

Protocols for the closure of the Play Service

1. Protocol for staff

Action	By whom?	When?
Provide all staff with a memory book in order to capture the last moments of the Play Service in situ.	AS	30 th April 2013
Meet with the staff group on a regular basis to keep them informed of what is happening with the buildings	AS	Following meeting with AC on Thursday 1 st May 2013
Provide staff with a template letter for communication with schools	AS	W/b 29 th April 2013
Provide staff with a list of frequently asked questions	AS	W/b 29 th April 2013
Meet with those staff who are affected by other restructuring proposals	AS/CB	W/b 29 th April 2013
Allocated funding to play staff to support the final celebration activities	AS/EA/CL	W/b 29 th April 2013
Arrange for exit meeting with all staff individually	AS/KH	As needed

2. Protocol for clients

Action	By whom?	When?
Letters to parents/carers informing of the Play Service closure	AS	W/b 29 th April 2013
Letters to schools and referrers	AS	W/b 29 th April 2013
Arrangements for final celebration of the play service in each centre	CL/Centre play staff	On going from 29 th April 2013
Analysis of individual targeted work referrals and identification of follow up support.	AS/KH/MD	Work began as of last week. Final decision re follow up support by the end of w/b 29 th April 2013
Communication of named contact to parents following on from the evaluation of the above	CL/Centre Play Staff	W/b 6 th May 2013
Communication to identified services for the above	AS	W/b 6 th May 2013

3. Protocol for buildings

Action	By whom?	When?
Audit of internal assets	CL/Play Centre Staff	On going
Can Do Community Asset Transfer Workshops	Can Do communities	All workshops completed by the end of May 2013
Decision regarding viability of asset transfer	AC/CH	W/c 10 th June 2013
Plan for arrangements for other users of the Play Centre buildings	(IP)/CH/PS	W/c 10 th June 2013
Single point of contact re issues/concerns regarding buildings	IP/CL	Before end of May 2013
Vision for the future use of the Play Centres	Children's Services/Neighbourhoods	On going
Communication to the community regarding use of play buildings	Neighbourhoods	After June 2013
Interim Premises arrangements including identification of key holders for individual Play Centres	Neighbourhoods to manage IP to contact CL re information transfer and identification of potential key holders etc	W/c 6 th May 2013
Cleaning, maintenance, security	PS link with IP	On going until decisions are made around individual centres.
Transfer of assets to community use	Neighbourhoods lead supported by Children's Services	Transfer activities mid June to September Full transfer Sept 2013