

**Trustees' Annual Report for the period
From: 1st January 2020 to 31st December 2020.**

A. Reference and administration details

Charity Name: Time 4 Children

Registered Charity Number: 1111837

Charity's Principle Address: 30 Bruce Close
Haywards Heath
West Sussex
RH16 4QE

Names of the Trustees who manage the charity

<u>Trustee Name</u>	<u>Office</u>	<u>Dates acted (if not for whole year)</u>	<u>Name of person(s) (or body) entitled to appoint Trustee</u>
William Adler	Chairperson	Re-elected at AGM November 2020	Trustees
Janet Brailey	Deputy Chairperson / Secretary	Re-elected at AGM November 2020	Trustees
Debbie Parlour	Treasurer	Re-elected at AGM November 2020	Trustees
Anne Pithie	Trustee	Re-elected at AGM November 2020	Trustees
Derek Parlour	Trustee	Re-elected at AGM November 2020	Trustees
Samantha East	Trustee	Co-opted August 2020. Elected at AGM November 2020	Trustees
Lucinda Richardson	Trustee	Co-opted December 2020	Trustees
Emily Rockey	Trustee	To 19/5/2020	Trustees

B. Structure, governance and management

Type of governing document: **Constitution**

How the Time 4 Children is constituted: **Registered Charity**

Trustee selection method: **Elected by other Trustees**

a. Method of appointment or election of Trustees.

Trustees are recruited and selected using a thorough recruitment process following the Charity Commission guidelines. The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

b. Policies adopted for the induction and training of Trustees.

New Trustees are provided with an induction of their obligations under charity law and Time 4 Children's Constitution, decision making, business plan, accounts, performance of the charity and policies. New Trustees undertake NCVO eLearning on the roles and duties of Trustees.

c. Organisational Structure and Decision Making.

The Board of Trustees delegates the running of the day to day operations of the charity to the manager, Victoria Chalmers. The Trustees are responsible for and approve operational matters including employment and performance related activity. The Trustees are responsible for and approve all financial matters. The Trustees accept ultimate responsibility for directing the affairs of Time 4 Children, ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

d. Risk Management.

The Board of Trustees acknowledge their responsibility for identifying, assessing and managing risks, along with providing good governance and leadership of Time 4 Children by following the Principles from The Good Governance Code for the Voluntary and Community Sector.

- 1. Organisation purpose:** The Board of Trustees are clear about the charity's aims and objectives and ensures that these are being delivered effectively and sustainably.
- 2. Leadership:** The Board of Trustees provide strategic leadership in line with the charity's aims and values.
- 3. Integrity:** The Board of Trustees act with integrity, adopt values and create a culture which help achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
- 4. Decision-making, risk and control:** The Board of Trustees make sure that its decision-making processes are informed, rigorous and timely and that effective

delegation, control and risk assessment and management systems are set up and monitored.

- 5. Board effectiveness:** The Board of Trustees work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- 6. Diversity:** The Board of Trustees approach to diversity supports its effectiveness, leadership and decision-making.
- 7. Openness and accountability:** The Board of Trustees lead the organisation in being transparent and accountable.

The Board of Trustees annually review and assess operational risks associated with working with children and young people and put in place procedures and policies to minimise risks. If a risk arises mid-year this is assessed and mitigating procedures are put in place. All staff and volunteers are provided with annual reviewed and updated policies and procedures.

The Board of Trustees annually review and assess financial, operational and governance risks and the procedures to manage risks.

Time 4 Children has an Exit Strategy.

Time 4 Children has a complaints policy and procedure.

Time 4 Children Trustee Meetings during Covid-19 and its restrictions: As Time 4 Children's Constitution does not have a rule regarding Trustee meetings by phone or digitally on line, the Trustees made the decision in March that the best course of action under Covid-19 circumstances was to hold Trustee meetings and the AGM on line. To demonstrate good governance of our charity, the reasons were recorded in all minutes of meetings. 9 Trustee meetings were held with the AGM being included in the November meeting.

C. Objectives and Activities

The Board of Trustees keep in mind at all times the guidance for public benefit set out in the Charities Act 2011 and comply with the objectives set out in Time 4 Children's Constitution (Governing Document), which are:

- The promotion of good mental health and thereby the advancement of education of children between the ages of four and twelve, and in particular those children with emotional and/or behavioural difficulties and those with special needs, through

the provision of sessions using 'Reflective Listening' and 'Non-Directive Play Techniques to help them express and communicate their thoughts and feelings positively, within a safe environment and within safe boundaries.

- To promote and undertake 'Reflective Listening' and 'Non-Directive Play' techniques within schools in Mid Sussex.
- To create an awareness of Time 4 Children to parents/carers, schools and other professionals who work closely with children.
- To provide workshops to parents/carers in the basic skills of 'Reflective Listening' and 'Non-Directive Play' techniques to develop communications between parents / carers and their children.
- To provide and continually develop quality training courses for those wanting to undertake voluntary work for Time 4 Children.

Time 4 Children offers a free service of providing individual sessions using Reflective Listening and Non-Directive Play techniques to support and help emotionally vulnerable children who have experienced emotional upset and/or have behavioural problems, and are unable to express and communicate their thoughts and feelings positively.

Time 4 Children provides a high standard of training for volunteers to support children through Time 4 Children.

Time 4 Children can further help children by offering a workshop for parents and carers in the basic skills of Reflective Listening and Non-Directive Play, to help them engage and communicate with their children better.

Time 4 Children's Commitment

Time 4 Children is committed to increasing the emotional wellbeing of children by providing emotional listening support to children from all backgrounds who are trying to cope with difficult and challenging circumstances. Individual emotional listening support is provided to children who have experienced emotional distress, have behavioural problems or special needs. The support we provide helps enable children to express and communicate their thoughts, feelings and experiences calmly in a safe space. Our support increases children's self-confidence, self-esteem and self-worth which increases their emotional resilience and emotional well-being. Our support has proven to be successful in helping children to access education by engaging more positively in their learning environment.

To ensure that children are in a safe environment our support takes place within a child's place of school. Time spent away from learning is carefully planned with school staff in order to reduce disruption to children's education.

Each child receives a one hour session of support once a week during term time. Most children have between 15 and 20 sessions.

In order that we can support children from all backgrounds, regardless of family income, our service is free of charge. We receive child referrals from West Sussex Integrated Prevention and Earliest Help (IPEH), other Family Support organisations, Schools, School Nurses, Social Workers and parents or main carers can contact us for advice on the referral process.

We provide a high standard of training to volunteers who would like to support children through Time 4 Children. The training amounts to sixty hours plus a further supervised probationary placement of support to one child. Time 4 Children's training does not allow volunteers to practise on their own outside of Time 4 Children.

In our commitment to safeguarding children and young people, our volunteer recruitment policy and procedure is rigorous and we are guided by West Sussex Safeguarding Children Board. References are required before an interview can take place. In addition to the 60 hours training all volunteer practitioners have NSPCC Child Protection Training which is regularly updated along with training in FGM and Prevent. Because Time 4 Children works in one-to-one placements with children, we require an Enhanced Disclosure and Barring Service check which is renewed every two years. Volunteers are encouraged to register with the Disclosure and Barring Update Service.

Volunteers are provided with individual weekly online supervision in response to submission of weekly session notes. Session notes and 6 weekly reviews with parents and referrers enable measuring and monitoring of children's progress and determines length of support. Individual supervision and group supervisions also ensure the emotional wellbeing of our volunteers. Two separate volunteer group supervisions are provided every four to six weeks. We use experiences from children's sessions as a learning tool for volunteers in group supervision.

The contribution that our volunteers make to the work we do is invaluable. Without them we could not achieve all that we do and there would be very little in the way of emotional wellbeing support for local children.

In addition to supporting children, our volunteers actively help to raise funds by participating in and helping at fund raising events.

D. Summary of Time 4 Children's achievements for public benefit during 2020.

In 2020 we supported 33 children with 341 individual sessions. Our expected outcome was to support 41 to 42 children with approximately 600 individual sessions, however 2020 was a challenging year due to Covid-19 restrictions preventing face to face, one-to-

one sessions with children and our expected outcome could not be reached. Online / video / zoom sessions was not an appropriately safe way for young children to have their sessions.

From the beginning of lock down in March, children who had started receiving sessions of emotional listening support were put on hold with 6 of these children having had only 2 sessions each. During Covid-19 lockdown through to September, regular contact reviews by phone took place with parents / carers of children. The reviews were documented and transferred to every child's confidential file.

Appointments with parents for child assessment home visits to gain family information and consent could not be made. All appointments were completed via phone and consent provided via email forms.

Covid-19 Policies and Procedures were introduced for volunteer practitioners and schools.

When schools began to re-open in June, all but two volunteer practitioners made the decision to wait for September to resume sessions with children. From September sessions resumed and by November new children started having sessions. Sessions were continually disrupted due to children being in Covid-19 bubbles and waiting on test results. 3 volunteer practitioners also had to self-isolate for two weeks. Hence, not reaching our expected outcome.

5 volunteer practitioners supported an additional child each so that 33 children were provided with a total 321 individual sessions.

The real time spent providing a one hour session to one child amounted to approximately 4 volunteer hours; approximately 1,285 volunteer hours. In 2020 we provided emotional support to 14 boys (42%) and 19 girls (58%).

In summary: 29 (88%) children had high levels of anxiety and stress. 27 (82%) children suffered with low self-esteem. 24 (73%) children struggled with the Impact of family breakdown. 22 (67%) children were experiencing low mood /sadness. 22 (67%) children had behavioural/anger issues. 11 (33%) children had other family intervention/support and child protection plans in place. 8 (24%) children had experienced domestic abuse.

8 (24%) children had a sibling with high level needs. 7 (21%) children had suffered emotional neglect. 7 (21%) children had a parent with mental health problems. 6 (18%) children had lived with parent/family substance/alcohol abuse. 5 (15%) children had suffered neglect. 5 (15%) children had suffered a bereavement. 3 (9%) were SEN children (Special Educational Needs) and found learning difficult. 3 (9%) children had a parent with physical/ill health. 2 (6%) children had own ill health/disability. 2 (6%) children were looked after by a family relative. 1 (3%) child adapting to parental gender reassignment/sexual identity. 1 (3%) child had self-harmed.

Age	4	5	6	7	8	9	10	11
Girls	1	0	0	3	3	7	5	0
%	5	0	0	16	16	37	26	0

Age	4	5	6	7	8	9	10	11
Boys	0	0	2	2	4	2	3	1
%	0	0	14	14	29	14	22	7

Four Team Around the Family meetings were attended to further help 2 children.

Time 4 Children supported children in 15 primary schools throughout Mid Sussex.

Time 4 Children has a five point measuring system in place to monitor children's progress from beginning to end of support. Through this we can see the differences our support has made to the children's lives. In addition regular 4 – 6 weekly reviews with parents, schools and other family support agencies took place to measure the children's progress.

To maintain the throughput of trained volunteers to support children, a 12 day volunteer training course had been planned to start October 2020 but did not go ahead due to the uncertainty around Covid-19 and any further restrictions. The year ended with a team of 15 actively working volunteer practitioners and a further 3 volunteer practitioners resting.

E. Financial review

Brief statement of the charity's policy on reserves:

Time 4 Children aims to hold designated reserves equal to approximately 6 months operating costs to cover shortfall in funding. We finished 2020 able to designate reserves for this purpose equal to 6 months from unrestricted cash funds at year end of £33,101.

Details of any funds materially in deficit:

None.

Further financial details

- **Principal sources of funds (Inc. any fundraising)**
- **How expenditure has supported the key objectives of our charity**

As stated in our Fundraising Strategy, our mission is reflected in our work, values and ethos. We are guided by this as to how we raise funds and what we raise funds for.

Fundraising Statement

Time 4 Children is committed to its charitable aims and objectives and fundraises in order to deliver its aims, objectives and activities. Time 4 Children respects the rights of its supporters to provide clear, truthful information on the work that we do and to openly

report how we spend donated and restricted grant monies. We will do what we say we are going to do with donations we receive. We will comply with the Charity Commission and will be open, honest and respectful with our supporters and members of the public. Time 4 Children will not fundraise in a way which is an intrusion on a donor or member of the public's privacy or place undue pressure on a person to donate. We will never share a donor's personal information with a third party. Time 4 Children will take all reasonable steps to treat a donor fairly and not exploit any vulnerable circumstances we are made aware of, so that an informed decision can be made about any donation. Any complaint will be investigated thoroughly and fairly.

All funds raised are used directly to meet the key objectives of the Charity, either through staffing costs, training and supporting volunteers and meeting operational costs as detailed below:

Restricted funds were matched to spending in accordance to the terms of the funding agreement.

During 2020 Time 4 Children received £300 restricted funding from Child Help Hassocks towards a part time volunteer coordinator salary.

Unrestricted funds were directly used to meet Time 4 Children's objectives and activities - all aspects of supporting children by 4 part-time members of staff - coordinating volunteer child placements and liaising with primary schools, home visits to obtain parental consent, reviews with parents and referrers, measuring children's progress and recording accurate and confidential information, receiving weekly session notes and responding to each session observation, keeping child placement and volunteer registers, volunteer individual supervisions, volunteer group supervisions, Child Protection trainings, attending meetings and writing reports, insurance, office rental, phone, internet.

Unrestricted donations were received from: Mr Patrick Tilley £1,000 per month; Lindfield Club £4,800; Eliza Batten £2,500; Masonic Order – The Red Cross of Constantine Sussex £2,500; Katie Yarde Staycation Magazine £300; Lindfield Afternoon WI £200; The Inner Wheel Club of Cuckfield & Lindfield £100; Cuckfield & Lindfield Rotary Club £150; Reflections Nursery £120.70; We also received a one-off cash grant of £10,000 from the local council as part of the Covid support scheme.

In addition small private one off donations were received.

Due to Covid-19 all Time 4 Children's own events were cancelled. Haywards Heath Mayor's Charity Ball along with Burgess Hill's Party in the Park were cancelled.

Unrestricted income reached £33,727 with unrestricted expenses of £34,931. Unrestricted reserves finished at £33,101 (£34,444 – 2019).

Section F. Additional Information

3 of Time 4 Children's paid staff were put on the Government's furlough scheme (April 2020 to August 2020, with 2 members of staff remaining on furlough for September 2020)

Time 4 Children is registered with the ICO (Information Commissioner's Office) Certificate Reference Number: ZA366888 – Start date: 15 May 2018 (renewed 14 May 2020).

Accurate and reliable financial records continued to be kept. The Trustees identify and planned for intended outcomes, measured outcomes and used the data to review progress, and learn from this.

Time 4 Children can report that no serious incidents occurred during 2020.

Plans for future periods

After an unprecedented and difficult 2020 due to Covid-19, we will continue to explore new forms of income generation and to actively seek new income streams in order to apply the system of full cost recovery throughout 2021. The charity has worked hard to build good relationships with funders and donors and will continue throughout 2021 to build further relationships in order to sustain our aims and objectives as set out in the charity's Constitution.

Time 4 Children will develop a new strategic plan and funding strategy to end 2023.

Time 4 Children will continue to clearly communicate what we do, and how we are different and will continue to work at communicating effectively to a wider audience.

Time 4 Children will continue to seek to increase its Board of Trustees in the forthcoming year (2021).

Through 2021 to 2022 Time 4 Children plans to increase the number of trained volunteers to support children by holding a further Volunteer Training Course in order to manage the increasing number of children referred to our service.

Trustees Responsibilities Statement

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

The Trustees are responsible for preparing the Trustees' Annual Report and financial statements of payments and receipts.

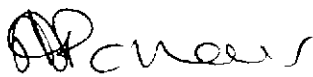
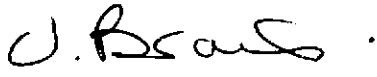
The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

Cash accounts, also known as receipts and payments accounts, are a simpler form of accounting. Cash-based accounts are not prepared on an accruals basis and therefore the SORP does not apply to their preparation. Instead these simpler accounts report the actual cash receipts and cash payments made in the reporting period.

G. Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of Time 4 Children's Board of Trustees

Signature(s)		
Full name(s)	DEBORAH PARLOUR	JANET BRAILEY
Position(s)	TREASURER	TRUSTEE

Date:

22-6-21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Reg No

Receipts and payments accounts

CC16a

For the period
from

01/01/2020


To

31/12/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Funding	33,718	300	-	34,018	46,860
Interest	9	-	-	9	17
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,727	300	-	34,027	46,877
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,727	300	-	34,027	46,877
A3 Payments					
Sessions	-	1,871	-	1,871	2,238
Training	23	490	-	513	283
Administration / Salaries / Marketing	31,186	1,200	-	32,386	30,174
Travel	61	-	-	61	1,479
Insurance	556	-	-	556	553
Stationery / Equipment	-	-	-	-	1,707
Sundries	-	-	-	-	32
Rent	3,105	-	-	3,105	3068
	-	-	-	-	-
Sub total	34,931	3,561	-	38,492	39,534
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	34,931	3,561	-	38,492	39,534
Net of receipts/(payments)	- 1,204	- 3,261	-	- 4,465	7,343
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,305	3,275	-	37,580	30,484
Cash funds this year end	33,101	14	-	33,115	37,827

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	3,157	-	-
	Deposit Account	29,944	14	-
			-	-
	Total cash funds	33,101	14	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
		DEBORAH PARLOR	22-6-21	



Section A

Independent Examiner's Report

Report to the trustees/
members of

TIME 4 CHILDREN

On accounts for the year
ended

31 DEC 2020

Charity no
(if any)

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

13 JUNE 2021

Name:

RICHARD WOUFF

Relevant professional
qualification(s) or body
(if any):

CHARTERED INSTITUTE OF
MANAGEMENT ACCOUNTANTS

Address:

21 NOEL GREEN
BURBESS HILL
W-SUSSEX

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

The figures in the accounts reconcile to those on the bank statements and all income and expenditure has been recorded correctly.

Overall, funds have decreased by £4,712 compared to the previous year but given that 2020 was an exceptionally unusual year this decrease should not be seen as cause for concern.