

Cynfran Out of School Childcare Statement of Purpose

It is the aim of Cynfran Out of School Childcare to provide safe, affordable, quality after school club care for children and young people between the ages of 3 – 11 years old who attend Ysgol Cynfran. The club is open from 3:00 p.m. to 6:00 p.m., Monday to Friday during term time. The club does not currently open in the school holidays or on bank holidays. We have a mixed female/male ratio with the facility to cater for all needs of the children. When parents register their child with the club the playworker will discuss with the parent as to whether the child has specific needs and how the club can help accommodate these needs.

The club will provide a stimulating environment for those attending and will provide activities and experiences which are fun and will enhance their development. The club encourages children to participate in craft activities, football, rugby, netball and outdoor play. We also are fortunate to have the use of a home corner role play area, construction area, cars and car mat, trains and track, a reading area and colouring and drawing with different types of media. For those children who wish a more relaxed session there are bean bags to relax in, tablets to play on and dvd's to watch.

The club will provide those attending with a drink and snack, which are included in the cost of the session. These snacks may include toast, sandwiches, cereal, fruit or yoghurts. The Club aims to promote good eating habits for life through the provision of healthy snacks that meet the nutritional requirement of a growing child.

We are an English medium school with a big emphasis on teaching and speaking the Welsh language therefore this is carried on in the club.

Location

The Club is situated within the school's mobile classroom and has use of an enclosed outdoor area and its own toilets. The club can be accessed via the Class playground entrance and parents / carers will be met by a member of staff at the side entrance wooden gate. The Club address is:

Ysgol Cynfran,
Dolwen Road,
Llysfaen,
Colwyn Bay,
LL29 8SS.

Contact number: 07500 759163 (club's mobile phone number)
01492 517326 (school's main office)

Parents can use either of the above numbers to contact either Miss Annie Sweetman, Club Manager or the school secretary with regards to bookings and cancellations along with the club's social media platforms.

Special arrangements may be made for low-income families, who may be experiencing difficulties with payments to access the Club, and information is available to Parents/ Carers regarding the Childcare Tax Credit and Working Tax Credit by contacting 0845 300 3900.

The Club is registered by the Welsh Assembly's Care Inspectorate Wales (CIW),
North Wales Office,
Government Buildings,
Sarn Mynach,
Llandudno Junction
LL31 9RZ.

CSSIW contact number 0300 790 0126.

Staffing

The trustees of the club are:

Mrs Lesley Heap
Mr Nigel Edwards
Mrs Kate Guise

Manager – Miss Annie Sweetman – A Teacher.

Deputy Manager – Miss Kerry Buckle – Level 3 Playworker and Teaching Assistant.

Playworkers:

Miss Sioned Evans - Level 2 Playworker. 1:1 Support Worker.
Mrs Tracy Yates – A Higher Level Teaching Assistant.

Access

Cynfran Out of School Childcare is open to Primary School aged children aged between 3 – 11 years irrespective of their culture ability or social status. The club is registered to accommodate 64 children, with a staff: child ratio of 1:8. There will always be a minimum of two staff on duty at any one time. All children attending the Club will be required to complete a registration form, which contains emergency contact details, special needs and allergies. All information is kept in confidence and will be stored in a locked cabinet within the club. We request that Parents / Carers keep us informed of any changes: mobile numbers, address, emergency contacts.

Administration of Medication

Medicines will not usually be administered unless they have been prescribed for that child by a doctor. If medication is to be given, the following is required:

- written agreement of the parent/carer and with an understanding of the possible side effects of the medication.
- medicines must be provided in their original containers, within the expiry date listed on the container and clearly labelled with the child's name, and will be inaccessible to children.
- written details of the exact time medication was last administered to the child will be provided by the parent/carer.
- where necessary the Club staff will liaise with school staff to monitor the handover and administration of medicine and the child's needs on a daily basis.

Emergency Closure

Wherever possible, Cynfran Out of School Childcare will remain open during the school day to deliver care to its children. However, the Person in Charge is authorised to make an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the children.

If school is closed it is the responsibility of the Person in Charge to nominate either the Club Manager or Senior Playworker to ensure that parents are contacted using the emergency contact details or the school's text messaging service. No child will be allowed to leave club unless the club is aware that an identified adult will be available to collect a child. We will ensure that adequate supervision by members of staff will be made for those children who cannot go home immediately and therefore have to remain at school.

Child Protection

In the event of a member of staff having a concern/suspicion that a child has suffered abuse / neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering neglect:

The member of staff acts without delay (and as is appropriate to the age/stage of the individual child):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

- Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours
- Makes a note of the date, time, place and people present in the discussion
- Does not confront the alleged abuser
- Reports the concerns to the school's Child Protection Officer: Mr O H Rogers and /or the Club Manager, but without delay.
- The written record is passed to the Club Manager and kept safely and confidentially.

The Club's Registered Person reports the concerns immediately to the Duty Social Worker at the local office. The need to seek advice should never delay any emergency action needed to protect a child.

Conwy Social Services Duty Desk:

01492 575111 (between 8:45 am to 5:15 pm) or 01492 515777 (out of hours contact)

NSPCC Wales:

0800 800 5000

Concerns and Complaints

The staff at Cynfran Out of School Childcare are committed to working in partnership with Parents/Carers and welcome any views and ideas to improve the quality of the club. Parents/carers and children are encouraged to communicate in confidence with staff, any concerns or requests they may have. The Club welcomes suggestions and constructive criticism from parents/carers and children to help us maintain a high quality of provision.

Share your concerns and suggestions by:

- Speaking to the Club's senior playworker - if you prefer to do this outside of normal club hours and in confidence, please arrange a convenient time
- Contacting the Club Manager via email or the social media platforms.

The Club feeds back any action taken in response to suggestions, comments and concerns either verbally, in writing or when appropriate by placing a notice on the notice board about any changes made to operations as a result.

From time to time, a parent/carer or child may find it necessary to make a complaint. The Club's policy is to respond to and resolve complaints quickly, effectively and where possible in a positive and informal manner. To help you, there are forms you can use (including a separate form for children) which are in the Families' Information Pack given to parents/carers when a child starts attending the Club.

At all times, the welfare of the child is safeguarded and promoted and their ascertainable wishes and feelings are taken into account. All staff at the Club are familiar with the complaints policy and procedure and confidentiality is maintained at all times.

Policies, Procedures & Operational Plan

The Club Policies and Procedures are reviewed and updated as necessary and are available for parents to read. Please see the Manager or refer to the school's website www.ysgolcynfran.co.uk.

This Statement of Purpose is reviewed and updated as necessary and/or in line with any changes in regulations. Any changes to the service are notified to CIW and the parents/carers.