

## **Brent Supplementary Schools' Newsletter**

**Issued monthly  
Issue No. 10**

**March 2018**

Welcome to Issue 10 of the **Brent Supplementary Schools' Newsletter**. If this is the first time you are reading it, the Brent supplementary schools' newsletter is issued monthly with some weekly updates and is solely dedicated to supporting supplementary schools in Brent with advice, information and other useful links. If you have missed any previous editions, these will now be available from the [BESTBrent](#) website.

The results are in!! Brent is celebrating after scooping the title of London Borough of Culture 2020. The prestigious award will see Brent receive £1.35million to stage an ambitious year long programme of cultural events and activities, which will put culture at the heart of the borough's future.



Brent fought off stiff competition from the 21 other London boroughs to win the title, which was awarded by the Mayor of London, Sadiq Khan.

Mayor of London, Sadiq Khan, said: "Congratulations to Brent on their visionary proposal to become London Borough of Culture in 2020. Brent's bid stood out as it had young people at its heart – exploring what culture means to them in the 21st century. For more information about London Borough of Culture 2020 and to get involved, please visit

[www.brentculture2020.co.uk](http://www.brentculture2020.co.uk)

In this issue you will find some information on pupil code of behaviour and the disrespect nobody campaign as well as events open to supplementary schools in Brent which I hope that you will be able to attend. I am once again looking forward to visiting you at your school so if you have not yet received a visit, do get in touch.

**Susan Yassin**

Education Welfare Officer for Supplementary Schools – Brent

## Recommended actions for Brent supplementary schools

### Management

- Become a member of [NRCSE](#)
- Become a [member](#) of the Young Brent Foundation
- Review and update existing policies and procedures and contact Brent Council for more support
- Attend the 3 day Good Management Course for supplementary schools
- Read and share the Brent supplementary schools newsletter for up to date information and training and event details.
- Add your supplementary school's contacts to the Brent Community Directory [Join our directory](#) or [update your entry](#)

### Staff and volunteers

- Ensure DBS certificates are up to date and contact Brent Council for more support.
- Attend free safeguarding training delivered by Brent Local safeguarding Children Board (LSCB). Relevant for all staff and volunteers. You can access the training programme via this link [Brent LSCB](#)



Sign up to training courses. The NRCSE provide a number of OCN-accredited courses for supplementary school teachers. More information is available from the [NRCSE website](#).

Faith Associates also provide teacher training for Madrassahs and supplementary schools. More information is available from the [Faith Associates Website](#).

## Parents/families

Contact the Brent Children and Families Information Service (CFIS). CFIS provides information on a wide range of services and activities for Brent children and young people from 0 - 19 years old (and up to 25 years old for young people with special educational needs).

Please email [cfis@brent.gov.uk](mailto:cfis@brent.gov.uk) or call 02089373010 if you would like to arrange an outreach session.



Become a Brent library member. Brent has six public libraries, located in Wembley, on Ealing Road, in Kingsbury, Kilburn, Harlesden, and Willesden Green. The Libraries hold free events for adults, children and young people. Details of upcoming events can be found at [www.brent.gov.uk/events](http://www.brent.gov.uk/events).



Visit a Brent children's centre. Children's centres in Brent all have timetables of fun activities, family learning, Citizen's Advice Bureau sessions and a wide range of health, special needs and parenting support which are changed regularly. The latest programme for all Brent Children centres can be viewed online or download from [here](#)

Visit the exciting community previews and events for supplementary schools at some of London's top cultural organisations such as the Museum of London and British Museum. Read this newsletter for more details.

## Safeguarding update

### Disrespect Nobody

The recently published DfE guidance 'Sexual Violence and Sexual Harassment between children in schools and colleges' says that schools should ensure that pupils understand a wide-range of issues around developing healthy relationships. One source of information schools can use are resources produced by the Home Office and the Government Equalities Office, called [Disrespect Nobody](#)

The resources cover:

- What is Sexting?
- What is Relationship abuse?
- What is Consent?
- What is Rape?
- What is Porn?

The guidance says that schools should make available helplines that pupils could access themselves. As a supplementary school you may refer to this guidance as part of your safeguarding duties. The Disrespect Nobody has a list of helplines that could be particularly useful for worries about relationships and sexual issues. Their list can be found here: <https://www.disrespectnobody.co.uk/need-help/>

More information about the 'Sexual Violence and Sexual Harassment' guidance:

<https://www.safeguardingschools.co.uk/sexual-violence-sexual-harassment-children-schools-colleges-dfe-2017/>

### What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people have the best outcomes.

**Everyone has a responsibility to keep children and young people safe!**

## Pupil Code of Behaviour

It is recommended that all supplementary schools have a Pupil Code of behaviour as part of their safeguarding and behaviour management procedures. The code of behaviour is only useful if it forms part of a process for guiding children and young people to receive appropriate support.

It is the responsibility of the supplementary school to ensure that all children and young people attending are informed of this code of behaviour and to confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach the code.

**As well as classroom code of behaviour you should have a school code which applies to all and is given to parents and pupils at the start of each year. This should include details about the sanctions which will be followed if a child or young person breaches the code of behaviour.**

### Use of child protection procedures

If staff at your supplementary school become concerned that a child's behaviour suggests either that he/she may be at risk of significant harm or that he/she may present a risk of significant harm to other children, child protection procedures should be followed and a referral should be made to the local authority children's social care department by your safeguarding lead.

Such a referral should be discussed with the child and his/her family at the earliest possible opportunity, except in situations where this would possibly endanger a child's safety or interfere with a police investigation.

To Access online support, templates and advice on the minimum requirements for safe out-of-school provisions, [subscribe](#) to the National Resource Centre for Supplementary Education (NRCSE), where you can access online resources. The Fee is £25 for access.

### EXAMPLE CONTENT:

#### ***Respecting ourselves***

We all have the right to be respected.

#### ***Respecting others***

- We are polite to each other.
- We respect each other's differences.
- We recognise that everyone has the right to be heard.
- We respect that others are here to learn.
- We look out for each other by reporting any concerns to a staff member.

#### ***Behaviour***

- We respond when we are asked to do something.
- We know how to behave and what to do in the event of a fire drill.
- We hold doors open for other people.
- We will not run in the corridors.
- We tidy up after ourselves, using the bins provided.
- We do not use bad language at any time.
- We will turn our mobile phones off or put them 'on silent' during lessons.
- We will attend classes on time and with the right equipment.
- We will let the school know if we are going to be absent.

#### ***We will not accept any of the following:***

- damage to property
- persistent refusal to accept school rules/discipline
- verbal abuse to staff/pupils
- physical aggression towards staff/pupils
- bullying (pick on or make fun of each other, stare at others, yell or shout at others, use equipment to be abusive or to cyberbully – for example to using mobile phone to send nasty messages, taking and sharing photos without permission, sending nasty emails)
- sexual misconduct
- substance abuse
- theft.

## Safeguarding Resources

There is a wide range of safeguarding resources available for Parents, Carers & the Community. Below are some sites that you may find useful:

### NSPCC

Child abuse is preventable - not inevitable. And it's up to each of us to do everything possible to keep childhood safe from abuse, so children can grow up healthy and thrive. That's why we're here and drives what we do. So as long as there's abuse – we will fight for every childhood. Join us. To visit the NSPCC website click on this picture below:



### TALK PANTS

Teach your child the Underwear Rule and help protect them from abuse. It's a simple way that parents can help keep children safe from sexual abuse – without using scary words or even mentioning sex.

The simple guides for parents and for children will help you talk PANTS with your child. There is also guides for children and parents with learning disabilities, with autism and in different languages. For more information click on this picture below:



## **SAFE NETWORK**

The community and voluntary sector, which includes charities, community and voluntary groups, supplementary schools and social enterprise organisations provide a wide range of services and activities for children, young people and their families, guardians and carers.

The Safe Network provides safeguarding advice, information, training and resources related to community activities. To visit the Safe Network website click on this picture below:



## **PARENT PORT**

Parent Port is run by the UK's media regulators who set and enforce standards across the media to protect children from inappropriate material.

If you have seen or heard something unsuitable for children either a programme on TV or online, a film, an advert, a video game or something in a magazine, you can find out about the standards expected from the media, make a complaint and share your views.

To visit the Parent Port website click on this picture below:



**PARENTS PROTECT**

Parents Protect offer information and resources that aim to raise awareness about child sexual abuse. They answer questions and give adults the information, advice, support and facts, they need to help protect children.

To visit the Parents Protect website click on this picture below:

**BRENT CRIME & COMMUNITY SAFETY**

Brent Council offers information and resources on crime and community safety in Brent.

To visit the Brent Crime & Community Safety section of Brent Council's website click on this picture below:





## NSPCC Safeguarding e-learning

The NSPCC offers a range of popular, CPD-certified e-learning courses for school staff covering a number of essential safeguarding topics - including safer recruitment and keeping children safe online.

# NSPCC

The online courses are highly interactive and include activities, quizzes and videos that really help to embed learning.

Every course has been developed from the expertise of the NSPCC and in consultation with colleagues from across sectors and agencies.

Once you've successfully completed a training course you can download a personalised NSPCC certificate of achievement.

There are a number of benefits of choosing NSPCC e-learning for your supplementary school: the courses can be accessed anywhere at anytime and participants can complete training at their own pace.

Courses start at £20 per licence. All income generated from the sale of our courses goes to support our charitable aims to protect children from abuse and neglect.

Find our more the NSPCC website: [www.nspcc.org.uk/training](http://www.nspcc.org.uk/training)



## Dates for your diary – March 2018

**Free Events** – see details below.

**Thursday 15<sup>th</sup> March** - CVS Brent  
Fundrers' Fair

**Saturday 17<sup>th</sup> March** – Supplementary  
schools event - British Museum

**Saturday 17<sup>th</sup> March** – Our Future City Museum take over! - Museum  
Of London

**Tuesday 20<sup>th</sup> March** - Brent Community RoundTable – Questions on  
Prevent

**Wednesday 21<sup>st</sup> March** – HA9 Brent Supplementary Schools Seminar

**Friday 23<sup>rd</sup> March** – Roundwood's Got Talent



## CVS Brent Funders' Fair

**Date:** Thursday, 15<sup>th</sup> March 2018

**Venue:** Chalkhill Community Centre, 113 Chalkhill Rd, Wembley  
HA9 9FX



**Nearest Tube Stations:** Wembley Park (Metropolitan/Jubilee Lines) 5 mins walk

**Nearest Bus stops:** Asda – 182,206,245,297, 83 and Wembley Park Station – 182, 206, 245, 297, 83 and 223

CVS Brent has organised a Funders Fair on the 15<sup>th</sup> March 2018, a much-awaited Event that will enable local organisations to get to know the Funders and gain information about the priorities.

It is an excellent opportunity for supplementary schools and local voluntary and community sector organisations to engage with a range of funders to gain information and guidance on how to bid successfully.

There will be presentations delivered by some Funders and Information Stalls and organisations will have the opportunity to have face to face discussions with funders and funding advisers and get questions answered.

This Funders Fair is free to attend for Brent organisations so reserve your place and book now through Eventbrite link on <https://www.eventbrite.co.uk/e/funders-fair-tickets-42870635224?ref=ecal>

Funders that have confirmed include:

Big Lottery

The London Community Foundation

Heritage Lottery Fund

John Lyon's Charity

Trust for London

Global Giving will be doing a presentation on Crowd Funding!

Come and find out more about Brent Advice Fund and the CIL Funding

More funders waiting to be confirmed! [www.cvsbrent.org.uk](http://www.cvsbrent.org.uk)

## The British Museum

**17<sup>th</sup> March 2018**

As part of British Science Week, we will be organising an exciting day for supplementary schools to explore Science, Maths and history through objects in the museum's collection. The special event *Zoom-in* will also be taking place in the museum, where you will be able to explore how science unlocks objects' secrets, see the latest technology in action and handle raw materials.

If you have any questions, please contact [aross@britishmuseum.org](mailto:aross@britishmuseum.org)  
020 7323 8972

Alice Ross



Photograph of the teeth of a sea urchin taken with a 3D microscope, which you can see at the museum as part of Zoom-in

## Museum of London

**17<sup>th</sup> March 2018**

Please join us for our Future City event which is a young person's takeover of the Museum of London on Saturday 17 March from 5-8pm.

You can find more information on the link below:

<https://www.museumoflondon.org.uk/museum-london/event-detail?id=151012>

This event is aimed at 14-25 year olds but slightly younger people can come too if they would be interested.

Emma Taylor - Supplementary Schools Programme Manager



**MUSEUM OF LONDON**

**Our Future City**  
Saturday 17 March, 5-8pm

**FREE**

Join young Londoners for a takeover of the museum for one night only.

Explore creative activities around the museum from live music and spoken word performances to art making and interactive workshops, all for ages 14-25.

[museumoflondon.org.uk/ourfuturecity](http://museumoflondon.org.uk/ourfuturecity)  
#OurFutureCity #BarbicanOpenFest

Museum of London  
150 London Wall  
London EC2Y 5HN

ARTS COUNCIL ENGLAND  
Supported using public funding by  
**ARTS COUNCIL ENGLAND**

CULTURE mile  
www.CultureMile.London

Part of Barbican OpenFest, a Culture Mile event in collaboration with The City of London Corporation, Guildhall School of Music & Drama, London Symphony Orchestra and the Museum of London.

## BRENT COMMUNITY ROUNDTABLE QUESTIONS ON PREVENT

- > What is the Prevent Strategy and how does it affect **our** community?
  - > Who is at risk?
- > Is the Prevent Strategy outdated and what is the future of Prevent?
- > Open mic questions to Home Office officials

Pakistan Community Centre  
Marley Walk, Willesden Green NW2 4PU  
TUESDAY 20 MARCH 2018, 5-9PM

Event registration is by invitation only. Register at [Prevent@brent.gov.uk](mailto:Prevent@brent.gov.uk) stating the number of attendees you would like to bring along. There is no limit on attendees however places are granted on a first come first serve basis.

Dinner and refreshments will be provided.

## **HA9 Brent Supplementary Schools Seminar**



HA9 invites you to the Brent Supplementary Schools Seminar on Wednesday 21<sup>st</sup> March 2018. Join us for interactive discussions with members of Brent Council and for a safeguarding exercise. The exercise will be based around a scenario of a safeguarding incident occurring at a supplementary school.

### **Benefits:**

- Having access to a range of safeguarding resources.
- A greater awareness of what to do when you have a safeguarding concern.
- Partner agencies that can provide you with help and guidance.

The event below is designed for: **management, teachers and volunteers of supplementary schools.**

The Roundwood Club  
49 Longstone Avenue  
Willesden  
NW10 3UN

**Wednesday 21<sup>st</sup> March 2018**

Registration: 6.30pm

Start: 7pm

Finish: 8.30pm

We would appreciate it if you can let us know the names and number of people attending from your organisation as soon as possible by emailing [info@ha9consultancy.co.uk](mailto:info@ha9consultancy.co.uk).

We would appreciate an early response to secure your places.



**ROUNDWOOD'S  
GOT TALENT**

**FRIDAY 23 MARCH  
2018**

**DANCE/SINGERS/TAEKWANDO/POETRY/RAPPERS/  
STEEL BAND/ URBAN ART/ ART WORK DISPLAY**

**YOUTH CLUB DISPLAY**

DOORS OPEN  
AT 5.30PM  
6PM-10PM

FREE  
ENTRY

FREE FOOD  
AND DRINKS  
WILL BE  
AVAILABLE

Roundwood Youth Centre, 53 Longstone Avenue, Willesden, London, NW10 3UN  
Email: [Jennifer.paris-buckley@brent.gov.uk](mailto:Jennifer.paris-buckley@brent.gov.uk) . Contact- 02089376681

 **Brent**

Roundwood Youth Centre

53 Longstone Avenue, Willesden

London NW10 3UN

Email: [Jennifer.Paris-Buckley@brent.gov.uk](mailto:Jennifer.Paris-Buckley@brent.gov.uk)

Contact 0208 937 6681



## Brent Advice Fund

**What is it?** The Brent Advice Fund (BAF) has been set up to develop capacity and support the delivery of advice services in Brent, to be delivered by local voluntary and community organisations.

The aim of the BAF grants is to:

- Increase access to access the provision of advice services in Brent
- Increase the provision of advice services in Brent
- To improve the quality of advice services provided by the organisations.

CVS Brent administers the BAF grants programme.

**Rolling Programme** – means you can apply anytime.

**What Can I apply for?** BAF has two strands: **Advice Grants** and **Capacity Grants**.

**Capacity Grants will fund Projects that:**

- Will benefit the diverse communities of Brent (people who live, work or study in the borough) through the provision of advice in the local communities.
- Will help with applying for quality standards, buying equipment (laptops or computers), insurance, publicity material, training for your organisation etc.

**Grants of up to £3,000 are available to help organisations that support Brent residents through advice and support.**

**Advice Grants are available to voluntary and community organisations for projects that:**

Will benefit the diverse communities of Brent (people who live, work or study in the borough) in least one of the four advice areas:

1. Money & Debt Advice
2. Welfare Benefits Advice
3. Private Renting Advice
4. Older People & Disability Advice\*

We will fund projects that provide form filling, peer support, advocacy support and information and advice on accessing health and social care support.



The list is not exhaustive, so if you have a good proposal but are not sure, contact us to discuss it!

We ask you to have:

- Staff, sessional advisors ready to deliver the service
- Reasonable project overhead costs
- No more than 20% spent on capital equipment costs
- Commit to using the BAF client management tool provided by CVS Brent for monitoring purposes.

**Grants of up to £20,000 are available to advice accredited voluntary and community organisations, to help them to increase their capacity to assist more people in Brent.**

### Who we Fund? You must:

- be a member of (or eligible to join) the Brent Community Advice Network
- have at least three **unrelated** trustees / directors who live at **independent addresses**
- be committed to be trained on our client management tool as a condition of receiving a grant (this is compulsory)
- have a bank account in the Organisation's name, with at least two unrelated trustees / directors as signatories
- have or will secure, public liability insurance and professional indemnity (minimum £5m and £1m cover respectively)
- be committed to data collection for the Brent Community Advice Network, including using the current client relationship management tool.

### How to Apply and Guidance?

Applications to the fund can be made at any time by visiting the following link:

<http://brentadvicefund.grantsupporter.com/>

Go to [Brent Advice Fund Guidance](#) to view our Guidance Notes with questions and help notes.

If you have any queries on the Brent Advice Fund, you can contact [brentadvicefund@cvsbrent.org.uk](mailto:brentadvicefund@cvsbrent.org.uk)

**Funded by Brent Council**

## Are you ready to achieve the Quality Mark?

Supplementary schools can go on to obtain nationally recognised quality assurance, the [NRCSE Quality Mark](#). Obtaining a Quality Mark requires evidence of safe and effective practice in line with Section 11 of the Children Act and at least one visit of the school in action by a registered quality assurance mentor or appropriate person. The Brent mentor will provide a witness statement detailing practice in governance, management, teaching and partnership. The Brent mentor will also provide a detailed recommendation of how the school can develop their practice and build partnerships to further the academic achievement and well-being of their pupils.



The Quality Mark shows funders, parents and mainstream schools that supplementary schools are contributing to pupil achievement and strengthening local communities.

If you are interested in achieving the Quality Mark or to find out more, email me on [susan.yassin@brent.gov.uk](mailto:susan.yassin@brent.gov.uk)

## Prince's Trust

Is your supplementary school working with young people who are experiencing?

- Difficulties with understanding school work and underachievement in class
- A lack of confidence and self-esteem
- A record of truancy and absenteeism
- Alienation, isolation or bullying
- Distracting, disruptive and aggressive behaviour
- A serious risk of exclusion

If you are, you may be interested in becoming an Achieve programme delivery partner. The Achieve programme is a flexible, FREE programme which responds to the needs of young people. The Achieve programme supports 11 to 19 year olds to develop the skills and confidence needed to engage and succeed in education, through relevant, engaging and informal learning. With support for young people to improve their attainment, attendance, personal and social skills and engagement with education.

To find out more get in touch with your local Achieve Programme contact:

Alex Monks: [alex.monks@princes-trust.org.uk](mailto:alex.monks@princes-trust.org.uk)

The Prince's Trust also offer a range of programmes that support young people aged 11-30 to develop their futures. Across the range of programmes young people can:

- gain support with finding employment
- learn more about different industries,
- build confidence and personal development skills
- receive assistance with setting up their own businesses

For more information on all programmes, please visit website below:

[Prince's Trust](https://www.princes-trust.org.uk)



**YOUTH  
CAN  
DO IT**



## Events in Brent libraries

### Library Events

We have lots of events on in our libraries including: free careers advice sessions, history talks, craft, author events and much more!

[View events and workshops in our libraries](#)



### Children's events

We have lots going on to make the libraries extra fun for children! Children's events include: art workshops, story reading, computer coding classes, dramatic performance and more.

[View the children's events](#)



### Events brochure

[Download our current events brochure](#)



## Brent Community Directory

The Brent directory includes contact details for over 880 community and voluntary groups in Brent and it's where you can list and update your supplementary school's contacts.

It is free to register your supplementary school if it is either based in or serves the residents of Brent. View our full [terms and conditions](#) for joining our directory.

[Join our directory](#)

[Update your entry](#)



## My Contacts

Susan Yassin

Education Welfare Officer – Supplementary Schools

Education Welfare Service / Early Help Service

Brent Council

Direct: +44 (0) 20 8937 1452


Mobile: 07721389076

Email: [susan.yassin@brent.gov.uk](mailto:susan.yassin@brent.gov.uk)

Website: [www.brent.gov.uk](http://www.brent.gov.uk)

My regular hours are Thursday, Friday, Saturday, 9am – 5pm.



If you think a child in Brent has been harmed or may be harmed call:  Tel: 020 8937 4300

