

Aireborough Supported Activities Scheme

Annual Report

September 2021 – August 2022



Registered Charity No. 1167044

ASAS Management Committee

Chris Parapia - Chairperson; Sarah Lee - Vice-Chair; Emma Midgley - Treasurer & parent.
Trustees - Andy Mosby, Jenny Jeffels - scheme volunteer, Kathie Hunter - parent.

The Trustees work hard behind the scenes in order to manage the charity affairs, as the Covid-19 pandemic subsided they have been pleased to start running more 'normal' provision including our residential short breaks.

They have continued to run committee meetings via Microsoft Teams it has been much easier for trustees to attend; another benefit of having them virtually is they save time; agenda items are managed quickly and efficiently.

Jenny Jeffels one of our longstanding trustees retired from the committee this year after many years of service, she is still however volunteering occasionally at the play scheme but most importantly she looks after the scheme t-shirts (launders & irons), stocks up our Go-Bags ready for when we're on provision, as well as ticketing up all the wonderful prizes for our fundraising tombolas.



Chair's Report 2022



Please read this amazing report, every year I feel more and more privileged to be involved with such an incredible group of people, looking at all the pictures of the children and young people, staff and volunteers, all enjoying themselves and still in such challenging circumstances.

We have been able to get back up and running to almost full capacity but still being mindful that Covid 19 remains out there and having to make changes, sometimes at the last minute. Our residentials have been back on stream and much appreciated by both the children and young people and their carers. Unfortunately, we were unable to use Low Mill which had been part of our residential portfolio, so we have been using Lineham Farm, Herd Farm and also Nell Bank in Ilkley which is run by Bradford Council. We remain on the lookout for additional appropriate centres.

We have a brilliant group of Trustees who have been working hard in the background supporting the decision making we've had to do and coming up with ideas as to how we could function safely. A big hello to our new Trustee Nicola Davison, a parent Trustee. She joined us at the beginning of this year and is already proving a hardworking and valuable addition to our committee.

We said goodbye to Jenny Jeffels who has given such commitment to ASAS, we shall miss her so much (although she will still appear from time to time) Congratulations are due to Sian on the birth of her baby daughter Nora earlier in the year, she is currently on maternity leave and also to Zoe on becoming our Assistant Project Manager and supporting Jo so ably.

Thank you to Jo our Project Manager who has had to work so hard and often under intense pressure. She is truly a dedicated and committed member of staff.

Thank you to absolutely everyone who has been involved with ASAS over the last 12 months, I am so proud to be the chair of this fantastic organisation.

We are still in need of some new trustees - parents are particularly welcome, anyone who is interested please get in touch with me at chris.parapia@aireborough-scheme.co.uk



Nicola Davison

Staffing

Sian Dempsey now Sian Sanders - Administrator

Sian got married in October last year and left ASAS on maternity leave in May this year, only a few days after going on leave she gave birth to baby - Nora, all doing very well.

Sian is planning to return to her 6 hour per week role in March 2023.



After Liam left in March 2021 we advertised widely for the position as assistant project manager, we had several applications without success and with Sian's imminent departure for maternity leave in May, Zoe was planning to take on Sian's role and hours as well, however as Zoe has really taken on the challenges of her role we approached her to consider the assistant PM role, which she accepted, she now works 16 hours per week and many of you will have had email or phone contact with her since.

Zoe has a 14-year-old son, Oliver, who attends the scheme so we agreed she would be able to take some time off when her son attends so she can still benefit from the respite and spend quality time with her other children. This summer while Oliver attended play scheme she went away for a week with her friend and all their children and had a lovely time while her husband stayed home and cleaned the house!

Zoe Cartwright - Assistant Project Manager (Volunteer Coordinator, Fundraiser & Admin)



I began the role of Assistant Project Manager at the end of April. After an initial handover period from Sian, the role has seen me work closely with Jo in all aspects of the preparation and organisation of upcoming provision. This has involved liaising closely with staff, volunteers and parents and also attending play schemes, residentials and activity days to assist in the management and smooth running of these events. Within the role I have taken on further responsibility for training including the organisation and

training for new staff/volunteers along with ensuring all paperwork is in place for new staff / volunteers including DBS, references and safeguarding training. I have attended events for my own CPD - continuing professional development and to better equip me to guide and advise parents (Local Offer even and Next Steps event). In addition, I am now a qualified Moving and Handling trainer so we can deliver our own courses as and when required, and I am due to undertake further courses in the next few months - Level 2 Food Hygiene, Safer Recruitment and Paediatric First Aid.

New Leaders

We recruited 7 new leaders - Claudia Lewis, Sarah Jones, Gavin Woodshaw, Jen Meachin, Jess Dean, Bridget Alexander and Aisha Mawson, they all have different levels of knowledge, understanding and experience which benefits ASAS and they soon became valued members of the staff team.

Waking Night Staff

We also managed to recruit a new Waking Night Staff - Shahenaz Maumoniati, she also works at John Jamieson school assisting with children's care over lunchtime; she has currently just done two residentials but is signed up for the rest of the year and beyond.



Training

Through Covid a lot of training packages were created to be delivered online and this has been so beneficial and has thankfully continued, 19 staff attended our annual medication and medical needs update training delivered by Stacey Millinson who is a SILC nurse, this included: - Epilepsy awareness inc. administration of Buccolam; Asthma Care; Anaphylaxis and Epipen; Medication Administration, Child Specific for administering medication and several staff also attended Gastrostomy training.

All staff must undertake Safeguarding training every three years, many work in school settings and do this on a yearly basis, others we signpost to undertake the LSCP - Introduction to Safeguarding course.

Funding & Fundraising

As Covid restrictions lifted we were able to restart delivering residentials from September 2021 with the first two taking place at Herd Farm.

In April 2022 we entered year 3 of our 3-year Contract (with the possibility of 2 years extension) with LCC to provide 6 residentials per year.

Re our grant with LCC to provide our holiday play scheme and activity days, this was due to become a contract and go out to tender but again due to Covid this didn't happen so commissioners decided to roll the grants over for another two years, so in April 2022 we entered year 1 of 2; and we have been able to run all our planned activities.



TPP Donation & Presentation Event

We were very fortunate to receive a £10,000 donation from TPP a local tech company, they were looking to distribute some of their profits whilst helping local charities such as ASAS, and Chris and Jo were invited to a presentation event at their headquarters in Horsforth to receive the cheque.

We also received a £2000 donation from The Olive Lawrence Memorial Trust, and we have been fortunate again to be a chosen "cause" from the COOP and stand to receive almost £1000 by the time the fundraising year ends at the end of October.



Many thanks everyone who assisted with our fundraising events at The Real Food Festival, Ilkley in August which raised £112 and Buttercross stall, Otley in September with raised £230.



Leeds University Study - Learning by experience - Chronic Illness & Disability Project

Again, we were asked to find volunteers to undertake this study, several parents took part and as a thank you ASAS received £10 per volunteer, £80 in total. This is a project that runs every year with a new cohort of students and the same people can volunteer again and again, it is very worthwhile to help with the education of our future medical professionals.

Please help ASAS raise funds...

Do your own fundraising event - such as asking your family to donate in lieu of Christmas cards or birthday presents - Facebook usually suggest you do a fundraiser for your birthday.

Localgiving - [Aireborough Supported Activities Scheme | Localgiving](#)



Originally when we signed up to Localgiving they ran a match funding campaign each year which made it very beneficial for us to pay our £96 a year membership however this hasn't happened for the last few years, but we do still have a couple of parents who continue with their £10 per month direct debit to ASAS and occasionally people make one off donations via our Localgiving page, so it is still beneficial subscribing, in the last year we've received **£3054**.

Raise free funds just by shopping on the internet...



Our Easy fundraising supporters have raised **£793** in total. Please sign up and raise funds for ASAS by using the following link: - <http://www.aireboroughsas.easyfundraising.org.uk>

Visit www.smile.amazon.co.uk - everything is the same price as on Amazon. ASAS supporters have raised **£440** in total, keep it going with your Christmas shopping, you can select to use SmileAmazon in your app settings once you've signed up, you do need to renew this every 6 months to keep the donations being applied.

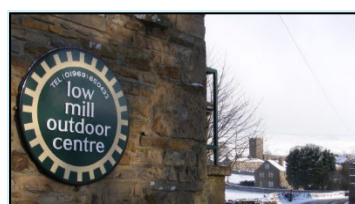


Thank you to everyone who has already signed up to any/all of these schemes, please continue to use them and promote them to your family and friends.

Play Schemes, Activity Days and Residential Short Breaks

Residential venues and what they offer is becoming more of an issue and challenge to manage, Lineham Farm has been closed throughout the pandemic and most of the venues have and are still struggled with staffing and providing instructors. At Nell Bank and Lineham Farm we have to order and prepare all our own food or get someone in to cook for us, which can also be a challenge finding someone. With these issues in mind Jo visited High Adventure in Cowling, it's a lovely venue but not that suitable for the children we care for, it accommodates a lot, the smaller building sleeps 60, there are a lot of corridors, there were steep stairs up to the bedrooms, several fire exits that are a bit out of the way from communal areas so possibility of children escaping and there doesn't seem to be much flexibility on the menu, I was told 'it's on the website' so we're going to rule this one out.

If anyone has any suggestions for other places I'm happy to look into them. Venue's set up for mainstream schools aren't very ideal for us.



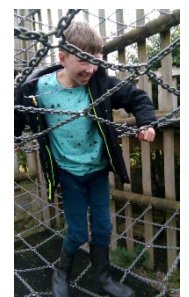
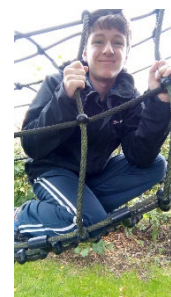
Residential at Nell Bank - 22 - 24 October 2021

This was the first time we've used Nell Bank for a residential, this was due to the other centres we usually use being closed or unavailable, we have done activity days there and the staff have been really good. We used the Aiming High Lodge, which is specifically set up for those with additional needs, it has a couple of adjustable beds and a good hygiene suite, the downside is it only accommodates 20 people, so we were limited to 10 children plus staff. Activities included Nellbanian Mountain (assault course), pond dipping, den building, mini beast hunt and adventure playground; the staff really liked this centre and as activities are only planned for Saturday if meant people could have a bit of a lay in on Sunday if they wanted, which some children did and we organised our own activities, which included the adventure play ground, bikes, sensory garden and chilling out, everyone still had a great time.



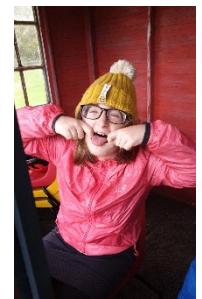
Activity days at Nell Bank - Monday 25 & Tuesday 26 October 2021

Activities included Nellbanian Mountain (assault course), pond dipping, den building, habitat trail, adventure playground and rides on the Nellmobile.



Residential at Herd Farm 29 - 31 October 2021

As Covid was still circulating we kept numbers low, so 12 children attended, activities included low ropes, assault course, bushcraft, den building, night line, archery and adapted bikes. As it was at Halloween we had a bit of a party with pumpkins, fancy dress and treats.



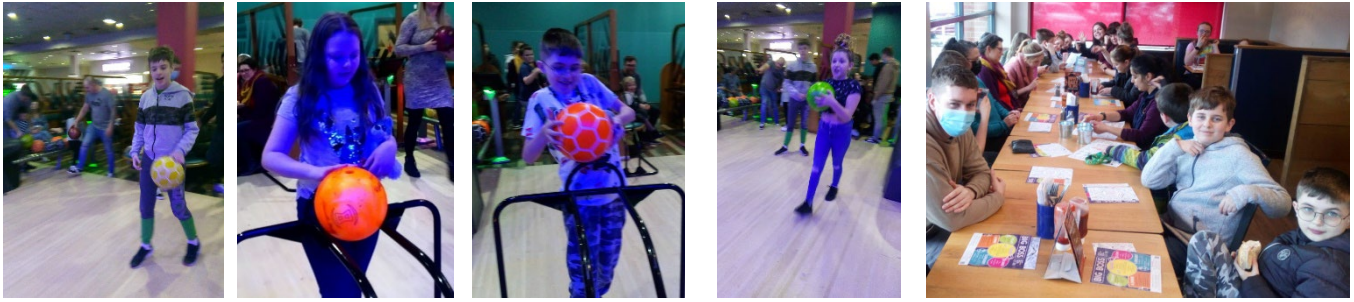
Christmas Activity Day at Green Meadows - Saturday 4 December 2021

It was nice to be able to do our activity day face to face again, all we were able to have last year was a Zoom performance by Billy Biscuit; and we had him and other well-loved favourites - Nick Toczek to entertain us as well as arts and crafts with Lauren Whyte, the obligatory visit from Santa with presents and Christmas Cake Raffle (kindly made by Amanda Norfolk).



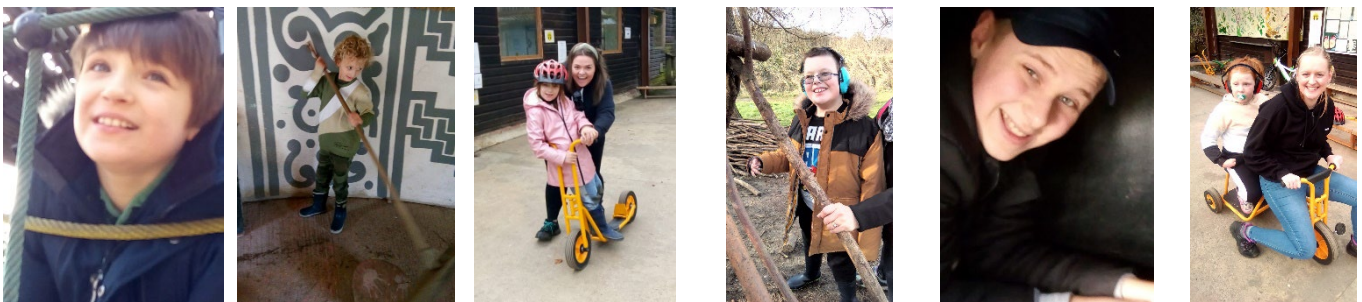
Community Activity Day at Kirkstall - Monday 21 February 2022

Activities included bowling, lunch at Pizza Hut and visit to the cinema to see Sing 2.



Activity Days at Nell Bank, Ilkley - Monday 21 & Tuesday 22 February 2022

More of the same activities, different group of children attended, one of which loves water and nearly ended up in the pond a few times, good thing our staff are fast runners.



Residential at Nell Bank, Ilkley 4-6 March 2022

All went really well again, and everyone enjoyed it; one child didn't sleep on the first night, so it was a bit fraught, so a 'camp' of sofas was set up in the lounge area, they did eventually managed to settle and got some sleep, with a bedroom change the second night they slept all night through and had to be woken up in the morning, so did their key worker! Staff took it in turns to be up with the child but as we didn't have a waking night person on this residential, it did show that having one is required.

On the Sunday morning we walked to Ilkley park, as it isn't far, however the park was closed for renovation, but everyone enjoyed the walk in the sunshine.



Easter Play Scheme at Green Meadows - Monday 4 - Friday 8 April 2022

Due to limited leaders and volunteer availability, we had a maximum of 23 children/young people per day - 59 children attended altogether, and we had 16 volunteers and 18 leaders across the week. We operated in two groups Sunshines - younger group and Rainbows - older group, we only had one minibus which picked up and dropped off children whose parents weren't able to get them to scheme, we then had use of it to go out on trips during the day.

Activities included Easter art and crafts, egg hunts, trips out to local parks, Big Swing in Eccleshill, Yeadon tarn and incentre entertainment from Billy Biscuit, Nick Toczek, Rapide Entertainment and Pete White - Suitcase Circus.



Activity days at Lineham Farm Monday 11 & Tuesday 12 April 2022

This was the first time we'd been able to use Lineham Farm since before the pandemic as it was closed for a long time and then when it did reopen they were limiting use, while it's been closed they have done some refurbishment and improvements but not too much had changed and the service we received was very good and the children all enjoyed it..

We had 29 children attend over the two days, several of them were new and were coming as a taster before they attend a residential. Activities included climbing, biking and Lineham Explorers - visiting the animals, walking in the streams, bush craft and campfire, toasting marshmallows.



Residential at Lineham Farm 22-24 April 2022

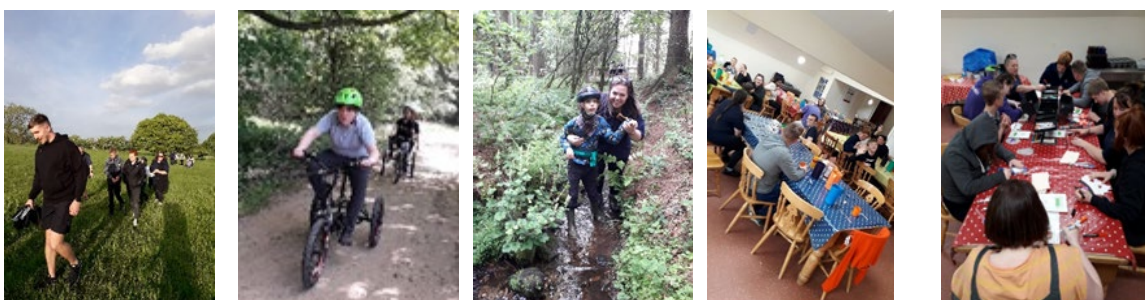
This was quite a challenging residential to prepare for and manage even though only 12 children attended, (we usually take 18), 8 children needed medication administering, a couple had a lot of medications plus we had four children with special dietary requirements - 2 dairy free, 2 nut allergies.

Some of the children had never stayed away from home before so for them it was a lot to cope with and after doing what they could wanted to go home; we felt it was better for them to finish having had a good experience rather than make them stay and assure them that we do listen to them and don't want them to become distressed. So even though they went home early they and parents were very proud of their achievement to stay away even for just one night, something they can build on.



Residential at Lineham Farm 13 - 15th May 2022

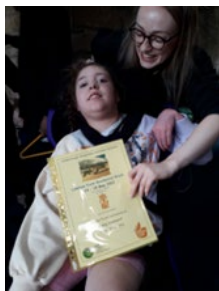
12 children and young people along with staff and volunteers attended residential at Lineham Farm. Activities included bushcraft, evening walks, biking, low ropes, Lineham explorers, art session and time in the sensory caravan. Everybody made the most of the lovely weather and everyone certainly got a lot of fresh air! It was a successful weekend despite a few unplanned surprises (a 5-hour power cut which started at teatime!) - as always, everyone rose to the challenge and contingencies were put in place (Jo went out for take-away pizza). All children coped remarkably well thanks to the care and professionalism of our staff.



We had two new volunteers who had never done residentials with us previously, they did amazingly well and said they had thoroughly enjoyed the experience, one said it had really boosted her confidence, which was lovely to see. We felt she arrived quite quiet and unsure and left beaming and full of newfound confidence.



We finished the weekend with an awards ceremony presenting the children and young people with certificates of attendance - there were a lot of happy faces and proud staff. For some of young people this residential was their last one due to turning 18 - so it was an extra special goodbye!

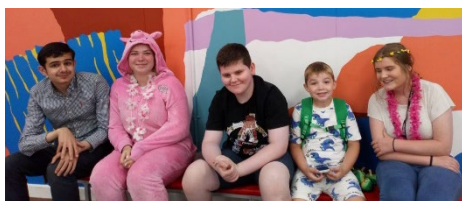


Residential at Low Mill 27-29 May 2022 - Cancelled

This was cancelled by the venue due to their lack of instructors, we tried to get another venue for the same dates but there wasn't any availability so we booked at Herd Farm for 30 Sept - 2 Oct; this wasn't ideal as it is just a week after our other planned residential at Herd Farm, but it will be different children and staff were up for the challenge.

Summer Play Scheme 2022

This summer saw the return of play scheme to Green Meadows Back lane site. This was the first play scheme to be run fully since the Covid pandemic began. From the 28th July - 12th August we were joined by 74 CAYP on varying days. The number of days children attended varied from 2 - 6 days dependent upon on need and staff availability. The number of staff this year was 56 (made up of 30 leaders / team leaders and 26 volunteers). We encountered a number of unavoidable staff absences due to covid still posing some issues; however, the staff planning, and contingencies Jo had put in place accounted for this and no children lost out.



Just some of our amazing staff and volunteers!

After a reduced playscheme the last few year (due to Covid) play scheme returned with an action-packed program this year. Each day an activity was planned whether that be a visiting entertainer / activity or a trip off site. This year it was decided to operate playscheme as two groups - the under 12's who were called "Sunshines" and the over 12's who were called "Rainbows". This was to allow for some changes in staffing which had occurred at Team Leader and Deputy Team Leader level. It also helped to simplify the planning of the program and ensure a smoother running on a day-to-day basis with groups on and off site. Overall, this system did work well however it did however raise a few issues which were highlighted in our staff feedback which will be acted upon moving forward.

Each week there was a trip to Nell Bank and the Big Swing and on a Friday we had a Bouncy Castle on site:



Big Swing, Eccleshill



Nell Bank and onsite bouncy castle

We had a couple of new entertainers this year who the children and staff loved such as Boom-Chikka-Boom and Total Dance; plus, some of our familiar favourites including Pete White-Suitcase Circus Skills, Billy Biscuit and the Nick Toczek.

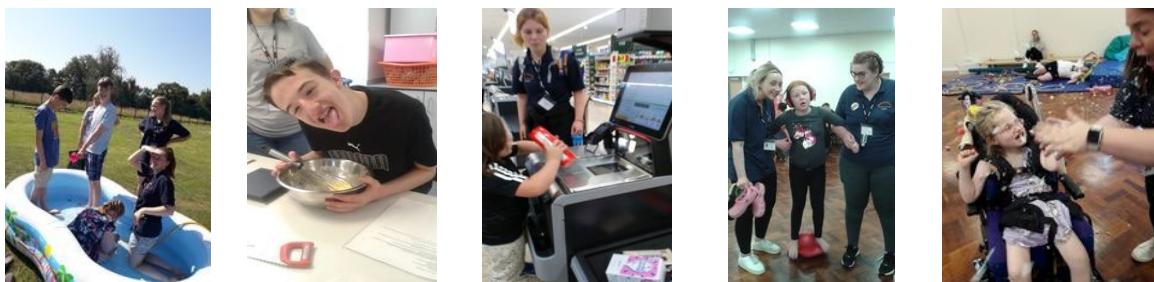


Boom Chikka Boom - Messy Rave; Billy Biscuit & Nick Toczek



Trips included S&B sensory which was a new venue for play scheme but somewhere we would love to go again, along with Lotherton Hall and Hesketh Farm:

The venue also worked really well for us making use of the indoor and outdoor space - feedback from staff (see separate section) was overwhelmingly positive. The air-conditioned hall was a fantastic space and very much welcomed given the soaring temperatures we faced throughout play scheme. Access to numerous rooms also meant the CAYP could spread out and various activities could run simultaneously such as baking/ cooking and arts and crafts along with messy sensory play and outdoor water play to cool down! The location also meant easy access to local parks and shops for extra excursions out and about!



Project Manager Final Words

It has been another successful, stressful, enjoyable and memorable year (sometimes for the wrong reasons) but we always rise to the challenge and by putting strategies and contingency plans into place so we can make it possible for each and every child to have a brilliant time whilst with ASAS.

We seem to have had quite a few children leave us this year due to turning 18 and moving into adult services (whatever they are?), it's sad to see them go and we have very fond memories of our time spent with them and we wish them luck for their future.

I am so proud of what we have achieved this year and look forward to providing more opportunities for many years to come for children and young people with disabilities and their families.

Jo Galasso, Project Manager.



Some of our wonderful volunteers

Leader and Volunteer Feedback

- Training

Online / virtual training working well and was accessible.. positive feedback regarding medical needs training (useful / interesting insightful) Suggestion made for specific meds training to be given to all (or more) leaders / team leaders so gives more flexibility and support for those administering medication.

Suggestion made for first aid training for all staff and general meds training in more common health needs e.g., asthma, and allergies for all staff.

Positive feedback regarding full staff meeting – “nice to meet new staff and volunteers”

- Venue

Very positive feedback regarding the venue – particularly the large outdoor space.

Venue felt safe and secure.

Suggestion that the Rainbows group, whose base was the main hall, would be better with a classroom as a base so the children can have a quieter space if they don't like the entertainment also a place to put bags and coats would be beneficial.

Venue is close to local parks / train stations.

Suggestion for a designated sensory area.

Main criticisms for the venue centred around the changing facilities. The changing suite appeared dirty on arrival, a poor layout and design made it difficult to manoeuvre a wheelchair and a hoist. Staff obviously made the best of this situation.

- Overall positives

“Giving children new opportunities”

“Meeting new staff and children”

“Return of familiar faces and lots of regular ones!”

“Trips out”

“Great program of entertainment”

“Boom Chikka Boom!”

“opportunities to work with different age groups”

“S&B sensory”

All volunteers who gave feedback stated that play scheme helped them to develop their skills such as resilience and initiative, it has also helped them to decide on future areas for study / employment; “working with different children with varying needs has helped to develop my skills” (volunteer)

- Suggestions for improvements going forward (based on responses)

- ✚ Review of systems for recording incidents and injuries - systems for following up with staff

- ✚ Pictures of children for identification attached to form. Picture wall on display for staff on play scheme

- ✚ More sensory based activities for younger children and those with physical needs

- ✚ Review the organisation and systems for trips out (staffing / phones / walkie talkies / itineraries)

- ✚ Review trip organisation - enhanced forward planning of those involved (however parental feedback has indicated that parents are happy children are given choices whether to go on an outing, so we have to expect some last-minute changes). itinerary and schedules to be produced for all trips

- ✚ Areas to improved regarding communication on trips amongst staff – Suggestion more phones needed for trip and some of the scheme phones have been difficult to use especially when you need to call someone quickly. Walkie talkies potentially and option

- ✚ Develop meds training to incorporate more staff resulting in shared responsibility

- Teamwork and Support

On the whole extremely positive feedback. All staff worked well together, were not afraid to ask for help and supported each other.

Staff felt supported by management.

Suggestion moving forward to follow up with staff / de brief following an incident especially when the staff member has been hurt or is upset.

More praise and feedback for good work could be given by Team Leaders and Management.

Parent feedback

Extremely positive feedback from parents (17 responses)

- **Impact of playscheme on family**

All parents commented that their child seemed happy and excited to be attending playscheme and two parents reported that their child slept better whilst on scheme.

Parents unanimously stated that playscheme allowed them to spend time with other family members, siblings and friends; to engage in activities which would otherwise be difficult if their child / children were not at ASAS

"I had time to spend with A's siblings on their own"

"My daughter and I had a girlie day at home"

"I was able to spend time with my new-born baby"

"I had time to relax and get things done which are usually difficult with R around"

"My husband and I got to enjoy a child free lunch!"

- **Impact on child**

Overall, the play scheme had a very positive impact on the children one parent commented "she came back buzzing every day and much more confident" Whilst another commented on her child engaging in activities she would never usually get the chance to.

Other parents also commented on benefits to:

- Confidence

- Social skills

- Improved sleep

- Independence (time away from home)

- **Activities / program**

Most parents commented that their child was happy with everything. One parent stated that it was good that their child was given the freedom to choose if they wanted to take part in an activity and not forced to do something they didn't enjoy.

Other activities which were highlighted as being particularly enjoyed by the children were:

- Boom Chikka Boom

- Leeds Dinosaur Trail

- Big Swing

- Trips to parks and playgrounds

- **General feedback:**

✚ "As always everything runs like clockwork, from the information we receive beforehand, reception on arrival and the varied activities on offer and post day feedback. Safeguarding procedures are clearly visible and I have total confidence in N's safety whilst on an activity day or play scheme. Everyone is always so friendly, and I love seeing the photos of the children enjoying themselves"

✚ "Really appreciate the service, the caring staff and the updates at the end of each day via email along with the photos. Keep doing what you do!"

✚ "The playscheme you run is outstanding and so needed not only does it give our kids chance to socialise on their own and develop new skills, but it also gives their siblings and parents a break which is so needed at times".

✚ "It is great that they get individual attention, O loves having undivided attention so he can talk about dinosaurs, his favourite thing"

✚ "I actually think it was really nice this year that O worked with a range of staff and got to know and work with different people. BRILLIANT feedback every day from the leaders"

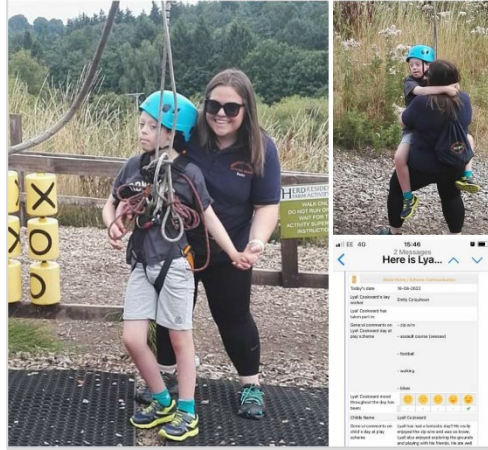
- **Suggested areas for improvement**

Transport - more availability, one parents asked if there was the option to pay for transport as getting their child in and out every day was difficult.

When your stressing all weekend because she has been on her first ever residential. Then she comes home like this! Panic over! Happy as Larry! Thank you so much [Aireborough Supported Activities Scheme](#) 🥰



Fantastic day for Lyall at an activity day with ASAS. Love this organisation so much but sad there isn't more such high quality provision for kids like Lyall. Thanks ASAS. I have a boy who is so proud of himself ❤️



Get a group photo I said, this is what we ended up with, sack the photographer!!



Charity No. 1167044