



Statement of Purpose & Operational Plan

Clwb Plant Llandegfan Kids Club

Registered Persons: Patricia Roberts & Mariann Gri. ths

Person in Charge: Patricia Roberts

Legal Structure: Registered Charity

Chairperson: John Latchford

Organisation

Clwb Plant Llandegfan Kids Club is registered with Care Inspectorate Wales (CIW) under Part 2 of The Children and Families (Wales) Measure 2010 and the Regulation of Child Minding and Day Care (Wales) Order 2016 to provide day care. Patricia Roberts is the Person In Charge.

Our club is run as a not-for-profit organisation, currently employing four members of staff. We enjoy a close working relationship with Ysgol Gynradd Llandegfan in order to ensure continuity of care, and to maintain good communication links.

We have a committee of volunteers who oversee the organisation and running of the setting. The committee supports our Manager to evaluate and make plans for the development of the club, review our quality of care annually and help with fundraising and managing our finances.

You can download our most recent inspection report here:

[8930_c_191125_e.pdf \(gov.wales\)](#)



The main contact for Clwb Plant Llandegfan Kids Club is:

Patricia Roberts
Clwb Plant Llandegfan Kids Club
Ysgol Gynradd Llandegfan
Anglesey
LL59 5UW

07717 380 386

clwbplantllandegfan@outlook.com

This address should be used for all written correspondence to the club, including any correspondence to the management committee and the Registered Person/Person In Charge. Please note that the number above is solely for correspondence with the Manager. The number you need to call when you have arrived to collect your child is: 07591 582 993.



Aims and Objectives

At Clwb Plant Llandegfan Kids Club we aim to provide quality accessible out of school childcare offering a safe and secure environment in which to play, learn and socialise after school and also during the school holidays. The club shares a room with the Cylch Meithrin and the school hall is also used for certain activities such as games and cookery. We are a member of Clybiau Plant Cymru Kids' Clubs which exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs. We are registered with CIW who inspect and take action to improve the quality and safety of services for the well-being of the people of Wales

Opening Hours

- The after school club is open between 3:05pm and 5:45pm every day during school term-time.
- The holiday club is open between 8:00am and 5:45pm typically on a Tuesday and a Thursday based on sufficient bookings.



Updated - October 2021 - Patricia Roberts

Children for Whom Care is Provided

We are able to offer up to 24 places to children between the ages of 3 and 12 years old who attend Ysgol Gynradd Llandegfan. We are an inclusive setting and are happy to discuss how we can meet your child's needs at the club.

Club Premises & Facilities Offered

Our club is based at Ysgol Gynradd Llandegfan and has the sole use of the preschool class, the hall and all outdoor play areas during after school hours and during the school holidays. The club provides appropriate areas for a range of needs including a food preparation area, a quiet area, a large play area and a vast outdoor play space. Toilet and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets available for use by the children attending the club, and separate toilets for use by staff.

What We Offer

Our after school sessions are focused on Playwork methodology and we encourage children to follow their needs and interests with the support of our Playworkers. We understand that children's choices after school may be to rest and spend time in more quiet activities as well as engaging in more active play outside. We endeavor to plan for and provide a varied programme of options for children to either engage in or in fact ignore as they see fit.

We encourage a child-led provision at our club but our staff are always ready to step in and support with ideas and inspiration as and when required. There will always be a selection of activities and resources available including home corner, craft, board games, construction, reading and physical play.

Some activities will be planned weekly by Playworkers, whilst still offering plenty of opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased.

Routines

Staff collect children from the school hall and accompany them to the club premises where the children are registered. Class teachers are provided with the names of children attending the club to keep them informed and to allow for a smooth transition from the school day to club time. The club becomes responsible for the children from 3.05pm at the end of the school day, and from the time at which the child is brought to the club by their parent/carer for the holiday club. The club passes responsibility back to parents/carers from the time that the child is collected, and signed out of the club.

Snacks and drinks are available at the beginning of the session. All food and drinks offered are in line with our healthy eating policy, and meet the dietary needs and preferences of children as indicated on the child's registration form. Drinking water is available to children at all times.

An example of a typical routine is outlined below however, it is important to recognise that this is an example and is subject to change depending on both the needs and the interests of the children.

Club Routine - After School

3:05pm - 3:15pm	Collection and Registration
3:15pm - 3:45pm	Snack Time
3:45pm - 5:45pm	Structured and Free Play
5:45pm	Club Closes For Children
5:45pm - 6:00pm	Staff Tidy Up and Close the Club

Club Routine - Holiday Club

8:00am - 9:00am	Arrival & Registration
9:00am - 10:30am	Structured and Free Play
10:30am - 11:00am	Snack Time
11:00am - 12:30pm	Structured and Free Play
12:30pm - 1:00pm	Lunch Time
1:00pm - 2:00pm	Movie/Quiet Time
2:00pm - 3:30pm	Structured and Free Play
3:30pm - 4:00pm	Snack Time
4:00pm - 5:45pm	Structured and Free Play
5:45pm	Club Closes For Children
5:45pm - 6:00pm	Staff Tidy Up and Close the Club

Holiday Club - On occasion, trips will be arranged or external activity providers may be invited in, all risk assessments and necessary procedures are carried out in these instances.

Languages Used

Our club operates through the medium of both Welsh and English, children can converse with staff in either language of their choice. Bilingual signs will be used where appropriate and Welsh is incorporated into the daily routines within the club. Our service seeks to provide the Welsh Language Active Offer.

Staffing

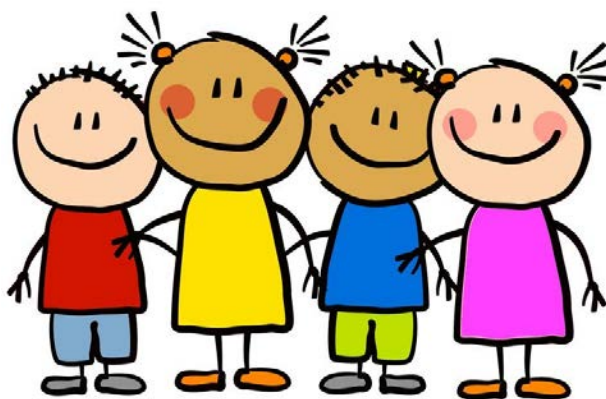
Staffing levels meet the requirements set by CIW at all times with regards to ratios and qualifications. Staff work to, or exceed the regulatory requirements at all times. Our club welcomes students on placement, volunteers and visitors who enrich the experiences of children.

Our club is staffed by a Manager - Patricia Roberts, a Supervisor - Jeanette Owen and two Playworkers - Mariann Griffiths and Natasha Griffiths. All of our staff have significant experience of working with children and undertake professional development training. This is in addition to meeting or working towards the minimum qualification requirements listed on the Skills Active List of Required Qualifications.

Our Manager Patricia holds a Level 5 Diploma In Leadership for Children's Care, Learning and Development (Management) as well as a Level 3 Award In Playwork. Our Supervisor Jeanette holds a Level 3 Award In Playwork and our two Playworkers Mariann and Natasha are currently working towards a Level 2 Award In Playwork.

We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of eight. All staff members have appropriate DBS checks.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. Or if you prefer, you can arrange a more convenient time for a meeting by contacting the Manager.



Staff Designated Roles	
Registered Persons:	Patricia Roberts & Mariann Griffiths
Person in Charge:	Patricia Roberts
Named Deputy in Case of Absence of Person in Charge:	Jeanette Owen
Designated Safeguarding Person	Patricia Roberts
Designated First Aider	Patricia Roberts/Jeanette Owen

Policies and Procedures

The club has clearly defined policies and procedures, Key points of the main policies are included in this Statement of Purpose and Operational Plan. Copies of the full policies are kept at the club as well as in a shared Google Drive specifically for the club. All policies and procedures are reviewed and updated on an annual basis to ensure they continue to reflect the relevant legislation, standards and best practice. All staff are familiar with the contents of all policies/procedures and electronic copies are readily available for parents/carers upon request.

Terms and Conditions

Admission

Our club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. Please request the *Admissions and Fees Policy* for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the Summer Term. We cannot keep a place open for your child unless you complete a new booking form and registration form by the date specified.

The terms and conditions for using the Club are set out in our parent/club contract and club policies and procedures. Parents/carers must sign this

before their child starts attending the club. This contract includes arrangements for collection of fees.

Payment of Fees

Our current fees are £8.00 per child per session after school and £22.00 per child per day for Holiday Club. Fees are payable by bank transfer, Tax-Free Childcare or Childcare Vouchers. An invoice will be emailed to you each half term with details of how to pay and by which date the full amount must be paid. There will be a £20.00 charge for every week a payment is late, this will be added to your next invoice.

We are registered for the Childcare Offer Wales, please speak with the Manager if you wish to claim Childcare Offer Wales funded childcare. We currently accept childcare vouchers from Edenred and Sodexo. However if you receive childcare vouchers from another company please let the Manager know, we will do our very best to accommodate.

The price per session per child applies to all children, this is payable for all booked sessions including when your child is sick, or on holiday regardless of the amount of notice given. We do not charge for Bank Holidays or Teacher Training Days.

Please ensure that fees are paid promptly, non-payment for more than one month may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence with the Manager.

Changes to Days and Cancelling Your Child's Place

You must give us four weeks notice to terminate your child's place. If you need to change the days your child attends, please contact the Manager. We try to accommodate such changes wherever possible but unfortunately no guarantees can be made.

Temporary Changes

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed your child's school, you still need to notify us separately. If your child doesn't attend a booked session, we will have to treat them as a missing child unless you have notified us of their absence. To notify us of your child's absence please text the Manager on 07717 380 386.

Children will not be released to adults who are not named on their registration forms as adults authorised to collect. Therefore, if your child has a playdate, you must inform the Manager otherwise your child will not be released from the club. Staff do not have the time to call parents at collection time (which is our busiest time) to verify pre-planned after school arrangements that may have been made therefore please let us know to avoid any disress to your child.

Induction

You and your child are welcome to visit the club before your child's first day to familiarize yourselves with the setting and to help your child settle in. Please

contact the Manager to arrange this. During your child's first session they will be introduced to the staff and the children, older children will usually volunteer to act as a buddy for the first few sessions. Please request our *Child Induction Policy* for more information.

Arrivals and Departures

Our staff collect the children and escort them to the club where an attendance register is completed. Upon collection, a Playworker will sign your child out of the club noting the time they were collected and who they were collected by. We kindly ask that parents do not collect their child from the club, instead please call our collection number when you arrive and wait at the gate, A member of staff will bring your child out to you. Our collection number is: 07591 582 993. We expect that your child will be collected by the people you have named on the Registration Form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. Please request our *Arrivals and Departures Policy* for more information.

The club finishes at 5:45pm, if you are delayed for any reason please telephone the Manager to let us know. A late payment fee of £5.00 for every 15 minutes will be charged if you collect your child after the club has closed. If you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow the *Uncollected Children Policy* and contact the Social Care Team.

Child Protection/Safeguarding Children

We are committed to building a culture of safety in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. Please be aware that in certain circumstances we may need to pass on concerns without speaking to you first. Details of when this might be necessary are detailed in our *Safeguarding Policy*.

Additional Learning Needs

We make every effort to accommodate and welcome any child with additional learning needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavor to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff training programme includes specific elements relating to children with additional learning needs. For more details on equal opportunities and additional learning needs please request our *Equalities Policy*.



Additional Information

Quality of Care

We undertake annual reviews of our service and reflect feedback from children and their parents within the Quality of Care Review. We seek feedback from parents during the time of the review but you are welcome to put forward any comments or suggestions at any time by speaking with a member of staff and/or sending an email to the Manager. We are required to share our Quality of Care Review with Care Inspectorate Wales.

Behaviour (Children)

Children and staff regularly discuss and agree on rules for acceptable behaviour whilst at the club. We have a clear *Behaviour Management Policy* and the club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through: praise for good behaviour, emphasis on cooperative play and sharing, talking to children with the courtesy that we expect from them and engaging children in activities. The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional learning needs. We will try to be flexible in order to accommodate such cases. However, if your child is violent or their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts of behaviour management have failed, we reserve the right to permanently exclude a child from the club. Please request our *Suspensions and Exclusions Policy* for more information.

Behaviour (Adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour - or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work there, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. Please request our *Aggressive Behaviour Policy* for more information.

Illnesses

We are unable to care for children who are unwell, if your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illnesses your child contracts. If your child has had sickness or diarrhoea, please do not send them to the club for 48 hours after the illness has ceased.

If your child starts to develop any symptoms of Covid-19 you must not send them to school or the club. They must self-isolate immediately and arrangements be made for them to have a PCR test. Symptoms of Covid-19 can include a new, continuous cough, a sore throat, fever, tiredness and difficulty breathing. Please inform the Manager if your child tests positive for Covid-19 so that she can inform and assist the Track and Trace service. Please request the *Coronavirus Policy* and the *Test, Trace Protect Policy* for more information.

Accidents, First Aid and Emergencies

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured. Our staff are trained in First Aid and a First Aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. Please request our *Illnesses and Accidents Policy* for more information.

Medication

Please let the Manager know if your child is taking prescribed medication. If your child needs to take medication whilst at the club, you will need to complete a medication form in advance. Please request our *Administering Medication Policy* for more information.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager or another member of staff. Verbal complaints will prompt a staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within fourteen days. Parents can, at any time, raise a concern or complaint with Care Inspectorate Wales (CIW) who register and inspect our provision. They can be contacted on 0300 790 126 or CIW, Welsh Government Office, Sarn Mynach, Llandudno Junction, Conwy LL31 9RZ. Please request our *Complaints Policy* for more information.

Privacy Notice

At Clwb Plant Llandegfan Kids Club we respect the privacy of children attending the club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so we can fulfil our contract with you. Any information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our club.

We will use the contact details that you provide to contact you via phone and email so that we can send you information about your child, about our club and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we have a safeguarding concern about your child, when we are required by governing bodies or law enforcement agencies or when we have gained your prior permission. You have the right to ask to see the data that we hold about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them.
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time so we can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We Will:

- Welcome you when you when you arrive to collect your child
- Keep you informed of opening times, fees and charges, programmes of activities, changes to menus and procedures
- Be consistent and reliable to enable you to plan with confidence and peace of mind
- Share and discuss your child's experiences at the club from time to time
- Be available to discuss any concerns you may have
- Ask your permission for outings
- Listen to your views and concerns to ensure that we continue to meet your needs

This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. The club notifies parents/carers of any changes to the club's policies and procedures.

This Statement of Purpose Was Adopted by: Clwb Plant Llandegfan Kids Club

Date: October 2021

To be Reviewed: August 2022

Signed: Patricia Roberts - Manager



Updated - October 2021 - Patricia Roberts