



Araba Scott Children's Foundation

Helping shape young hearts and minds

Trustee's Annual report | March 2018

Araba Scott Children's Foundation

The trustees of Araba Scott Children's Foundation present their annual report and accounts for the year ending March 2018, and confirm they comply with the requirements of the Charities Act 2011, the constitution and the Charities SORP (FRS 102).

EXECUTIVE SUMMARY

This has been an exciting first year for Araba Scott Children's Foundation! From growing our administrative resources, forging new partnerships, winning awards and most importantly helping shape the lives of children in St. Thomas, Jamaica for the better.

In the summer of 2017, fundraising events, generous individual giving and financial awards allowed us to put the roof on our first safe haven for children. We were able to fully secure the back of the building with concrete walls, doors and windows. Community engagement helped us to promote the idea of a safe haven to parents and children who provided feedback to suggest the haven is desperately needed and would be of incredible benefit to the parish's children. We learned that it would particularly benefit children with disabilities who find themselves confined to the home on most days.

We built on our existing links with the Jamaican Library Service based in Port Morant and Peace Corps to put on events for the children. As well as our daily literacy and numeracy classes, we incorporated games and playtime activities for children of all ages. This led to our first self-esteem event in the library that dealt with issues such as colourism, self-love and hair education. It was well attended and the concept of high self-esteem is generally a well woven in feature of our children's activities. Furthermore, we re-established the reading club which takes place on a Wednesday and uses a donation system that allows for staff at the library to buy the students a healthy snack before they begin the class. This helps the children to concentrate on their reading and is also a great incentive to attend class after a long day at school! We also re-shaped the reward system to encourage positive growth mindsets in the children, and honour their commitment to learning.

At the beginning of 2018, we developed a new partnership with Re:Generation Kidz Klub which gave us the idea to hold the first ever virtual cultural exchange between children in Ghana and Jamaica this

Summer. In February 2018, we met our first official bodies at the Ghana High Commission giving us the impetus to speak to the Jamaican High Commission in the U.K.

On 1st March 2018, we visited the High Commissioner of Jamaica, Mr. George Ramocan (born in St. Thomas) who fully endorsed our work and stated, “what you are doing is getting to the root cause of crime...so projects like yours are definitely ones we would support.” They also offered us full use of the function room for our events and connected us to organisations that could support us in the U.K.

OUR AIMS

The CIO operates under its governing document (October, 2016) which was authorised by the Charity Commissioners for England and Wales on 16th October 2016 which included the regulations for appointment of trustees.

The objects of the CIO are to advance in life and relieve the needs of young people in St. Thomas, Jamaica through:

1.
 - a) Advancing education;
 - b) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;
 - c) Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
2. To advance the education of the public in St. Thomas, Jamaica but not exclusively by the provision of basic literacy and numeracy classes.

OUR OBJECTIVES

Our objectives are set to reflect our artistic, cultural and educational aims, and the ethos of the CIO. It is important to us that we maintain and enhance the newly established success of the foundation. However, this objective is set in the context of the broader goals we set for the CIO and children of St. Thomas, Jamaica. In setting our objectives and planning our activities our trustees have given careful consideration to the Charity Commission’s public benefit guidance.

Our key objectives for the year included:

- Opening a bank account
- Raising awareness of our CIO and its future plans in the U.K, and Jamaica.
- Gaining Employer’s Liability Insurance
- Have all trustees visit St. Thomas*
- Increase the number of activities for children in St. Thomas.
- To play our part in the life of our local community in St Thomas through our inclusive summer events and service programs.
- Build and maintain links with NGOs in the U.K. and Jamaica that have similar goals.

We achieved and far exceeded *almost all* of our objectives for this year.*

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

Participant numbers and Activities

Our aim is to engage as many children from St. Thomas in our artistic, cultural and educational activities as possible. Due to capacity, all our activities took place in the community of Port Morant. A total of 40 children took part in the following activities:

Our 1st Self-Esteem event (with a natural hair demonstration and workshop, a video-screening of positive messages from scientists, models and dancers from the Afro Hair & Beauty Show Live 2017, a motivational speech, a quiz and giveaways of books and hair product samples for all children).

Our 2nd Back to School event (with Maths and English challenges and art competitions)



Children watching a self-esteem video that included the positive messages of scientists, dancers and models.

Re-establishment of the reading club (the impetus for the Port Morant library reading club started out four years ago as a suggestion from the Director to get children reading consistently. It particularly targeted children who are illiterate or have learning difficulties. This work had been carried out on a weekly basis by a Peace Corps volunteer and the librarian at the time. By 2017, the reading club had phased out because both facilitators had changed careers. We re-ignited the group in September 2017, with 4 students and started an informal donation scheme where snacks could be given to the children before the class began. The reading club has a sticker reward system where children can receive book prizes for their participation each week.

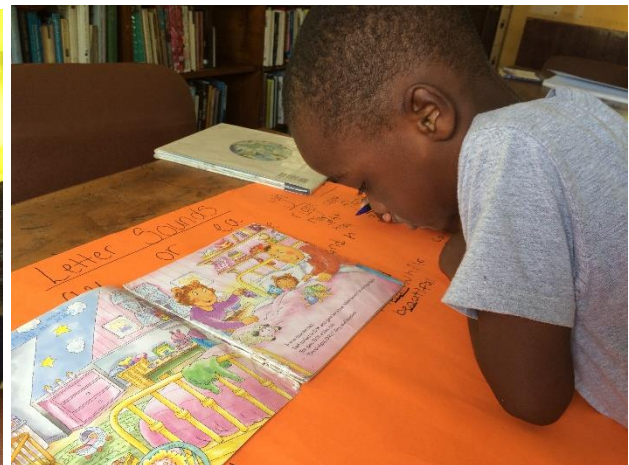
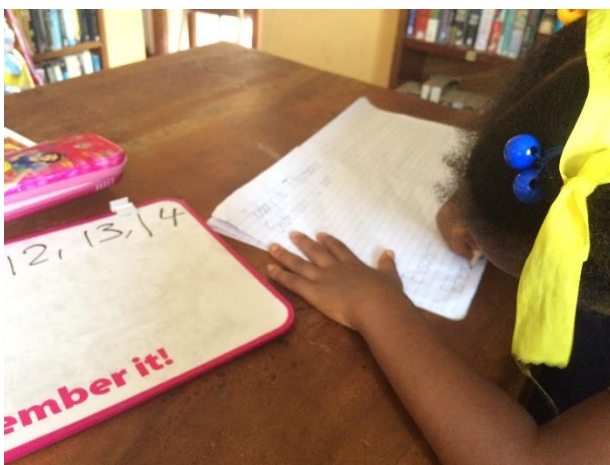


Children using the new reward system and taking turns reading out loud and building their confidence.

Daily literacy and numeracy classes (we continue to hold informal, drop-in classes to any children who are struggling with their literacy and numeracy or want to be challenged further. Our classes are fun-filled, with new games each year, and are very much student-led. We have consistently engaged with children with dyslexia and mild learning difficulties. In the next year, we hope to reach more children as a result of our safe haven.

Impact and evaluation

In 2018, we are seeking to develop our model of evaluation so that we can scale up the impact of these classes. It is currently a challenge for us to record children's and parents views due to illiteracy. However, parents and children do regularly provide positive verbal feedback to the Director.



Children taking part in literacy and numeracy classes during the holidays and after school

Safe-Haven progress

We secured funding for the continued renovation work of Barnes Hall, the first safe-haven for children aged 0-17 in St. Thomas. We put on the roof, windows and doors and spoke to parents and children in the local community to raise awareness of our future plans and take on board any feedback they had.

Jamaican High Commission endorsement

On March 1st 2018, the Director and a group of five met with Mr. George Ramocan who is currently the British High Commissioner of Jamaica. We presented our plans to Mr. Ramocan and received the full endorsement of the Jamaican High Commission. The High Commission provided us with further links to organisations who we could approach for sponsorship and other support.



After our successful meeting with Mr. George Ramocan at the Jamaican High Commission in London

Partnering with Re: Generation Kidz Klub

The trustees agreed to our first ever partnership, which will be with Re: Generation Kidz Klub over the summer of 2018, in the hope of adding more depth to our cultural activities. Re: Generation Kidz Klub is a free, fun, fast-paced children's Christian program run by a team of youth workers from Beulah Family Church in London. They offer assemblies and weekly after-school sessions in six schools in the borough of Croydon.

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We have arranged to join the Re: Generation team in Amanase, Ghana, where we will engage with the local community and involve the children in our first virtual link between children in Ghana and Jamaica. The idea is for both sets of children to teach each other something about their language, their lives and their (often) shared African identity. Alongside this, we will be assisting Re: Generation with the renovation of a new library and in the training of Kidz Klub workers in Ghana.

We met with the Deputy High Commissioner for Ghana and the Minister for Consular and Welfare on 10th February 2018, who endorsed our partner's work demonstrating that a valuable link can be found and developed here.



The Director with the team from Re:Generation Kidz Klub and the Deputy High Commissioner of Ghana and the Minister for Consular and Welfare.

Details of Awards

Between August 2017 and March 2018, the Bank of England entered our foundation onto the Charities Trust, and awarded us with the following:

- A financial award of £700 to reward the hard work of our trustee, Miss Shenaid Tapper.
- £1,250 from the Bank of England Court Awards, for Miss Shenaid Tapper's extraordinary level of commitment to the foundation.

FUTURE PLANS

- 1) To complete the renovation of Barnes Hall and open it.
- 2) To employ a teacher and an art therapist, and support volunteers in Jamaica.

This will be financed by financial awards, grants and individual sponsors. Our aim for the coming year is to increase or build upon our connection with the Bank of England, increase the number of subscriptions and small fundraising events.

OUR FINANCES

The financial statements show net incoming resources for the year on charitable activities of £4,544 (31st March 2018). The principal source of income is financial awards, accounting for 42% of the charities income. The trustees are continuing their strategy of deploying all net incoming resources to investing in our safe haven. As a charity all donors have the assurance that all the income must be (and is) applied for charitable purposes.

OUR ETHOS, VISION, STRATEGY AND POLICIES

Our Ethos

To provide children with artistic, cultural and educational activities in a nurturing environment that reminds them of their rights in the world. We promote children's rights and advocate against the use of corporal punishment to discipline children.

Our vision is embodied by the following;

Children in St. Thomas are learning, playing and creating in a safe and nurturing environment. The children's self-confidence grows and literacy rates improve, regardless of ability or disability. Children of all backgrounds treat each other with dignity and respect, as a result of learning better conflict resolution and tolerance for one another (as modelled by Araba Scott Children's Foundation staff and volunteers).

Araba Scott Children's Foundation also supports the Jamaican Government's, National Shared Vision for education for 2030;

“Each learner will maximise his/her potential in an enriching, learner-centred education environment...supported by committed, qualified, competent, effective and professional educators and staff.

The system produces full literacy and numeracy, a globally competitive, quality workforce and a disciplined culturally aware and ethical Jamaican citizenry.”

Our vision as an organisation, is also in line with the performance targets set by the Jamaican Government and stipulated in the 2015 White Paper on Education, which promotes, “building community participation...to influence positive behavioural changes and stimulate a higher level of involvement.”

Mission statement

Araba Scott Children's Foundation's mission is to bring children of all circumstances living in St. Thomas together with professional artists, teachers and therapists, to create, learn, play and embrace their culture, increasing wellbeing, tolerance, and helping give children a positive view of themselves.

STRATEGY

The trustees developed a three-year strategy (2016-2019) that had 4 main aims.

1. Children

Embed learning and art-making into the life of children in St. Thomas, to improve their wellbeing and ability to express themselves.

2. Organisation

Govern and manage Araba Scott Children's Foundation effectively and secure the long-term continuation of its work by building a strong communication system within the board and amongst the Director and volunteers, build a stable financial base, a resilient business model and dynamic local partnerships in the UK and Jamaica.

3. Art, culture and education (ACE programs)

Through high quality, child-led art making, teaching and cultural enrichment, enable children to express themselves, learn new skills, and feel included and accepted in their community.

4. Community and schools

Use our unique style of art-making, educating and cultural enrichment to model to the public how we can all work with children without using violence, and help change attitudes and behaviour towards children.

POLICIES

This year we developed the following policies, which will be reviewed at our second AGM;

- Code of Behaviour
- Conflicts of Interest
- Equal Opportunities
- Financial Management
- Health & Safety
- Safeguarding Children & Young People
- Safe Recruitment
- Supervision
- Whistle-Blowing

STRUCTURE, GOVERNANCE AND MANAGEMENT

The trustees are responsible for the overall management and control of the foundation and meet four times a year. The task of implementing most of our policies is carried out by the Director and members of the Ethics and Finance Committee which meet monthly. They gave of their time freely and no remuneration or expenses were paid in the year. The Director also volunteers her time and no remuneration or expenses were paid in the year. This is due to a mutual decision to put the primary needs of the safe-haven project first.

ORGANISATIONAL MANAGEMENT

The trustees determine the general policy of the foundation. The Director undertakes the key leadership role overseeing ACE programs in consultation with the trustees. The day to day administration is undertaken within the policies and procedures approved by the trustees.

RISK MANAGEMENT

The trustees are responsible for the overseeing of the risks faced by the foundation. Detailed considerations of risk are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an

annual basis. Risk is managed under the headings of child welfare, general security (on site and on future trips and events), fraud and financial crime.

The main risks that the trustees have identified and the plans to manage those risks are:

Risk 1: Child welfare (abuse, negligence and hazards)

Impact: Children's lives are negatively impacted; the charity loses credibility and becomes unsafe for children.

Likelihood: For a charity that works with children, particularly those from vulnerable backgrounds, it is likely that harm can come to children through recruitment (people choosing to work with us with the intention of harming children) and through poor health and safety practices.

Mitigation: Araba Scott Children's Foundation is dedicated to safeguarding children. Our main risk is to the safety of children, and we have taken the following steps to ensure that children are properly safeguarded.

Araba Scott Children's Foundation will hold interviews with prospective volunteers, missionaries, asking them why they want to take part in our work. Only those who have the necessary skills, passion and dedication to our cause will be recruited. Volunteers will be subject to a DBS check if they are coming from the UK.

Volunteers in Jamaica will be subject to a CRB check which is provided by the Jamaica Constabulary Force (JCF). The Police Certificate bares the background of each applicant and indicates whether or not an individual has any convictions recorded against him/her in Jamaica. If a prospective volunteer or staff member has a conviction for a sexual or violent offence, they will be automatically barred from working with Araba Scott Children's Foundation. All other offences will be considered individually by the board of trustees.

Secondly, once the building is opened a health and safety policy will be drawn up to accommodate for every situation where a child could be harmed in the building. We will also inform children about the best practices to use to keep themselves and others safe from harm.

Monitoring: As far as possible the Director will remain directly involved in the work with the children in St. Thomas and promptly address any concerns that come about. Additionally, a weekly blog will be a mandatory part of the role of teachers, staff and volunteers at the centre(s). This means staff and volunteers are accountable for the safety of children at all times, and we can see how children are being treated, and address issues if they arise.

Furthermore, once staff are instated we will train them on how to keep children safe from harm and conduct risk assessments for work carried out in the building and on trips.

Risk 2: General security on site and on trips and events

Likelihood: Port Morant, is a relatively safe area, and the area where we are located is highly visible to the community, is guarded with a gate and will have exterior grills on the doors.

Mitigation: We want everyone to be safe in the building in Jamaica that Araba Scott Children's Foundation operates from. Araba Scott Children's Foundation's building is two minutes-drive from Registered Charity no 1169742 Registered in England and Wales at 1 Burcott Road, Purley, CR8 4AD and operating at Curtis Bottom, Port Morant, St. Thomas, Jamaica, W.I.

the local police station. The gate will be guarded by security while children are inside. Trips will require a full written risk assessment to be made to the Director before the trip takes place.

Monitoring: All adults working with children will be responsible for overseeing their safeguarding, and a caretaker will be appointed who looks after the building's physical security. For example, making sure the outer gate is supervised, and to sign people in and out of the building.

Risk 3: Fraud and Financial Crime (money laundering, donations from proceeds of crime and tax evasion)

Impact: The charity is put at risk of external scrutiny, or the charity comes under investigation by the Charity Commission and other authorities not by its own doing. Thus, affecting our public image permanently, it could be difficult to regain the trust of the public trust and our service users.

Likelihood: As a charity, there is always a risk of people taking advantage of our charitable status for their individual criminal gain. However, at this stage, we'd say it's highly unlikely.

Mitigation: The fact that we usually publicly announce or thank donors (of money, clothes, toys, books etc.), would probably be enough to prevent people from donating large amounts of money for fraudulent purposes. In the event we receive or are offered an anonymous donation of £25,000 we will report this as a serious incident to the Charity Commission. We will then consult the Charity Commission's Compliance Toolkit Protecting your Charity from Harm to see how to proceed next.

TRUSTEE RECRUITMENT and TRAINING

The board of trustees requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees, the most important attribute is a passion for the work of Araba Scott Children's Foundation and an understanding of art, education and culture as a holistic and rounded experience of personal growth. We advertise through our website and social media platforms.

Where possible the trustees consider that the skills and experience of the Board should comprise the following:

- 1. A trustee with a financial/accounting background**
- 2. A trustee with education experience**
- 3. A Trustee with an understanding of the social and emotional needs of vulnerable children and adolescents, and who has worked therapeutically with children.**

One trustee may have one or more of these skills.

Our main training focus for 2017 was to have the board of trustees visit St. Thomas, meet the community and visit the safe-haven at Curtis Bottom. Two trustees had already achieved this, by virtue of living in the area, and having heritage there already. In October 2017, one trustee visited, then another went in March 2018. Our last trustee will be visiting in September 2018. These visits were self-funded and they all report that seeing what we are working towards motivated them to fundraise in their individual capacities.

CHARITY TRUSTEES

The trustees of Araba Scott Children's Foundation govern all our work. New trustees are appointed by the existing Board of Trustees. All trustees have served throughout the year except where indicated:

Ethics Committee | P Macey (October 2017), I Johnson and A.C. Williams (October 2016)

Finance Committee | S Tapper (October 2016)

Communications Committee | T Senior (October 2016)

The Director | Alicia Louise Williams

CONTACT DETAILS ADDRESSES

Registered address

Araba Scott Children's Foundation
1 Burcott Road
Purley
Surrey
CR8 4AD
G.B.

Safe Haven address

Curtis Bottom
St. Thomas
Surrey
Jamaica
W.I.

Website www.arabascottcf.org

Registered Charity No. 1169742

PROFESSIONAL ADVISERS

BANKERS: Reliance Bank Ltd
Faith House
23-24 Lovat Lane
London EC3R 8EB

ACCOUNTANT: Miss Serena Monplaisir

INSURANCE BROKERS: Access Insurance

Selsdon House
212-220 Addington Rd
South Croydon, CR2 8LD

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Receipts & Payments Account for the Financial Year Ended 31-Mar-18					
	Current Financial Year, Jan'18-Mar'18				Last Year
	Unrest ricted Funds	Desig nated Funds	Restri cted Funds	Total	Total
	£	£	£	£	£
RECEIPTS					
Voluntary	4,54			4,54	
Income	4			4	0
Income					
Generation	0		0	0	0
Investment					
Income	0		0	0	0
Charitable					
Income	0		0	0	0
Advance					
Receipts	0		0	0	0
TOTAL RECEIPTS	4,544		0	4,544	0
PAYMENTS	£	£	£	£	£
Costs of					
Generating Funds					
Fundraising	0	0	0	0	0
Support Costs					
Governance	0	0	0	0	0
Salaries	0	0	0	0	0
Administration	2,05 9	0	0	2,05 9	0
Sub-total	2,059	0	0	2,059	0
Advance					
Payments	0	0	0	0	0
TOTAL	2,059	0	0	2,059	0
PAYMENTS					
NET RECEIPTS-					
PAYMENTS	2,485	0	0	2,485	0

Movements in Funds for the Financial Year Ended 31-May-18					
	Bt'Fwd at 01- Jan-15	Recei pts in Period	Payme nts in Period	Transfe rs in Period	Cd'Fwd at 31-May-18
Cash Assets					
Cash at Bank & in Hand					

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Petty Cash	0	0	0	0	0
Bank, Current Account	0	4,610	-2,812	0	1,798
	<u>0</u>	<u>4,610</u>	<u>-2,812</u>	<u>0</u>	<u>1,798</u>
Investment/Deposit Accounts	Bt'Fwd	Deposits	Withdrawals	Net Transfers	Cd'Fwd
Bank, Deposit Account	0	0	0	0	0
Total Cash Assets	0				1,798
Comprising:					
General (Unrestricted) Fund	0	4,610	-2,812	0	1,798
Designated (Unrestricted) Funds	0		0		0
Total Funds	0				1,798

Statement of Assets & Liabilities as at 31-May-18				
	Unrestricted Funds	Designated Funds	Restricted Funds	Total at 31-May-18
Cash Assets	1,798	-	-	1,798
Other Monetary Assets				0
Investments Assets				None
Assets Retained for Own Use				0
Liabilities				None

Cash, current & deposit bank accounts

Money still to be claimed, eg: Gift Aid

Stocks, shares, bonds, etc.

Physical assets - eg: computers, furniture

Commitments not yet paid.

Note: Assets retained for own use are shown at purchase price. Current (residual) value is unknown.