

**The Healthcare Play Specialist Education Trust**

**Registered Charity number 292218**

**Trustees Report  
&  
Financial Statements**

**Year ended 30th September 2020**

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Report & Financial Statements**  
**Year ended 30th September 2020**

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**The Healthcare Play Specialist Education Trust**

**Registered Charity number 292218**

**Charity Information**

**Registered Charity Name**      The Healthcare Play Specialist Education Trust

**Charity Number**                292218

**Trustees**

Rhonda Alexander	
Christina Clegg	Chair
Joy Clapham	Vice Chair
Aimee Coltman	
Frances Barbour	
Judith Dibble	
Irene O'Donnell	
Emma Eardley	
Catherine Gardner	
Norma Jun-Tai	
Janet Morris	
Laila Paulsen-Becejac	
Lee Pryor	
Lynn Ann Randall	
Richard Spicer	Treasurer
Tracy Sutherland	
Alison Tonkin	Secretary
Nicola Voos	

**Correspondence Address**      Box 205  
44-46 Morningside Road  
Edinburgh EH10 4BF

**Independent Examiner**        C Veasey ACA MAAT  
Edward Thomas Peirson & Sons  
Chartered Accountants  
21 The Point  
Market Harborough  
Leicestershire LE16 7NU

**Principal Office**                155 Portland Crescent  
Stanmore  
Middlesex HA7 1LR

**Bankers**                         National Westminster Bank Plc  
4/6 Grove Street  
Wilmslow  
Cheshire SK9 1EE

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Annual Report**

**Year ended 30th September 2020**

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 30th September 2020

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown on the schedule of Charity Information on page 1 of this report.

**THE TRUSTEES**

The trustees who, unless otherwise stated, served the charity during the period and up to the date of this report were as follows:

Rhonda Alexander	
Christina Clegg	Chair
Joy Clapham	Vice Chair
Aimee Coltman	
Frances Barbour	
Judith Dibble	
Irene O'Donnell	
Emma Eardley	
Catherine Gardner	
Norma Jun-Tai	
Janet Morris	
Laila Paulsen-Becejac	
Lee Pryor	
Lynn Ann Randall	
Richard Spicer	Treasurer
Tracy Sutherland	
Alison Tonkin	Secretary
Nicola Voos	

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Annual Report (continued)**

**Year ended 30th September 2020**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The Healthcare Specialist Education Trust (HSPET) is a registered charity (Number 292218) and is governed by a trust deed. The trust was established under a trust deed dated 25th June 1985 which was amended by deeds of variation dated 19th May 1994, 26th July 2006 and 29th January 2014.

**Organisation**

The charity is governed by its trust deed which specifies that there must be a minimum of fifteen and a maximum of twenty four trustees.

Trustees must be appointed for a term of three years or less by resolution of the Trustees passed at a Special Meeting and may stand for re-appointment for a further period of three years. In exceptional circumstances a trustee may be allowed to exceed the six year maximum where this is deemed to be in the best interest of the Trust.

The Board is required to meet at least two times a year and in practice meets four times a year.

**OBJECTIVES AND ACTIVITIES**

**Principal activity**

The charity's principal activity is to advance education with particular reference to the study of developmental and therapeutic play, including psycho-social care, in hospital of children and their families. Registration of those who have successfully completed an approved course, and those on the register who meet the continuous professional development standards for re-registration.

**Investment Powers and Restrictions**

Investments are held for the long term generation of income. The charity will not knowingly invest in securities that do not accord with its principles.

**Year ended 30th September 2020**

## **ACHIEVEMENTS AND PERFORMANCE**

COVID-19 has had an impact on the work of the Board, with both positive outcomes and challenges as we supported registrants working in healthcare settings and students entering the profession.

We have worked closely with registrants and posted news updates online, based on information from NHS England and Public Health England and the advice they have provided to practitioners. We have advised registrants to work closely with their employers and to follow all local policies and guidelines. During the first phase of the pandemic many registrants worked in areas or roles outside of their registrant core role, as defined in local major incident plans. We advised registrants that their registration would be maintained during this period.

We published new guidance on Continual Professional Development requirements for re-registration 2020 audit criteria; all study leave was cancelled along with conferences and courses.

The second year students had placements suspended and disruption to studies, the colleges moved to a blended learning model. All students had to complete all the academic studies and clinical practice hours before they could graduate and enter the HPSET Public Register. All students successfully completed all elements of the course, as they showed commitment and worked with new ways of working and accessing the classroom. The University of West London held two Academic Boards to allow more time for students to complete their outstanding work and hours.

First year students, for this year only, were able to carry over hours from year 1 into year 2.

We have received many positive reports from registrants on the new ways of working in the COVID-19 environment. Some registrants worked in adult areas when their wards were converted into COVID RED wards, with Consultants and adult nurses wanting to continue the working relationship with the Health Play Specialist, as they saw a difference in the response of patients to their work and interventions.

The HPSET Board moved to ZOOM meetings on a more regular basis and for shorter periods of time. The work of the board has progressed and savings have been made as a result. The cost of travel, accommodation, room hire and lunch has been removed for this period of time. We will review the meeting structure and have limited face to face meetings post COVID 19 restrictions being removed.

The first year of the new online Audit Profile submissions was successfully completed. 220 profiles were submitted, marked and feedback provided to registrants. The standards of the profile have been raised and samples added to the website.

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Annual Report (continued)**

**Year ended 30th September 2020**

**FINANCIAL REVIEW**

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting for Charities' issued in March 2015 in preparing the annual report and financial statements of the charity.

**Results for the year**

Financially there was a deficit of £493 (2018: £22,457) in the net movement of funds for the year.

The main sources of income continued to be in indexation and re-registration fees.

**Reserves Policy**

The trustees aim to retain unrestricted reserves equivalent to at least twelve months of forecasted expenditure. As at 30th September 2020 unrestricted reserves amounted to approximately 36 months of expenditure (2019: 25 months), based upon expenditure incurred during the year.

**PLANS FOR FUTURE**

We did not meet all our target areas of work during the last financial year due to COVID 19 and the need to focus on supporting and advising the profession. We will continue to develop our work plans.

Work is being progressed with Solent University and Leeds City College on the writing of two new programmes for the delivery of the Foundation Degree. This is a requirement of the Institute of Apprenticeships and we currently only have one provider, the University of West London.

Budget setting for 2020/21 was a challenge, as we were unable to accurately predict if any, or how many students would enrol for the course. We were pleased with the increase in number of students this year which can be directly linked to the new Higher Apprenticeship Awards.

We continue to invest in the website to maintain its functionality and security. New online training packages will be uploaded throughout this year to be a resource available for our members.

The Return to Practice programme has been re-written, with meetings via Zoom and will be published in December 2020.

The Mentor Training Programme has been re-written, with meetings via Zoom and will be published December 2020.

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Annual Report (continued)**

**Year ended 30th September 2020**

**PLANS FOR FUTURE (continued)**

Work continues as we gather the evidence and build the case for membership of the Professional Standards Authority (PSA). We have concentrated our energies on sections 4-7 relating to the Public Register and HPSET processes for entry to the register, re-registration annually and fitness to practice.

Progress on the merger of HPSET and the National Association of Play Specialist (NAHPS) has been slow and interrupted by COVID-19. Work is progressing again with the new Deed of Covenant being developed and joint board meetings being held.

The focus of the Board for 2021 will be:

- the merger with NAHPS and the formation of the new charity and its structures and financial management.
- Gathering evidence for the PSA application which will take another 3 years to complete.
- To engage with the profession.
- To update and review current systems and processes to ensure we are PSA compliant.
- To be financially secure and aware that we are working in a challenging and changing environment.



**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Trustees Annual Report (continued)**

**Year ended 30th September 2020**

**RESPONSIBILITIES OF THE TRUSTEES**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently
- \* Make judgements and estimates that are reasonable and prudent
- \* Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the trustees

Mrs Christina Clegg  
Chair

20-Nov-20

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**

**Independent Examiner's Report to the Trustees of The Healthcare Play Specialist Education Trust**

I report on the accounts of the Healthcare Play Specialist Education Trust (charity number 292218) for the year ended 30th September 2020, which are set out on pages 8 to 11.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('The Charities Act') and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's statement**

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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**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 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Edward Thomas Peirson & Sons  
Chartered Accountants  
21 The Point  
Market Harborough  
Leicestershire LE16 7NU

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**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Statement of Financial Activities**  
**Year ended 30th September 2020**

	<u>2020</u>			<u>2019</u>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
<b>Incoming resources</b>				
Investment income	709	-	709	832
Bank interest receivable	14	-	14	22
Charitable trading activities	24,149	-	24,149	14,571
Other incoming resources	100	-	100	-
<b>Total unrestricted income</b>	<b>24,972</b>	<b>-</b>	<b>24,972</b>	<b>15,425</b>
<b>Resources expended</b>				
Charitable activities	1,148	-	1,148	1,067
Governance costs	5,300	-	5,300	13,497
Office expenses	18,417	-	18,417	22,718
Financial costs	600	-	600	600
<b>Total expenditure</b>	<b>25,466</b>	<b>-</b>	<b>25,466</b>	<b>37,882</b>
Net movements in funds for the year	(493)	-	(493)	(22,457)
Total funds brought forward	80,024	-	80,024	102,481
<b>Total funds carried forward</b>	<b>79,531</b>	<b>-</b>	<b>79,531</b>	<b>80,024</b>

There were no recognised losses for 2019 or 2020 other than those included in the financial statements.

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Balance sheet as at 30th September 2020**

	Note	<u>2020</u>		<u>2019</u>	
		£	£	£	£
<b>Fixed Assets</b>					
Investment - Income Bond	2		53,000		73,000
<b>Current Assets</b>					
Cash at bank and in hand		<u>27,131</u>		<u>7,624</u>	
		<b><u>27,131</u></b>		<b><u>7,624</u></b>	
<b>Current Liabilities</b>					
Accruals		<u>600</u>		<u>600</u>	
		<b><u>600</u></b>		<b><u>600</u></b>	
<b>Net Current Assets</b>			26,531		7,024
<b>Total Assets less current liabilities</b>			<u><b>79,531</b></u>		<u><b>80,024</b></u>
<b>Capital</b>					
<b>Unrestricted Funds</b>			<u><b>79,531</b></u>		<u><b>80,024</b></u>
			-		

Approved by the trustees on 25 November 2019

and signed on their behalf by:

Mrs Christina Clegg  
Chair

Mr Richard Spicer  
Treasurer

**The Healthcare Play Specialist Education Trust**

**Registered Charity number 292218**

**Notes to the accounts for the year ended 30th September 2020**

**1 Accounting policies**

**1.1 Basis of preparation of accounts**

These accounts are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to the accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

**1.2 Investment**

All investments are in National Saving bonds and valued at cost

**1.3 Income**

Voluntary income and donations are accounted for as received by the charity. No permanent endowment have been received in the period.

**1.4 Value Added Tax**

Value added tax is not recoverable by the charity.

**2 Investment - Income Bond**

	<b>2020</b>	<b>2019</b>
	£	£
Historical cost	<u>53,000</u>	<u>73,000</u>
Market value	<u>53,000</u>	<u>73,000</u>

The Income Bonds are held with National Savings and Investments and currently pay 1.15% interest per annum.

**3 Employees**

The charity has no employees.

**4 Transactions with trustees and related parties**

None of the trustees have been paid any remuneration from the charity. Trustees are reimbursed for expenses incurred attending meetings and undertaking duties related to their duties as trustees as authorised by the governing trust deed.

	<b>2020</b>	<b>2019</b>
	£	£
Trustee expenses and costs.	<u>4,182</u>	<u>10,740</u>
	<u>4,182</u>	<u>10,740</u>

**The Healthcare Play Specialist Education Trust**  
**Registered Charity number 292218**  
**Income and expenditure account**  
**Year ended 30th September 2020**

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
<b>INCOME</b>				
Investment	723		854	
Charitable activities	24,149		15,536	
Refunds	-		(965)	
Other income	100		-	
	<u>          </u>	24,972	<u>          </u>	15,425
<b>EXPENDITURE</b>				
<b>Governance costs</b>				
Hire of room	1,118		2,757	
Trust board costs	4,182		10,740	
	<u>5,300</u>		<u>13,497</u>	
<b>Office expenses</b>				
Office expenses	542		2,143	
Office fees	9,351		9,300	
Bank charges	245		120	
Website	8,655		11,155	
	<u>18,793</u>		<u>22,718</u>	
<b>Other costs</b>				
Insurance	1,148		1,067	
Prize	100		-	
	<u>1,248</u>		<u>1,067</u>	
<b>Financial costs</b>				
Independent examination	600		600	
	<u>600</u>		<u>600</u>	
		25,941		37,882
<b>(DEFICIT) FOR THE YEAR</b>		<u><u>(969)</u></u>		<u><u>(22,457)</u></u>