



Reg. Charity No 284353  
Caring in the Community since 1977

# A guide to our very special children and play scheme....

## Who we are:

Chanctonbury Community Play Scheme (CCPS) is a charity that was set up in the summer of 1977. Our aim is to provide respite care for families of and children with special needs. We operate each year for four weeks in the summer holidays. We care for approximately 75 children each week and are open from 10am – 4pm on weekdays.

## Where we are based:

CCPS is based at 2 schools. These are currently Rydon School, Rock Road, Storrington (weeks 1 and 2) and Oak Grove College, The Boulevard, Worthing (weeks 3 and 4). For more detailed location information see the maps on the back page.

## What happens each day?

Most of the children and some helpers arrive by mini bus at 10pm. Days at CCPS broadly follow the following schedule:

- 10.00am** – arrival, register in, see your team leader, put away your bags  
meet your child, put their bag on their peg – play!
- 10.30am** - trip leaves/organised morning activity starts and swimming sessions start.
- 10.45am** - drinks and biscuits brought round.
- 12.15pm** - Lunch time
- 1.00pm** - afternoon trip leaves and swimming sessions restart
- 1.45pm** - afternoon entertainer/organised activities start
- 3.45pm** - collect bags/any medication and get ready to go home
- 4.00pm** - home time via minibus or parents.



# A bit more about some of the young people who attend...

All of the children who attend our play scheme have personalities just like you or me. They occasionally need a bit more help to join in the activities/games that we take for granted. Below is a brief summary of some of the more common types of special needs the children may have. Remember that all the children/young people are individuals!

**DOWN'S SYNDROME** - Down's syndrome is a genetic condition caused by the presence of an extra chromosome in the baby's cells. All people with Down's syndrome share some certain physical characteristics, though not every child with the condition has every characteristic. Children with Down's syndrome do learn to walk and talk and some can read and write. It just takes them longer to do these things. Find out more at: <http://www.downs-syndrome.org.uk/>

**AUTISM** - Autism is a lifelong developmental disability. It is part of the autistic spectrum and is sometimes referred to as an autism spectrum disorder (ASD). The word 'spectrum' is used because, while all people with autism share main areas of difficulty, their condition will affect them in very different ways. Some are able to live relatively 'everyday' lives; others will require a lifetime of specialist support. Common difficulties that all young people with autism share are:

- Difficulty in making friends/developing relationships with people
  - difficulty understanding what other people think and feel
  - difficulty with playing with other young people
  - difficulty understanding changes in their routine
- More info at: <http://www.nas.org.uk/>

**CEREBRAL PALSY** - Cerebral palsy (CP) is not a disease or an illness. It is the description of something that happened to the brain when the child was in the womb, born or shortly after birth. It is a physical disability that affects movement. The movement problems vary from barely noticeable to extremely severe this is because CP affects how the person controls their muscles; sometimes it also affects their speech. Find out more at: <http://www.scope.org.uk/>

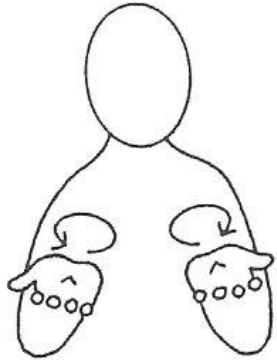
**GLOBAL DELAY** - Global Developmental Delay is a description of a disability a child may have where they are slow to reach the milestones that are expected of children as they grow up. The word global means they are slow to reach **all** milestones e.g. walking, talking. Find out more at: <http://www.bibic.org.uk/newsite/about/conditions/gdd.htm>

**REMEMBER** - These are only a few of the special needs that the children and young people who attend play scheme may have. All the children/young people that attend are individuals and should be treated as such. If you have any further questions please just ask one of you team leaders or coordinator. People with the above difficulties can have problems understanding what you say to them. Some may only understand commonly used words, others will understand more. You should try to be clear with what you say to them and show them objects to help them understand.

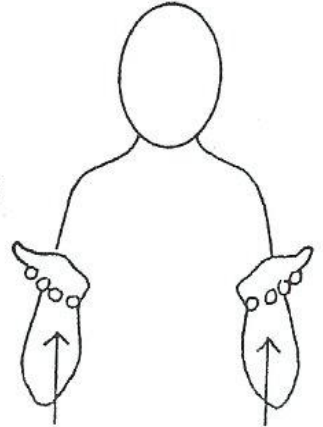
# Makaton

Makaton is a way of helping young people and adults with communication difficulties to communicate with us and understand what we are saying. Below are some basic signs that you may find useful when communicating with some of the children who attend CCPS. You might find that if you start using signs people will use them back to you.

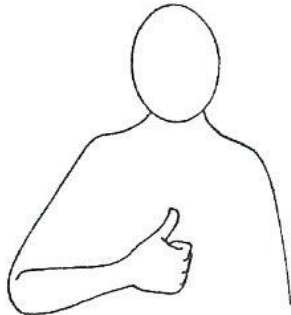
WHERE?



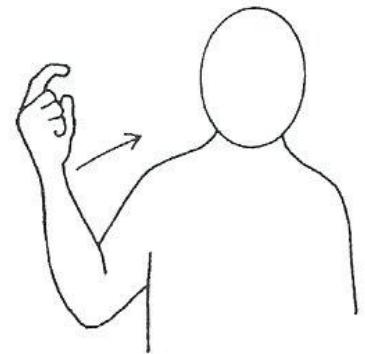
TO GET UP/  
TO STAND UP



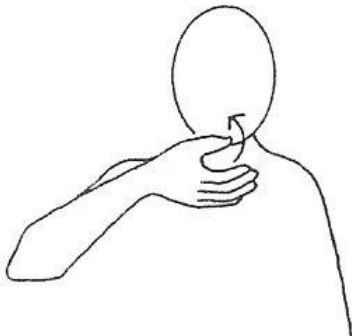
GOOD



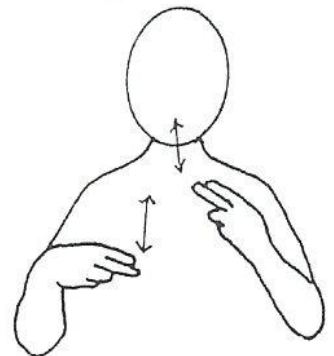
TO COME



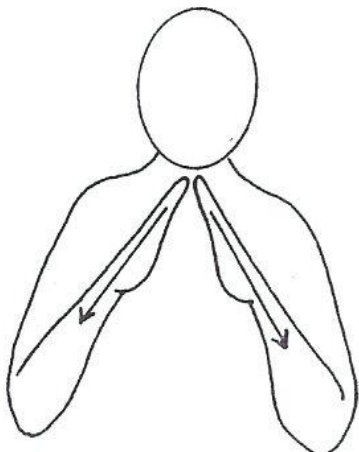
DRINK



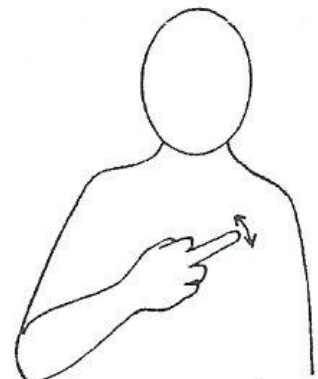
DINNER (1)



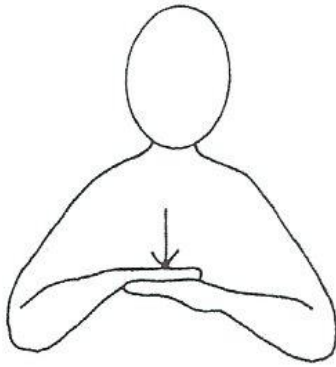
HOUSE



TOILET



TO SIT



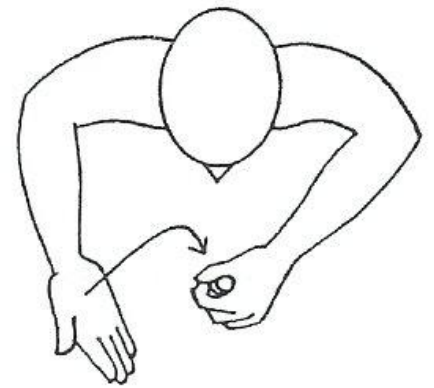
BISCUIT



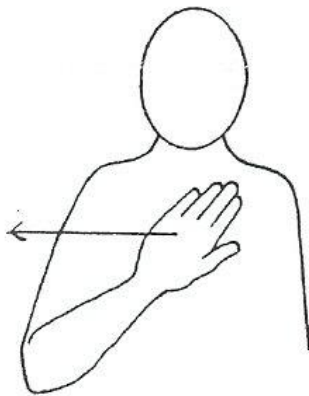
TO LOOK



MORE



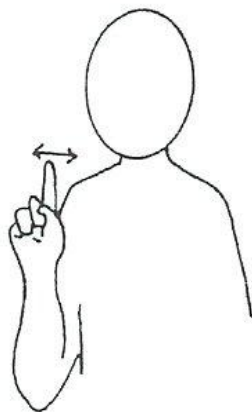
NO



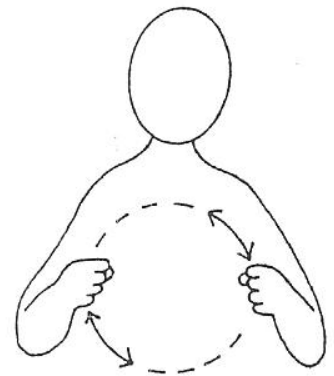
BAD/NAUGHTY



WHAT?



BUS



# Useful Information

## THE CHILDREN/YOUNG PEOPLE

### **Children who can't talk**



Some children can't speak. This does not mean they can't communicate; they may use signs, look at things they want to do or use facial expressions. Find out if they know any signs e.g. drink, toilet and use these as well as saying the word. If you would like to know about signs please ask your Team leader to show you some.

### **Children with very complex needs**

Some children cannot walk, talk and need help with most things. They should still be able to join in almost all of the activities, even if it means finger painting with them, pouring sand over their fingers or dipping their toes in the pool. All of these sensations are very important. It is also good to talk to them as they can understand some words and enjoy being talked to and interacted with.

### **Behaviour**

Like any other children, children with special needs do have temper tantrums. They can be naughty so **do not** give into them. Be firm. If you spoil them at play scheme it makes it very difficult for parents/carers when they go home. If a child tends to hit out ask your team leader for support. If you are struggling to work with a child because of his/her behaviour, please speak with a Team leader. Try not to give in!

### **Using the toilet**



Most of the children who attend can use the toilet on their own; although they may need to be reminded to do so. Your team leader will advise you if this is not the case and if so please ask a team leader or coordinator to supervise the child using the toilet, or in the case of nappies/pads please visit the nurse's room.

### **Medication**



Some of the children require medication during the day. **This is only to be administered by the Nurse.** Please go with your child to the nurse's room at the correct time (your team leader will advise you of this)

### **Epilepsy**



A number of the children who attend CCPS suffer from epilepsy. This means that they can occasionally suffer from seizures/fits. Your team leader will tell you whether the child you are working with suffers in this way and what to look out for. If you are at all worried and think a child may be having a seizure please follow the following instructions:

- 1) Call for help/send someone to get a team leader/coordinator.
- 2) Support the child's head with your hand(s) to make sure they do not bang this on anything. Do not try and restrain their movement.
- 3) Loosen any clothing they may have around their neck.

Please try not to be worried by this; fits are rare and a team leader/coordinator will be with you very quickly to take control of the situation.

## **Moving children**



Some children require assistance to get in and out of their wheelchairs. As a helper please do not (unless specifically asked by a team leader) move your child into/out of their chair. If the child wants to get in/out please just ask a team leader for assistance.

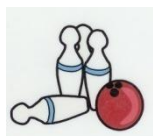
## **DURING THE DAY**

### ***Leaving the premises***



The children are not allowed to leave the premises unless on an organised trip. If you need to leave at any time please be sure to tell your team leader, who will then secure the premises behind you. **NEVER TAKE A CHILD OFF THE PREMISES.**

### ***Trips***



We run a range of trips which range in size from just a few children attending to the whole of CCPS attending. It is our intention that all the children get to go on a range of the trips and we expect helpers to attend as well. The trips are good fun as they give you a chance for you to have fun with the child you are working with in a different environment. Please remember that when we are on trips we need to be extra careful and stay close to your child at all times.

### ***Lunchtime***



Lunchtime is a social event at CCPS. We all eat lunch together (outside weather permitting!) Some children may need assistance with unwrapping their food/opening drinks. If the child/young person you are with needs more help to eat or drink, your team leader will show you what to do or help the child for you. Please encourage your child to sit still and eat slowly; team leaders are always available to support you if necessary.

### ***Swimming***



Swimming is one of the activities that take place every day at CCPS. We have our own pools to use and supervisors. Please get involved with the swimming if you can; it is good fun! If you can't swim for any reason please speak to your team leader who will arrange for another helper to go in the pool with your child.

### **Communication books**



Some of the children have books in their bag to inform their parents/carers what they have done during the day. Your team leader will fill this in but please spend a minute with them explaining what the child has done/enjoyed during the day.

## Transport



We do have a number of spaces available on our minibuses to and from Play Scheme each day. If you require transport please contact Keith on 01903 741246 ASAP and we will do what we can to arrange it.

## Safety for all at CCPS

We are committed to making CCPS as safe as possible for all the children and volunteers involved. As such we ask everyone to be aware of the following:

- 1) **Car Parks/Roads** – please be aware some of the children have no sense of danger. Please be very careful in the car park at all times to ensure you and others are safe. Likewise, please look out for any children attempting to leave the venue!
- 2) **Trips** - trips out, although good fun, carry increased risk. Please make sure that you stay close to the trip leader, follow all instructions and stay close to the child you are looking after.
- 3) **CRB checks** – please be aware that if you are 16 years of age or older we will ask you to undertake a Criminal Records Bureau check. This is relatively simple to do and designed to help protect all those young people who come to play scheme (both children and helpers). We appreciate your co-operation in this. Please contact Keith Immediately if you need to get checked (email [organisor@ccps-sussex.org.uk](mailto:organisor@ccps-sussex.org.uk))
- 4) **Fire safety** – We hold a fire practice at least once at each CCPS venue. Please make sure you are aware of the relevant muster location and exit points from buildings. If in doubt – ask!

**As a final point please read the information displayed around the building with the CCPS logo on it. This is put up for everyone's benefit.**

## Get involved

As a charity we operate throughout the year doing various fund raising events. We are always looking for new ways to raise money (it costs about £36,000 for us to run every year!). If you are interested in getting involved in one of these please make sure we have your contact details (name, address, email) and we will keep in touch with you during the year. This will include sending you our newsletters which contain details of forthcoming events.

We also have opportunities each summer for our more experienced and capable helpers to take on more responsibility. These include

- Bus escorts (minimum of 16 years of age with suitable experience)
- Assistant team leader roles (minimum of 17 years of age with suitable experience)
- Team leader roles (18+ years of age with suitable experience)

We review these positions on a yearly basis. If you would be interested speak to Chris or Keith during Play Scheme.

## Additional Information

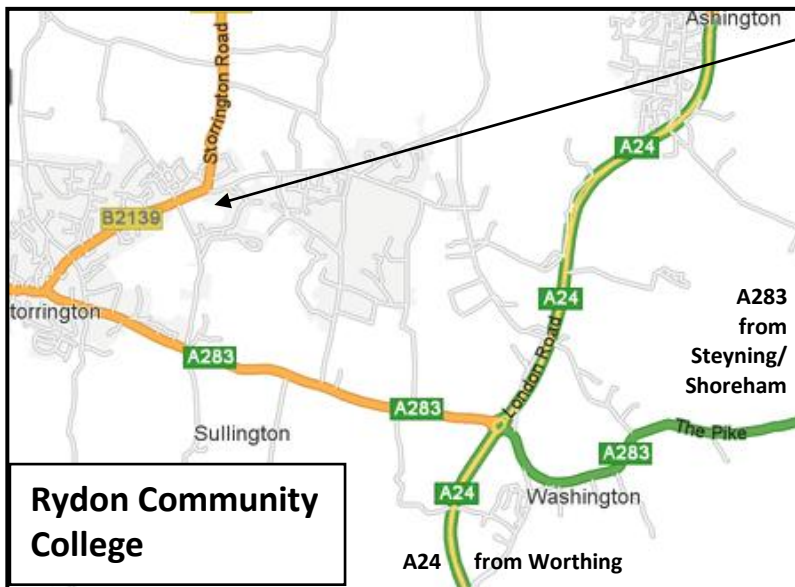
### How to contact us....

Telephone: 01903 741246 (answer phone service)

Web: [www.ccps-sussex.org.uk](http://www.ccps-sussex.org.uk)

Email: [organisor@ccps-sussex.org.uk](mailto:organisor@ccps-sussex.org.uk)

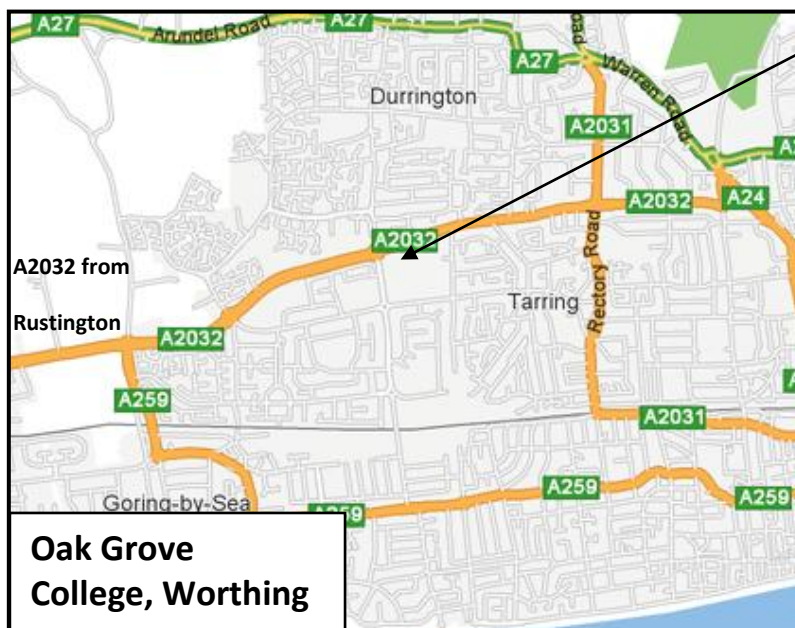
### Our Venues



**Rydon Community College**, Rock Road, Storrington RH203AA

#### Directions from the A24

- At Washington roundabout turn west onto the A283 (signposted Storrington).
- After approximately 1 ½ miles turn right down Water Lane.
- When you reach a mini roundabout turn right onto Rock Road.
- At the next mini round about turn right and travel up Rock Road for approximately 80m.
- Turn right, pass through metal gates into the playground.



**Oak Grove College**, The Boulevard, Worthing BN13 1JX

#### Directions

Oak Grove College is located on the A2032 on the Durrington Campus of schools. It is well signposted from all directions.