

Carefree Kids



Report of the Trustees

The Trustees present our report and independently examined financial statements for the year ended 31 March 2014.

www.carefreekids.org

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Operational office: Community Place, 806 High Road, Leyton, London, E10 6AE

Registered office: 15 Matcham Road, London, E11 3LE

Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 1



Contents

Reference and administrative information	4
Registered Office.....	4
Operational Address	4
Trustees.....	4
Management Team.....	4
Independent Financial Examiner	4
Bankers.....	4
Structure Governance and Management	5
Governing Document	5
Recruitment and Appointment of the Management Committee	5
Trustee Induction and Training.....	5
Risk Management	5
Organisational Structure	6
Objectives and Activities.....	6
Achievements and Performance.....	7
Therapeutic Play: Our Core Activity.....	9
Our Children.....	10
Our Volunteers.....	12
Our Schools	14
Our Supervisors.....	14
Our Office Staff	15
Financial Review.....	17
Reserves Policy.....	17
Principal Funders.....	17
Plans for the Future	19
Responsibilities of the Management Committee	20
Trustees.....	20
Public Benefit Statement	21
Accounts.....	22
Notes to the Accounts for year ended 31st March 2014	22
1 Accounting Policies	22

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Operational office: Community Place, 806 High Road, Leyton, London, E10 6AE

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 2

Carefree Kids



2 Grant income.....	23
3 Income from activities of the charity	24
4 Directly Charitable Expenses.....	24
5 Sundry Creditors:	25
6 Designated Funds.....	25
7 Trustees.....	25
8 Employees	25
Statement of Financial Activities for the year ending 31st March 2014	26
Balance sheet	27
Statement of Trustees responsibilities	28
Report of the Independent examiner to the directors of Carefree Kids a not for profit company limited by guarantee.	29

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Operational office: Community Place, 806 High Road, Leyton, London, E10 6AE

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 3



Reference and administrative information

Charity Name: Carefree Kids

Charity Registration Number: 1111949

Company Registration Number: 5385823

Registered Office

15 Matcham Road
Leytonstone
London E11 3LE

Operational Address

Community Place
806 High Road Leyton
London E10 6AE

Trustees

Anne Dufton	Chair (appointed November 2011)
Rosalind Zalicks	Hon. Treasurer (resigned October 2013) Trustee (appointed 2005)
Christel Hawkins	Vice Chair (appointed November 2011)
Colin Bilton	Trustee (resigned 5 th November 2013)
Rachel Carder	Trustee (appointed 5 th November 2013)
Todor Kostov	Trustee (appointed 5 th November 2013)
Veronique Jochum	Trustee (appointed 5 th November 2013)

Management Team

Co-ordinators: Catherine Pamplin, Renetta Fake (resigned 31.07.14), and Ros Kane (resigned 31.12.13)

Administration & Finance: Sophia Dalley

Volunteers Co-ordinators: Jemma Moonie-Dalton and Alison Dunne (appointed 9.10.2013)

B4BP (Before Becoming a Parent) project development worker: Ros Kane (appointed 01.01.14)

Independent Financial Examiner

Alex Davies
Community Accounting Support Project
702 High Road Leyton
London E10 6JP

Bankers

Lloyds TSB, PO Box 1000, Andover BX1 1LT
Charities Aid Foundation, 25 King Hill
Avenue, West Malling, Kent ME19 4JQ
Co-operative Bank (for Friends of Carefree
Kids), PO Box 101, Manchester M60 4EP

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Registered office: 15 Matcham Road, London, E11 3LE

Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 4



Structure Governance and Management

Governing Document

Carefree Kids is a charitable company limited by guarantee, incorporated on 8 March 2005 and registered with the Charity Commissioners in November 2005. The Charity was established under a Memorandum of Association, which establishes the objects and powers of the Charity and is governed under its Articles of Association. In the event of the Charity being wound up, members are required to contribute an amount not exceeding £10.00. The Trustees amended the Memorandum and Articles of Association by a special written resolution on 26 March 2014, following a review of the effectiveness of the governing document.

Recruitment and Appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law. A quorum must be present at meetings if decisions are to be taken. A quorum is two trustees or one third of the number of trustees, whichever is the greater.

Carefree Kids actively seeks to recruit trustees from amongst the local community, aiming to maintain a pool of varied skills and experience. It also advertises for new trustees on specialist websites to address any skills gaps.

Trustee Induction and Training

A pack of information for new trustees currently exists and is continually revised and updated to reflect the changing environment. The Trustees run biannual specialist sessions for trustee training, strategic planning etc.

Risk Management

The Trustees have conducted an analysis of the major risks to which the charity is exposed and ensured systems are established to mitigate those risks. These procedures are periodically reviewed to ensure they continue to meet the needs of the charity, involving review of the Organisational Risk Register, Financial Procedures, employment policies and Health and Safety, as well as service-related policies such as Safeguarding Children and the Volunteers Handbook. The Trustees have formulated a three-year business plan and scenario forecasting, which they periodically update and fine-tune.

Significant risks to external funding and the need to respond to the changing needs of our local community mean that it has been necessary to review and potentially diversify activities, instituting a Fundraising Sub-Committee which shapes and monitors funding

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 5



applications and reviews fundraising resources. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Organisational Structure

The Trustees meet on a regular six weekly basis through the year. Sub-committees and working groups, made up of trustees who volunteer their special services plus volunteer advisers, meet regularly to respond to specific aspects of Carefree Kids. The sub-committees and working groups report back to the Trustees' meetings, which then consider their reports and decide on appropriate action.

The staff team is responsible for ensuring the charity delivers the services specified and that key performance indicators are met. The staff team is also responsible for the day-to-day operational management of the charity and the supervision of the staff members. The team consists of:

Renetta Fake	Co-ordinator (resigned 31.07.14)
Ros Kane	Co-ordinator (resigned 31.12.13) B4BP Project Development Worker (appointed 01.01.14)
Catherine Pamplin	Co-ordinator (returned from maternity leave on 18.06.13)
Sophia Dalley	Administration and Finance Worker
Jemma Moonie-Dalton	Volunteers Co-ordinator (appointed 09.10.13)
Alison Dunne	Volunteers Co-ordinator (appointed 09.10.13)

The staff team is responsible for managing the Play Therapy Bus driver and the sessional qualified therapy supervisors for volunteers, plus any other consultancy or service contracts and office volunteers.

Objectives and Activities

The Charity's Memorandum of Association states that 'The Object of the Charity is to promote and ameliorate the emotional health of babies, children, young people and their parents and carers'.

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Registered office: 15 Matcham Road, London, E11 3LE

Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 6



The Charity has defined our current mission statement as follows:

- Carefree Kids aims to be a non-bureaucratic children's charity committed to providing emotional support to children, teenagers and their parents and carers in Waltham Forest and neighbouring boroughs.
- We use non-directive therapeutic play, art therapy, drama therapy and dance/ movement therapy to help release troubling emotions that may be difficult to communicate verbally or in other ways.
- For those volunteers who have suitable personal qualities, we offer training in our approach to enable them to help those in need of emotional support. Our aim is to offer the highest standards in our work and relationships with schools, children, parents and carers.
- We work mainly in schools, helping children who have been identified as needing therapeutic help. Our volunteers – male and female of all ages – come from a wide range of backgrounds. We recruit community volunteers as well as counselling and psychotherapy students on placement throughout the year.

Achievements and Performance

- Provided weekly psychotherapeutic support for 124 emotionally distressed children and young people, through 1,839 sessions of therapeutic play, drama therapy, art therapy and dance/ movement therapy, mostly in one-to-one sessions, occasionally in small groups.
- Worked in 1 nursery, 18 primary, 1 all-through and 4 secondary schools, plus 1 pupil referral unit.
- Worked with 23 parents providing emotional support, information about therapeutic responses, sign-posting to other agencies that could assist them and similar help.
- Made contact with 514 potential volunteers, with 154 attending introduction and/ or supervision sessions. Trained and supported 68 volunteers in therapeutic play who worked with children during the year, plus an average of 29 currently in training.
- Welcomed and supported therapy and counselling students on placement from 6 educational institutions.

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Registered office: 15 Matcham Road, London, E11 3LE

Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 7



- Received financial support from 17 major funders for sums varying from £100 to £35,000 plus small donations received at Study Days, Paypal, MyDonate and easyfundraising.org.uk and from many individual donors.
- Successfully launched the B4BP (Before Becoming a Parent) Project, delivering an exploratory programme during the Spring Term of weekly sessions for 5-7 young people, mainly Year 9, in the Lammas School in Waltham Forest. Set up a Steering Group of experts in the field to advise the Project and fundraised for the costs of the CFK project development worker, tutor/s and incidental costs.
- Successfully implemented the Big Lottery-funded VOCAL (Volunteers Outreach Children's Aspirational Living) Project to enhance and extend our work recruiting volunteers and providing services to new schools, by appointing and inducting two job-sharing Volunteers Co-ordinators. They made a flying start with the Project and, by the end of the financial year, just six months into the Project, they had already recruited 36 volunteers, 32 of whom went on to train as therapeutic play workers, well in excess of the Project target of 20 in the first full 12 month period.
- Office staff received and dealt with innumerable phonecalls and many personal office visits from current and prospective play therapy volunteers, schools, parents, funders and other interested parties. Staff gave 29 talks at schools interested in taking on our services, attended 12 Common Assessment Framework (CAF) and Team Around the Child (TAC) meetings with other professionals and met with school staff (usually Special Educational Needs Co-ordinators) on 10 other occasions to discuss children's progress. Staff also hosted 10 student visits from students of colleges and universities and students from local schools who are keen to find out about us for presentations and to try to raise money for us.
- The Co-ordinators held 31 allocation meetings with individual volunteers to match them to a referred child to begin therapeutic play work and to deal with volunteers' queries and practical details about starting work.
- Maintained Friends of Carefree Kids as a fundraising resource for the charity, able to pay for special services for children plus organisational core costs where necessary.
- Increased our fundraising efforts by establishing a fundraising committee, developing a fundraising database and encouraging small-scale fundraising by volunteers to ensure the continued existence of Carefree Kids.

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 8



- Maintained 10 weekly training/ supervision groups for therapeutic play volunteers, with staff providing additional support to 18 volunteers.
- Ran three Study Days, five play therapy DVD Days, eleven introduction/ information sessions for groups of prospective volunteers and fourteen role-play sessions – all essential learning experiences for volunteers and staff.
- Settled into new office premises, developing one of the rooms into a Volunteers' Learning and Training Centre, bringing together into one location all but one of the supervision groups, the play and arts materials resources, the professional specialist library and location for role play and information/ introduction sessions. The aim is to provide a first-rate service for volunteers and to optimise communication and co-ordination between staff, supervisors and volunteers.
- Worked with a support project from the Chime Company, provided free of charge, where we gained the expertise of graduate trainees from a range of disciplines to improve our communications and public relations – in particular the recruitment of male volunteers and introducing ourselves to new schools.
- Strengthened the governance of the Charity by reviewing the risk register, strategic business plan, reserves policy and financial controls policy, updating our existing policies and reviewing our Public Benefit position.

Therapeutic Play: Our Core Activity

We provide emotionally-damaged children referred to us with weekly 1:1 therapeutic play and arts sessions of 45 minutes a time with a caring non-directive adult, one of our trained and supervised volunteers. The sessions take place in a room set up with a range of stimulating play and arts equipment within school premises in term-time. We have found it more productive to take our sessions to where children are, rather than requiring often hard-pressed parents to bring their child regularly to a different building out of school hours.

We pride ourselves in being able to maintain short waiting lists so, in most cases, we can respond swiftly to children's needs. We also hold to the principle that our service is child-led and thus we impose no time-limits on our service to children. We will continue to provide therapeutic sessions for as long as the child needs them and the child, parent and school want them to continue. Similarly, we want our service to be available to all children

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 9



who need it, so we work to keep our costs as affordable as possible, while ensuring that all necessary functions in the organisation are resourced. Our fundraising efforts and our use of volunteers are essential components in this equation.

Therapeutic play is a form of therapeutic intervention that is child-led and non-directive. We have modelled our interventions on Virginia Axline's model of play therapy. Professor Garry Landreth states that play is the language of a child: often when a child cannot verbally express feelings or describe experiences, he or she can show them through the arts, acting them out or in their play.

The therapeutic worker (our volunteer) follows the play and reflects back what a child says or shows, picking out feelings or informative actions, keeping within the child's own safety zone of play to allow the child at his or her own pace to express his or her own feelings and experiences. In this way a child is seen, heard and understood and often gains insight into his or her ways of relating to the rest of the world. This new learning often assists children in making choices about who they are and how they want to be in other areas of their lives.

The therapeutic relationship is one where children are accepted as they are, within the safety limits set in the therapeutic space. The therapeutic play worker listens, thinks, explores the feelings that occur between them and the child, engaging in the child's world. This enhances understanding and trust which fosters growth for the child towards a more accurate (and often healthier) view of themselves. Being able to be seen and heard in this way, on a consistent weekly basis, often assists the child's learning to become sustained in other relationships, whether those relationships are with academic work, peers, adults or family members.

Our Children

This year we worked with 124 children aged between 3 and 14. Some needed long-term support (on average 18 months, with five years being the longest period so far) and some just a few weeks or months to address a particular crisis in their lives.

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 10



The sort of problems the children face are:

- Bereavement
- Learning/ emotional/ behavioural difficulties
- Aspergers Syndrome/ autism
- Attention Deficit Hyperactivity Disorder (both diagnosed and undiagnosed)
- Parents' mental health problems or narcotic/ alcohol dependency
- Witnesses to domestic violence
- Loss of home due to being in a refuge
- Elective mutism
- Dyslexia/ dyspraxia
- Global delay (lower than average emotional and intellectual development)
- Being young carers and needing a space to be children
- Issues of neglect/ abuse of all kinds
- A murdered friend/ relative
- Difficulties regulating bodily responses to anger/ frustration/ upset
- A need for improved interpersonal skills to alleviate social difficulties
- Poverty
- Street violence
- Absent and unreliable parents
- Relationship-building (especially with new step-family members)
- Poor accommodation (often crowded so they have no space for themselves)
-and more

The ethnic breakdown of the 124 children was:

- White British 34
- Black British 6
- Black Caribbean 9
- Black African 26
- Mixed Heritage 17
- Other European 19
- Bangladeshi 2
- Pakistani 9
- Sri Lankan 1
- Chinese 1

The gender balance was 92 boys (74%) and 32 girls (26%)

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 11



Some of the successes and milestones in the children's progress, that we saw during the year were:

- A child making a friend at school for the first time
- Children no longer needing additional academic support as they are now able to pay attention and to participate in class
- Many instances of improved relationships between children and parents
- A child previously noted for bullying now engaging positively with other children
- A previously withdrawn, over-anxious child participating in the school play

Some comments from our children:

- (a) **'Thanks for having me, you are my best friend, you never gave up on me, and you are the best teacher I ever had.'**

[Child J to Emma, the CFK Volunteer Therapeutic Play Worker - March 2014]

- (b) **'Everyone says that I've grown up. I don't know how...but now I laugh because I think something funny instead of laughing because someone else finds something funny.'**

[Young Person B, working with Celia, the CFK Volunteer Therapeutic Play Worker – May 2014]

- (c) **'11 o'clock on a Wednesday is my freedom hour !....Sometimes freedom is cool !'**

[Child to CFK Volunteer Art Therapist – May 2014]

- (d) **'I don't want the time to go quickly when I'm enjoying something...It's good working with you. You're really good and I think Carefree Kids is really good.'**

[Child to CFK Volunteer Therapeutic Play Worker and noted to parent and teacher – May 2014]

Our Volunteers

Volunteers are the lifeblood of Carefree Kids. They are very special people. Their commitment to being available for an hour each week, every week in school-time for each child they support, plus their commitment to their own weekly training and supervision, are major undertakings. Many go the extra mile with attending school meetings, ferrying toys from place to place and helping other volunteers get started. Additionally, our volunteers may meet very challenging behaviour in the play sessions and face the serious and worrying problems that the children are experiencing – all of which can be emotionally demanding for the volunteer. This year, we had contact with 514 prospective volunteers. 154 volunteers attended supervision and/ or training sessions with our qualified clinical supervisors. 86 of

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 12



these volunteers joined us for the first time this year. 68 volunteers were allocated a child or children and ran therapeutic play sessions.

The ethnic breakdown of these 68 was:

- White British 26
- Black British 7
- Black Caribbean 3
- Mixed Heritage 5
- Other European 20
- Bangladeshi 1
- Chinese 2
- Other Asian 4

The gender breakdown was 7 male (10%) 61 female (90%)

As well as our usual broad range of community volunteers, we were pleased to welcome during the year students on placement from Roehampton Art Therapy Course, London Metropolitan University, Hackney Community College Counselling Course, Anglia Ruskin University Drama Therapy Course, Terapia M.A. Child Therapy Course and the University of East London Psychology and Counselling Course.

We received some appreciative feedback about our volunteers:

(a) 'She is a breath of fresh air around here and is a pleasure to work with.'

[SENCo about a CFK Volunteer – July 2014]

(b) 'K is amazing, we really like her and the work she is doing with the children.'

[Head Teacher about a CFK Volunteer – July 2014]

(c) 'What kind of magic fairy dust are you using on these children, the work you do with them makes such a difference.'

[Head Teacher to CFK Volunteer – 2014]

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 13



Our Schools

Almost all child referrals to Carefree Kids come via the child's school, usually from the Special Educational Needs Co-ordinator (SENCo). Occasionally the referral comes from a parent or from Social Services and we then contact the school for their agreement that the therapeutic play sessions would benefit the child, for the sessions to take place on their premises and for the school to make a financial contribution towards the work. We worked with 25 different types of school during the year.

The therapeutic play sessions take place in a room within the school where no interruptions should occur and which can be laid out each week in the same way, with the same play materials available to the child, so the sessions are reliable and familiar and bring consistency into the child's often chaotic life.

Working with the school is an important part of the volunteer's role and, most importantly, the CFK staff team's function. Good relations and good communications are vital to meeting the child's needs. CFK staff and volunteers frequently are invited to the CAF and TAC meetings to contribute a child-focused, therapeutic perspective to the discussion, with recommendations for further support or action.

Feedback from the school, usually from the class teacher or the SENCo, sometimes the head or deputy head, are important indicators of the effectiveness of CFK's interventions:

(a) 'Child S has progressed well academically since Carefree Kids started working with him; he still needs support to keep him on track.'

Headteacher May 2013

(b) 'Your volunteer is wonderful, a pleasure to have in school and Child D is getting along much better with her peers, there are less incidents of her lashing out at adults and children.'

SENCo July 2013

Our Supervisors

The training and support we provide for our volunteers, both before they start working with a child and ongoing, every week that the sessions with the child continue, are vital to Carefree Kids' ability to provide first-class affordable services to children. They provide the schools and parents with confidence that the therapeutic play is being delivered effectively and that safeguarding and health and safety issues are being addressed. They provide Carefree Kids with the confidence, too, that our volunteers are being trained and supported

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 14



to handle the challenges they will face in working with often very emotionally damaged children.

We provide this training and support through 10 supervision groups of approximately 10 volunteers each who meet weekly with their CFK supervisor during school term time and go through what the issues have been that week for every child in every session. The group discussion and the guidance from the supervisor are enormously valuable to the volunteers. The Supervisors provide weekly reports to the Carefree Kids clinical co-ordinators on key issues occurring at the supervision sessions and also work with them to assess a new volunteer's readiness to start working with a child and to deal with any crises.

Over the year 2013/14, Carefree Kids used five individuals to run the ten weekly supervision sessions – three external psychotherapists: Hildegard Maier, Christine West and Bryn Jones plus two members of staff: Ros Kane and Renetta Fake. All are appropriately qualified as drama therapists, child counsellors, art therapists or psychotherapists.

Volunteers appreciate the training and support they receive free of charge at Carefree Kids. One comment was:

'Carefree Kids is flexible, non-bureaucratic and open. I've never seen anything like Carefree Kids in my many years of volunteering.'

Our Office Staff

At the hub of all Carefree Kids' activity is our staff team, based in our office at Community Place in Leyton. All elements of Carefree Kids relate together through the staff in the office: volunteers, parents, schools, supervisors, trustees. It is through the staff team that new volunteers are recruited, that school referrals of children in need of our services arrive, where children and volunteers are 'matched' for therapeutic play, that problems are addressed, that the organisation is managed, data is collated and the finances are handled.

Right at the heart of this work is Finance & Administration function, delivered by Sophia Dalley – literally the 'wheels on the bus' for Carefree Kids, the back-room organisational function vital to enable work with children, volunteers, schools and parents to go ahead smoothly.

This year has seen changes, with the Clinical Co-ordination role jobshare being reduced from 3 people to 2 (Renetta Fake and Catherine Pamplin), as Ros Kane resigned from this role and was appointed to the project development post for B4BP (Before Becoming a Parent). Ros is the founder of Carefree Kids some 10 years ago and has worked and volunteered for the

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 15



Charity ever since. She is an inspiring leader, deeply committed to Carefree Kids, known to all participants in the organisation. It has been a challenge for everyone to see her in a different role, but the staff team has risen admirably to the task and manage the organisational and clinical functions of Carefree Kids without her hands-on input.

The Clinical Co-ordination function has been highlighted during the year, as we recognise the vast amount of time, fortitude and skills needed to link together the input of volunteers, schools and supervisors to deliver our specialist child-centred service, to absorb anxieties and pressures from volunteers, to attend multi-disciplinary meetings at schools related to children's needs and to support parents. This is on top of all the other activities such as running role-play training for volunteers, reviewing policies, ensuring Carefree Kids Safeguarding responsibilities are well-addressed and staffing the office. This Clinical Co-ordination function is one that we aim to fundraise further for, to expand the number of paid hours available to Carefree Kids.

The contract with our mobile therapeutic Bus driver, Diane Louisy, ended in June 2013. Given the poor condition of the Bus, Carefree Kids does not currently need a driver but hopes to have a mobile therapeutic Bus again in the future, when the requirement for additional movable space is stronger and the necessary resources can be secured.

In the autumn of 2013, Carefree Kids activated the Lottery-funded VOCAL (Volunteers Outreach Children's Aspirational Living) Project, recruiting and inducting two new members of staff (Alison Dunne and Jemma Moonie-Dalton) as a job share to deliver the project. Catherine took on the task of supporting the staff and managing the Project in its early months while the new workers settled in. The organisation has benefitted from the careful growth in staff numbers, with tasks, problems and office cover being able to be shared more effectively.

These changes, together with the impending departure of Renetta Fake (another of our invaluable long-term volunteer/ trustee/ supervisor/ staff members), have prompted the review of all staff roles and responsibilities and how management is delivered in the organisation. This review will take place during 2014/15.

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 16



Financial Review

The Charity showed a deficit on unrestricted funds for the year of £14,852. At 31 March 2014, there were free reserves carried forward of £58,491 (of which £45,000 were designated for the Charity's long-term commitment to volunteer supervision and its related costs and £13,491 unrestricted) and restricted funds carried forward totalling £29,750.

Reserves Policy

The Trustees review the Reserves Policy on an annual basis and are committed to maintaining the reserves at the level considered good practice for an organisation of our type and size. We calculate this on the basis of a provision for typical costs for a 13 week period (one school term) plus items related to legal commitments (e.g. leases) plus a 10% contingency for any unforeseen additional costs. This level of reserves would enable us to best protect our beneficiaries from the impact of the Charity having to wind up. The reserves figure is regularly reviewed to ensure it takes into account any new costs or efficiencies.

Principal Funders

Carefree Kids has continued efforts to fundraise during the year. We are grateful to continue to be supported by a range of grant-giving bodies:

The Henry Smith Charity, The Big Lottery, Baily Thomas Charitable Fund, Network for Social Change, Walthamstow and Chingford Almshouse Charity, Mercers' Charitable Foundation, Santander Foundation UK, The Ironmongers' Company, The Co-operative Membership Community Fund, Albert Hunt Trust, B&P Glasser, Cygnus Trust, Sir Jules Thorn Charitable Trust, London Borough of Waltham Forest, Day Lewis Pharmacy plc, Challenge Network Trust, plus many donations from individuals.

We are also grateful to the invaluable time given by our volunteers, part of which provides services directly to beneficiaries and needs to be taken account of when taking an overall perspective of Carefree Kids. The balance of volunteer time supports the running of Carefree Kids and enables the Charity to moderate its operational costs. We have attempted to quantify the value of this, excluding the time Trustees spend on their formal functions. We calculate:

- The 1839 hours of volunteer therapeutic play sessions are worth £55,170 in direct services to the Charity's beneficiaries. This calculation takes into account recommended professional association fees for play therapy, discounted by 50% to reflect that our volunteers, although trained and supervised, do not generally hold

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 17



professional qualifications in the therapy field. Volunteer therapy workers, of course, spend about double this time on associated activities like their weekly supervision sessions, other training activities, speaking to parents/ carers and to schools and liaising with the Carefree Kids office.

- The rather conservative estimate of 500 hours of volunteer office support, financial work, website management, IT and public relations support and therapeutic literature library management are worth approximately £7,500 to the Charity.
- The provision of free-of-charge meeting space at Forest School and St Joseph's R.C. Junior School on eight occasions for Study Days and other training sessions is worth approximately £1000.

We also are grateful for other inputs from our volunteers, in particular to:

- Steve and Helen West our ebay sellers,
- Chris Fuller who repairs toys for us and does odd jobs in the office and Learning Centre,
- Zoe McLean who helps us move toys and furniture for work in schools,
- Andie Phillips, Charles Njuko, Louise Clark, Ade Alli, and Bala Balasubramaniam who helped with administrative tasks in the office,
- Gudrun Osbourne and Chris Stanford who organise and maintain our professional library,
- Massoud Shakibi who sorts out problems with the therapy bus,
- Anne Dufton who helped in the office, managed Friends of Carefree Kids donations and made small-scale fund-raising applications,
- Jacqui Collins who hosted a Garden Party for volunteers at her house on 3rd August 2013,
- Jean Duggleby who hosted a Sing-Along on 20th September 2013 to raise funds for us,
- Melinda Briggs, Lucille Grant, Steve Harold, Leigh Horton and Charles Njoku who act as special advisors to the Trustees and input to the well-being of Carefree Kids in many ways.

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Plans for the Future

Our challenges for the forthcoming year are to:

- increase the financial strength and stability of the organisation by effective, targeted and diverse fundraising.
- further improve financial reporting to promote good decision-making.
- maintain and extend our body of trained capable volunteers, particularly identifying suitable male volunteers.
- maintain and extend school links.
- further develop our staff team and improve operational efficiency, especially with regard to IT.
- review the spread of job responsibilities across staff members and how organisational management is delivered within the staff team and institute any necessary changes.
- keep under review our approaches to safeguarding children and ensure people active in all strands of Carefree Kids are appropriately trained.
- further develop our work with parents and carers.
- develop the B4BP (Before Becoming a Parent project for early work with teenagers to prepare themselves for the emotional needs of their future children) by considering other schools and other access routes to young people (e.g. youth clubs).
- improve our public accessibility by revamping our website and making the most of social network sites.
- develop our monitoring and evaluation systems.
- further strengthen our Board of Trustees by recruiting additional members, particularly a new treasurer, and training current members of the board.
- consider the effectiveness of our governance in relation to provision of services to children and trial a Children's Services Sub-Committee.

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Responsibilities of the Management Committee

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and accurate view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the financial year.

In preparing those financial statements, the Trustees follow best practice and aim to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent, and
- prepare financial statements on the going concern basis, unless it is inappropriate to assume the company will continue on this basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

Trustees

The Trustees, who are the directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. In accordance with company law, as company directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's examiners are unaware, and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's examiner is aware of that information.

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Public Benefit Statement

In light of the updated guidance issues by the Charity Commission, the Trustees met in January 2014 and considered whether Carefree Kids continued to provide a public benefit in detail. The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit'.

Carefree Kids' charitable purpose is to provide emotional support to babies, children, teenagers and their parents and carers in Waltham Forest and neighbouring boroughs.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Trustees on and signed on their behalf by:

Anne Dufton

Chair

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 21



Accounts

Carefree Kids

Notes to the Accounts for year ended 31st March 2014

1 Accounting Policies

Accounting Basis

a The financial statements are prepared under the historic cost convention in accordance with applicable accounting standards and in compliance with Statements of Recommended Practice and Companies Act 2006.

b The charity's main source of income includes grants and donations and income derived from its activities and services provided.

c Grants received for specific purposes are accounted for as Restricted Funds and are applied in accordance with the terms of the grant.

d Resources Expended: All Expenditure is recognised in the accounts on the accruals basis as the liability is incurred.

Direct charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Where expenditure relating to Restricted Funds is incurred it is separately identified and allocated to that fund together with a fair allocation of management and support costs.

e Taxation : The organisation is a registered charity and is therefore exempt from taxation on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

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2 Grant income

Grant Income	Restricted Funds	Unrestricted Funds	Total 2014	Total 2013
	£	£	£	£
Henry Smith Charity	35,000	-	35,000	33,000
Big Lottery	25,805	-	25,805	-
Network for Social Change	10,000	-	10,000	-
Baily Thomas Charitable Fund	12,000	-	12,000	-
Walthamstow & Chingford Almshouse Charity	9,900	-	9,900	-
Mercers' Charitable Foundation	5,000	-	5,000	-
Santander Foundation UK	5,000	-	5,000	-
Big Lottery	1,578	-	1,578	-
Ironmongers' Company	3,000	-	3,000	-
Albert Hunt Trust	1,000	-	1,000	-
Tudor Trust	-	-	-	40,000
LB Waltham Forest Volunteering Support Grant	2,970	-	2,970	
LB Waltham Forest	-	-	-	2,250
B & P Glasser Charitable Trust	1,000	-	1,000	-
Co-operative Membership Community Fund	-	2,000	2,000	-
Day Lewis Pharmacy	-	200	200	-
Challenge Network Trust	-	100	100	-
Sir Jules Thorn Charitable Trust	-	600	600	-
Cygnus Trust	-	1,000	1,000	-
Other funders	-	289	289	23,425
Total	112,253	4,189	116,442	98,675

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Registered Charity Number: 1111949. Company Limited by Guarantee: 538 5823 Page 23



Notes to the accounts continued

	Restricted Funds	Unrestricted Funds	Total 2014	Total 2013
	£	£	£	£
Brought Forward totals	112,253	4,189	116,442	98,675
3 Income from activities of the charity				
School Fees	-	10,479	10,479	10,584
Other Income	-	1,740	1,740	868
Investment Income	-	88	88	360
Donations & Gifts	-	3,413	3,413	11,292
Total	-	15,720	15,720	23,104
Total Incoming Resources	112,253	19,909	132,162	121,779
	Restricted Funds	Unrestricted Funds	Total 2014	Total 2013
	£	£	£	£
4 Directly Charitable Expenses				
Staff Costs	69,304	13,853	83,157	62,517
Travel & Subsistence & other Staff-Related Costs	-	1,300	1,300	501
Volunteer Expenses	2,846	-	2,846	1,569
B4BP Project Training / Supervision	17,812	-	17,812	22,120
Play & Art Materials	1,005	-	1,005	1,132
Computer ITC and Internet charges	5,328	1,300	6,628	-
Premises Costs	17,887	-	17,887	6,774
Play Bus Costs	1,308	-	1,308	11,024
Insurance	1,952	-	1,952	-
Office & General Expenses	1,334	1,262	2,596	3,602
Office Maintenance	579	-	579	-
Fundraising	16,472	-	16,472	5,499
Miscellaneous	-	449	449	3,932
Audit	-	-	-	2,085
Total	135,826	18,165	153,991	120,755

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Registered Charity Number: 1111949. Company Limited by Guarantee: 538 5823 Page 24



5 Sundry Creditors:	Total 2014 £	Total 2013 £
Tax & NIC March 2014	1,819	1,720
Creditors & Accruals	125	2,993
Total	1,944	4,713

6 Designated Funds

These represent funds set aside from unrestricted funds by the trustees for specific purposes detailed below To provide funds to meet the charity's long term commitment to volunteer supervision and its related costs

7 Trustees

During the year ending 31st March 2014 the trustees neither received nor waved any emoluments and there were no related party transactions.

8 Employees

Number of employees:

Total 2014	Total 2013
6	6

There were no employees whose annual remuneration was £60,000 or more.

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Carefree Kids

Statement of Financial Activities for the year ending 31st March 2014

	Notes	Restricted Funds	Unrestricted Funds	Total 2013/2014	Total 2012/2013
		£	£	£	£
Incoming Resources					
Voluntary Income					
Donations & Gifts		-	3,413	3,413	11,292
Income from Charitable Activities	2/3				
Grant Income		112,253	4,189	116,442	98,675
School Fees		-	10,479	10,479	10,584
Other Income		-	1,740	1,740	868
Investment Income		-	88	88	360
Total Incoming Resources		12,253	19,909	132,162	121,779
Resources Expended					
Direct Charitable Expenditure	4	135,827	18,164	153,991	113,171
Cost of Generating Funds		-	16,472	16,472	5,499
Governance Costs		-	125	125	2,085
Total Resources Expended		135,827	34,761	170,588	120,755
Net Incoming Resources		-23,574	-14,852	-38,426	1,024
Fund Balances B/Fwd		53,324	73,343	126,667	125,643
Fund Balances C/Fwd		29,750	58,491	88,241	126,667

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Registered Charity Number: 1111949. Company Limited by Guarantee: 538 5823 Page 26



Carefree Kids

Balance sheet

	Notes	Year	
		2014	2013
		£	£
Current Assets			
Debtors			13,859
Pre-Payments		122	
Cash & Bank Balance		90,063	117,520
Total		90,185	131,379
Current Liabilities			
Sundry Creditors	5	1,944	4,713
		1,944	4,713
Net Current Assets		88,241	126,667
Total Funds Less Current Liabilities		88,241	126,667
Funds Balances			
Restricted Funds		29,750	53,324
Unrestricted Funds		13,491	73,343
Designated Funds	6	45,000	
Total		88,241	126,667

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Statement of Trustees responsibilities

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31st March 2014.

The members have not required the company to obtain an audit of its financial statements for the period ended 31st March 2014 in accordance with Section 476 of the Act.

The directors acknowledge their responsibility for:

- (1) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act.
- (2) Preparing the financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Section 393 of the Act and which otherwise comply with the requirements of this Act relating to accounts so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions relating to small companies.

Approved by the Trustees on and signed on their behalf

Chair

Anne Dufton

Trustee

Rosalind Zalicks

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Registered Charity Number: 1111949. **Company Limited by Guarantee:** 538 5823 Page 28



Report of the Independent examiner to the directors of Carefree Kids a not for profit company limited by guarantee.

Re Final statements for the year ended 31st March 2014

Respective responsibilities of directors and examiner

The directors are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination will be sufficient.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. These procedures do not seek to express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe, that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent Examiner

B.J Roberts

Certified Accountant

Dated

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