standard policies for complaints and confidentiality.

As part of their preparation for the Quality Framework Award, members of staff attended the NRC's Effective Management Skills for Supplementary Schools course. As a result further training in Safeguarding financial policies was arranged for groups of supplementary schools in Ealing working in partnership.

At the beginning of each academic year, publicity is distributed at mainstream schools to attract young people to sign up for TSASC. All young people are required to complete a Registration Form that asks for basic information about the young person, essential to keeping them safe. All young people are also provided with a Parental Consent Letter to take home with them, to obtain emergency contact details. All young people will also receive and be asked to sign a Learner Contract that summarises their rights to attend the club, and their responsibilities.

Top Tips

- It is always good to use inclusion processes that bring all staff members, volunteers, parents and children to contribute in a planned fashion when developing operational policies.
- Encouraging different people who have a solid experience of working in the voluntary statutory sector always helps organizations to develop.
- Time is always a challenge to put aside in terms of meetings, training, discussion about developing policies and commitment.