

PW31 Contribute to the administration of the play environment

Introduction

Summary

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

The unit is divided into three parts. The first part gives some examples and explanations of some words we use in the unit. The second part describes the three things you have to do. These are:

PW31.1 Process financial transactions

PW31.2 Provide and collect information relevant to the play environment

PW31.3 Maintain records

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

Target Group

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

Linked Units

This unit links closely with units PW33, PW34, PW35 and PW36.

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

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What We Mean By Some of the Words Used in this unit

Financial transactions

The exchange of money for goods/services which could include, for example: purchasing equipment or services, paying salaries, collection of fees/subscriptions, insurance premiums, rent etc.

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PW31.1

Process financial transactions

The National Standard

What you must do

To meet the national standard, you must:

- 1 record the details of transactions accurately, legibly and promptly
- 2 make sure all calculations are correct
- 3 issue and obtain receipts
- 4 keep 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.

What you must cover

You must show that you meet the standard opposite.

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PW31.2

Provide and collect information relevant to the play environment

The National Standard

What you must do

To meet the national standard, you must:

- 1 respond to enquiries about **arrangements** for children and young people attending the play environment
- 2 collect the necessary information about the children, young people and their families
- 3 record this information clearly and fully
- 4 pass the information on to the responsible colleague following organisational procedures
- 5 treat enquirers politely and courteously and in a way that is appropriate to their needs

What you must cover

This element covers the following types of:

a arrangements

- 1 age ranges
- 2 opening times
- 3 costs
- 4 availability
- 5 play spaces
- 6 inclusion
- 7 food and drinks
- 8 transport

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PW31.3

Maintain records

The National Standard

What you must do

To meet the national standard, you must:

- 1 store the **records** securely but in a way which allows them to be quickly found and retrieved
- 2 restrict access to the **records** according to the agreements on confidentiality and organisational and legal requirements
- 3 promptly provide information to authorised people on request

What you must cover

This element covers the following types of:

a records

- 1 about children and their families
- 2 children's health
- 3 attendance registers
- 4 accident/incident records
- 5 participation in trips and outings
- 6 registration forms
- 7 emergency contact details
- 8 administration relating to play session

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What you must know and understand

To be competent in this unit, you must know and understand the following

- K1 how the Playwork Principles specifically relate to this unit
- K2 why it is important to process transactions according to procedures and what may happen if this is not done
- K3 how to record financial transactions according to procedures and legal requirements
- K4 why it is important to issue and retain receipts
- K5 why it is important to store money, cheques, records and receipts securely
- K6 who is the appropriate colleague to refer issues associated with finance
- K7 issues that are likely to occur with finance and financial transactions
- K8 the organisational procedures which must be followed for finance
- K9 the types of needs that enquirers may have and how to meet these
- K10 why it is important to deal with enquiries promptly and courteously
- K11 the types of enquiry which are likely to be made and how to deal with these
- K12 enquiries which may need to be passed on and to whom
- K13 the information which needs to be collected about children and their families and why
- K14 why it is important to record information clearly and fully
- K15 your responsibilities in relation to legislation covering data protection
- K16 why it is important to keep records complete, legible and up-to-date
- K17 why it is important to store records securely but in a way which enables them to be found quickly
- K18 the importance of confidentiality and the sharing of information and how this is maintained in your play environment