

Hotfoot Review



**Community Development Team
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Review of the Councils provision of Hotfoot Easter and summer play scheme 2010

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Aims of the Review

Following the Hotfoot Report in 2009 it was concluded that it would be good to do a review each year for Councillors and Cabinet regarding Hotfoot and the Community play schemes.

The main objectives of the report and review are to:

1. Clarify a clear purpose for Hotfoot play scheme linked to the priorities in the Council's Strategic Plan.
2. Consider if the schemes meet current need and represent value for money.
3. Review best practice and identify alternative funding streams.
4. Consider option for the future of the Hotfoot play scheme.

Background

Hotfoot is a longstanding and well established integrated play scheme for children aged 5-11years with an option to take older children with disabilities according to need. After the growing focus on the integration of disadvantaged groups into the scheme this year we had an increased number of children through Family Liaison Officers (FLO'S) funding from members delegated budgets, Social Services (SS), Hotfoot Plus Trust and Your Choice Funding.

The Hotfoot play scheme is run under the council's power of promoting wellbeing. It is designed to promote the personal and social development of children with a particular focus on developing active citizens within Maidstone. A wide range of children attend the scheme including those who require additional support and by integrating children with a variety of backgrounds the scheme actively promotes social cohesion within the borough.

A varied programme gives children opportunities to try new things and meet new people. The scheme is run around three key areas; arts and crafts, sports and games, and dance and drama. These are enhanced by partner agencies including Mid Kent Police, The dental Hygienist service, KIXX martial arts, KCC discovery bus, Magician, Animal Factory and Pegasus.

Easter 2010 Hotfoot ran at East Borough Primary, Bower Grove and Oak Trees Community school facilities within the borough for a total of 3 weeks.

The summer ran at East Borough Primary, St Pauls Infants, Oak Trees Community and Bower Grove School for 3 weeks each. East Borough and St Pauls started on 26th July and Oak Trees Community and Bower Grove started on 2nd August so that we covered 4 weeks of the holiday within the borough. A pilot scheme was run the week commencing 23rd August at Five Acre Wood School. This was on request of the school and was fully funded by the school's Your Choice funding and KCC Disabled Services team totalling £6257.

Table showing income against expenditure for Summer Hotfoot excluding officer time			
Year	Income	Expenditure	Cost to Council
2010	£32,706.33	£39,486	£6779.67
2009	£30,099.88	£42,212.23	£12,112.35
2008	£32,656	£49,358	£16,702
2007	£29,190	£48,390	£18,137

The Local Children’s Services Partnership (LCSP) also helped fund the cost of the venues in 2009 of £3,150 and 2010 for £3,084 which released funding for more play leaders to support vulnerable children attending the scheme.

What did Hotfoot 2010 achieve?

The scheme in 2010 was extremely successful with high uptake and high customer satisfaction. Hotfoot is always run to a high standard, and inspected regularly by Ofsted. Although this year none of our sites were inspected, due to changes within Ofsted, staff ensure all the Hotfoot sites are above minimum standards.

This year we ran four mainstream Hotfoot sites in the summer holidays, and following an approach from Five Acre Wood School we managed to secure external funding of £6257 through Your Choice and Kent Disabled Children Services to facilitate a scheme for the children who attend Five Acre Wood school but are unable to access Hotfoot due to their increased needs. This site was run differently to our mainstream Hotfoot sites as 15 children required 1:1 support and 4 children worked to a 1:2 ratio. Most of the staff came from the school as they knew the requirements of the children. The site manager is also the manager of our Bower Grove Hotfoot Site and is a member of staff a Five Acre Wood School. The site manager was in particular an asset as she is familiar with the Hotfoot approach and kept it similar to the other sites. She also knew the needs of the children and therefore tailored areas to meet the needs of the children. Experienced Hotfoot staff filled the extra positions of the site which ran with 17 staff members. Activities were kept to the 3 key areas that Hotfoot run to. The school allowed access to the sensory room which was a great addition and somewhere for the children to relax.

The feedback from parents was positive “The kids loved it, well done Hotfoot looking forward to Hotfoot 2011” and “ We would definitely send again if the play scheme was running next year, it would be excellent if it was for 2 weeks.”



Hotfoot contributes to the Council's Strategic Plan in the following way.			
Maidstone Councils Strategic Plan Themes	Hotfoot Programme	Sample Hotfoot Outcomes	National Indicators
1. A place to achieve, prosper and thrive	<p>Opportunities for young people to become junior volunteers. (see below table of hours)</p> <p>Focus on creative, cooperative activities which promote children's personal and social development in a local context.</p>	<p>These staff could have option of being paid staff at the age of 17.</p> <p>The Ofsted inspection in 2009 revealed that staff have good expertise which they use to observe and assess children's developmental needs and put in place strategies to ensure all children achieve and make good progress.</p>	<p>NI3</p> <p>NI6</p>
2. A place that is clean and green	<p>The recycling team regularly visit the scheme to explain and promote recycling.</p>	<p>A range of finished products to show learning, and to take home to promote recycling in the family.</p>	<p>NI191</p>
3. A place that has strong, healthy and safe community	<p>Healthy eating is actively promoted at Hotfoot and backed up by a visit from a health specialist.</p> <p>Police visit the children to talk about social and anti-social behaviour in the context of local communities.</p>	<p>Children develop a healthy lifestyle recipe and produce a product from it.</p> <p>A greater awareness of socially acceptable and unacceptable behaviour and how to deal with it as a child.</p>	<p>NI50</p> <p>NI55</p> <p>NI56</p> <p>NI110</p>
4. A place to live and enjoy	<p>The scheme is designed to provide a positive, stimulating and rewarding experience for children within their local community through work, volunteering and play.</p>	<p>Social cohesion with a greater understanding of people from different backgrounds living within Maidstone.</p> <p>Activities that increase understanding of other cultures within the borough are actively promoted.</p>	<p>NI54</p>
5. A place for efficient and effective public services	<p>Value for money.</p>	<p>See breakdown chart of comparable schemes from Hotfoot Report 2009.</p>	

Assessment of need and value of money

The Council have been working with Maidstone Social Services and Family Liaison Officers (FLO's) since 2008 to allocate places on Hotfoot for those who would otherwise not be able to attend the scheme. This year schools were each given a pot of funding from KCC extended schools called "Your Choice" which supports children and young people from economically disadvantaged backgrounds to access extracurricular activities. The schools took advantage of Hotfoot and booked children on to the scheme during the summer, unfortunately it does not look like this funding will be available next year.

Number of children sponsored through SS and FLO's that used the Hotfoot Play scheme in 2008, 2009 and 2010.						
Year	Easter		Summer			Total
	SS No of children. (No. of weeks offered)	FLO No of children. (No. of weeks offered)	SS No of children. (No. of weeks offered)	FLO No of children. (No. of weeks offered)	Your Choice Funded Children (No. of weeks offered)	No. children referred and taken up (No. of weeks offered)
2010	0	59 (59)	30 (61)	39 (49)	95 (143)	223 (312)
2009	0	30 (30)	48 (95)	67 (94)	Funding not available	145 (189)
2008	0	0	50 (89)	43 (56)	Funding not available	93 (145)

Number of daily places offered and taken up per year				
Year	No. of daily places offered	No. of daily places taken up (Pre-registered)	No. of daily places taken up (on the day bookings)	Total daily places taken up
06/07 Easter	500	450	50	6467
06/07 Summer	7060	5400	567	
07/08 Easter	610	545	44	6494
07/08 Summer	6520	5475	430	
08/09 Easter	680	675	0	5327
08/09 Summer	4975	4225	427	
09/10 Easter	720	540	52	4689
09/10 Summer	5235	3615	482	
10/11 Easter	774	770	16	4357
10/11 Summer	3695	3360	211	

Percentage Uptake (Revised figures)			
Year	Easter Uptake	Summer Uptake	Total Uptake
2006	100%	77.6%	86%
2007	96.6%	90.5%	91%
2008	99.3%	93.5%	94%
2009	82.2%	78.3%	80%
2010	100%	97%	98%

Uptake on the individual summer Hotfoot Sites 2010						
Scheme	Dates	Number of places offered	No. Pre-Registered	No. Daily registered	total attendance	% uptake
Hotfoot Bower Grove	2nd- 20 th August	900	875	50	925	100%
Hotfoot Oaktrees	2nd- 20 th August	810	650	65	715	88%
Hotfoot Eastborough	26th July – 13th August	1215	1160	35	1195	98%
Hotfoot St Paul's	26th July – 13th August	770	675	61	736	96%

	Uptake by week pre registered and Referral Numbers Summer schemes					
Scheme	Year	Week 1	Week 2	Week 3	Week 4	Total percentage for externally funded Vulnerable clients
Hotfoot Brunswick / Bower Grove School	2008	95/100 2 SS/FLO referrals	98/100 4 SS/FLO referrals	76/81 4 SS/FLO referrals	58/72 2 SS/FLO referrals	12/327 4%
	2009	49/54 3 SS/FLO referrals	56/63 9 SS/FLO referrals	36/63 4 SS/FLO referrals	50/63 2 SS/FLO referrals	18/191 9%
	2010	Did not run	52/54 9SS/FLO 17YC	62/63 11 SS/FLO 6YC	61/63 6SS/FLO 13 YC	62/ 175 35%
Hotfoot Shepway and Oaktrees Community School	2008	56/60 46 SS/FLO referrals	44/44 24 SS/FLO referrals	44/44 23 SS/FLO referrals	44/44 20 SS/FLO referrals	113/188 60%
	2009	45/72 15 SS/FLO referrals	40/72 28 SS/FLO referrals	36/72 24 SS/FLO referrals	32/72 8 SS/FLO referrals	75/153 49%
	2010	Did not run	45/54 32SS/FLO 0YC	47/54 32SS/FLO 4YC	38/54 19SS/FLO 0YC	87/130 67%

Hotfoot Eastborough Primary	2008	63/72 4 SS/FLO referrals	55/72 6 SS/FLO referrals	71/72 2 SS/FLO referrals	Did not run	12/190 6%
	2009	75/100 9 SS/FLO referrals	93/100 13 SS/FLO referrals	67/100 9 SS/FLO referrals	Did not run	31/235 13%
	2010	77/81 6SS/FLO 4YC	80/81 6SS/FLO 9YC	75/81 3SS/FLO 10YC	Did not run	38/232 16%
Hotfoot Sanding Primary Hotfoot St Paul's Infant School	2008	32/45 0 SS/FLO referrals	47/63 4 SS/FLO referrals	43/63 4 SS/FLO referrals	22/63 0 SS/FLO referrals	8/144 6%
	2009	57/72 1 SS/FLO referrals	48/72 5 SS/FLO referrals	39/72 1 SS/FLO referrals	Did not run	7/144 5%
	2010	44/54 2SS/FLO 29YC	53/54 2SS/FLO 24YC	39/46 2SS/FLO 26YC	Did not run	85/136 63%

Hotfoot meets the objectives of the strategic plan by using junior volunteers whilst the scheme is running. See breakdown of volunteer hours over the last 3 years. Easter schemes currently don't involve volunteers but this is a possibility in the future. In 2010 the sites reduced from four to three weeks however the amount of volunteer hours taken up was not significantly lower.

Year	Site	Hours	Number of Volunteers	Total of hours per site
2008	Bower Grove	307	7	540
	Oaktrees	26	1	
	Eastborough	207	5	
	Sandling	0	0	
2009	Bower Grove	207	5	771
	Oaktrees	0	0	
	Eastborough	411	6	
	Sandling	153	3	
2010	Bower Grove	230	5	746
	Oaktrees	26	1	
	Eastborough	360	6	
	St Paul's	130	4	

Parents'/Carers' evaluations 2010

Evaluations are handed out to all parents on site on a weekly basis. This year 55 were completed and returned to the Council.

Suitable Venue	100%
Suitable Activities	100%
Happy with how the scheme was organised	100%
Equal opportunities	98%
Overall satisfaction	84% very good 16% good 0% Adequate/poor/Very poor

All feedback from questionnaires in 2010 have been positive, a sample of responses from the parent evaluations are below:

Parent	Comment
1	Helpful as kids are familiar with school.
2	He loved the lady who brought in the creepy crawlies
3	15 minutes walk so very good
4	Following the healthy eating session my older son (who doesn't like vegetables) eats celery quite happily!
5	Staff were always openly available at the start and end of the session
6	Very helpful and organised
7	William has down syndrome and has been include with the other children
8	Great value for money. Freddie enjoyed the scheme so much he asked to come for a second week
9	Portia always enjoys hotfoot and has been attending for 4 years now.
10	My son and daughter love going to hotfoot and there is nothing negative to say about it.

Future possibilities to improve Hotfoot and the community play schemes

Recruitment

The Hotfoot coordinators are working with the Human Resources team to produce an online staff application form that should be in place for the start of recruitment in December 2010. Staff will be able to complete the application at home and email it directly to the council. All information will be uploaded onto the system. The application will then go through a flow chart (application, short listing, interview, job, offer) at each point mail merge letter will be set up which will automatically be produced dependant on the next step. This will save officer time within the Community Development and the Human resources team.

Staff that are offered an interview will produce the identification documents for the CRB form during the interview. Once the staff member has been offered a position they will receive a link to a computerised CRB form which will not allow anyone to move onto the next step without inputting the correct information and should remove the risk of human error. This will save officer time as before each staff member booked a 1:1 session to fill in all essential paperwork.

Booking system

The Hotfoot Coordinators are working with the IT team to produce an online booking form so that parents/guardians will be able to book their children onto scheme via the internet. This will aim to reduce officer time as the system will be set up so each parent will be able to put all medical and contact details which will in turn produce a registration chart. This system will also allow statistics to be produced automatically. Payments for Hotfoot get cashed each day if the majority of bookings come via the online or gateway system this will also save on officer time and reduce cash transactions, this will also be more secure.

Evaluation of schemes

The community development team will determine a better way to get feedback from parents and children as the numbers of forms returned are low. The team will investigate if from the booking system when a child has finished their time on Hotfoot that an evaluation form is automatically sent out to them at home either via email or post.

Business transformation

The Hotfoot Coordinators will be contacting business transformation to see if any of the processes can be improved or made quicker, the scheme has been running for a number of years many of the processes have not changed and could be improved. Officers will also look at the action plan to see if any process can be adjusted for 2011.

Community Play schemes

The Council has allocated funding to provide support for community play schemes.

The Council has allocated £6412 to support community play schemes in 2010. The number of play schemes awarded funding this year was 8.

The funding for community play schemes is designed to help facilitate schemes in areas which

Hotfoot would have difficulty reaching or in areas where alternative sources of funding are more readily available, but require an element of matched funding to access these funds.

This year the community development team did spot checks on the community schemes to ensure standards were at a high level. After the visit we gave each scheme feedback based on our observations. As the end of scheme grant forms have been returned the team have thoroughly looked through them and sat down with the individual parishes to ensure all figures are correct before issuing the 2nd grant instalment.

Conclusion

This has been another successful year for Hotfoot and the community play schemes. This year the cost to the council was £6779.67 compared to £12,112.35 in 2009. This was a saving of 44%. The uptake of the scheme rose to its highest ever level of 98% for the year – up from 80% last year –, suggesting that the number of weeks and spaces offered is now achieving the right balance. It is the intention of the Community Development Team to keep the structure of weeks and sites the same for 2011. Our continued work with Social Services, Family Liaison officers and Extended Schools (Your Choice funding) has meant that we have been able to offer an increasing number of spaces to vulnerable children and families on lower incomes. All sites saw an increase of externally funded children with one site seeing an increase from 5 to 63%. It is intended, subject to funding, that the number of places offered next year will remain about the same. The new IT and the HR on-line systems will dramatically reduce officer time spent on staff recruitment and bookings, not only for the Community Development Team but also HR. This will free up officer time to work more directly with local communities.