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## Overview

This standard is about carrying out basic administrative tasks in the playwork setting and covers finance, information and record keeping.

**The main outcomes of this standard are:**

1. process financial transactions
2. provide and collect information relevant to the playwork setting
3. maintain records

This standard is for a playworker working directly with children and young people in a playwork setting whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play. This standard is for staff that do not have full responsibility for the playwork setting but make a significant contribution to supporting play.

**This standard is underpinned by the Playwork Principles and playworkers must be familiar with these and, where possible, demonstrate them through their practice and reflection.**

## Contribute to playwork administration

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### Performance criteria

You must be able to:

#### Process financial transactions

1. **record** the transaction details
2. make accurate calculations
3. issue and obtain receipts
4. store all money, cheques, **records** and receipts securely
5. refer any issues regarding finance promptly to the appropriate person
6. follow your organisation's financial procedures

#### Provide and collect information relevant to the playwork setting

7. respond to enquiries about **arrangements** for children and young people attending the playwork setting
8. collect the necessary information about the children, young people and their families
9. record this information in accordance with legal requirements and your organisational policies and procedures
10. pass the information on to the responsible colleague following organisational procedures

#### Maintain records

11. store the **records** in accordance with the agreements on confidentiality, legal requirements and your organisational policies and procedures
12. restrict access to the **records** in accordance with the agreements on confidentiality, legal requirements and your organisational policies and procedures
13. provide information to authorised people on request

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## Knowledge and understanding

You need to know and understand:

### **Process financial transactions**

1. the Playwork Principles within the professional and ethical framework for playwork and how each of the principles can be applied within your own role
2. why it is important to process transactions in accordance with legal requirements and your organisational policies and procedures and what may happen if this is not done
3. how to record financial transactions in accordance with legal requirements and your organisational policies and procedures
4. why it is important to issue and retain receipts
5. why it is important to store money, cheques, records and receipts securely
6. who is the appropriate colleague to refer issues associated with finance
7. issues that are likely to occur with finance and financial transactions

### **Provide and collect information relevant to the playwork setting**

8. the types of enquiry which are likely to be made by enquirers and how to deal with these
9. enquiries which may need to be passed on and to whom
10. the information which needs to be collected about children and their families and why
11. why it is important to record information in accordance with legal requirements and your organisational policies and procedures

### **Maintain records**

12. your responsibilities in relation to legislation covering data protection
13. why it is important to store records securely but in a way which enables them to be found and retrieved quickly
14. the importance of confidentiality and the sharing of information in accordance with legal requirements and your organisational policies and procedures

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**Scope/range related to performance criteria** **Records** (*minimum 5 out of 8*)

1. children and their families, including access and or collection arrangements
2. medical requirements of relevant children and young people
3. attendance registers
4. accidents and or incidents
5. participation in trips and outings
6. registration forms
7. emergency contact details
8. administration relating to a play session

**Arrangements** (*minimum 5 out of 9*)

1. age ranges
2. opening times
3. costs
4. availability
5. space
6. inclusion
7. food and drink
8. transport
9. access and or restrictions for collection

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## Values

The Playwork practitioners involved in writing this standard, in conjunction with SkillsActive, have agreed to adopt the following as the set of values prescribed for all of those working within the playwork sector:

### **Playwork Principles**

These Principles establish the professional and ethical framework for playwork and as such must be regarded as a whole. They describe what is unique about play and playwork, and provide the playwork perspective for working with children and young people. They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.

8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and wellbeing of children.

The Playwork Principles are held in trust for the UK playwork profession by the Scrutiny Group that acted as an honest broker overseeing the consultations through which they were developed.

## Glossary

### **Play space**

A place formed by children and young people playing. It can be physical, affective, permanent, transient or cyber

### **Playwork setting**

Somewhere children and young people have the opportunity to play that is staffed by playworkers

## Contribute to playwork administration

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