

# Statement of Purpose

CYNLLUNIAU GOFAL

MENTER CAERDYDD

CARE SCHEMES



## Statement of Purpose

In accordance with The Childminding and Day Care (Wales) Regulations, Menter Caerdydd has produced a Statement of Purpose for its Care Schemes.

This includes a detailed explanation of Menter Caerdydd's aims and objectives, a description of the acceptance policy, facilities, activities and the terms and conditions of accepted behaviour.

### Aims and Objectives:

Menter Caerdydd has been given the privilege of organising Welsh-medium Care Schemes, to be held on two sites:

**Ysgol Melin Gruffydd, Heol Glan y Nant, Yr Eglwys Newydd, Caerdydd, CF14 1AG**

**Ysgol Treganna, Sanatorium Road, Treganna, Caerdydd, CF11 8DG.**

The telephone numbers for the Care Schemes are:

02920689888/07719015852.

The Care Schemes will operate during all school holidays, with the exception of the Christmas holiday. The Schemes are open from 8.30am -5.30pm are open to children aged between Reception Class to Year 6. Each Scheme can accommodate 55 children on each site.

We strongly believe that boys and girls benefit greatly from attending such Care Schemes, as they provide a valuable opportunity to socialise, play and learn through the medium of Welsh.

We aim to provide a happy, safe, stimulating and caring environment for the children attending the Schemes, where parents can be confident that their child will be treated fairly, with care and respect at all times. Fully qualified staff will be leading the Care Schemes and under their care supervision, we aim to provide a friendly atmosphere in which each child will be catered for according to his/her particular needs. We aim to work on the basis of a ratio of 1:8 children under 8, 1:10 aged 8-11. Some of the staff will also have relevant First Aid, Food Hygiene and Safeguarding training.

Staff will encourage children to be confident, independent and to develop their self-esteem.

### The Children

The Welsh-medium Care Schemes are open to every child living in Cardiff and the surrounding area, and who attend Welsh primary schools in Cardiff.

We aim to provide for all abilities and will accept children with additional learning needs, physical, emotional and/or behavioural needs. A member of staff will be designated to care for a child with additional needs if required. Menter Caerdydd reserves the right to refuse childcare places to children in certain circumstances.

We provide places for children aged between 4 and 11 years old.

Places are allocated on a 'first come first served' basis, and need to be booked in advance on the website. Registration forms are updated regularly.

### **Facilities and Services**

We aim to provide interesting, stimulating, physical, educational and fun-filled activities. We will bear the needs of the children in mind whilst organising the various activities. We believe that offering a range of activities where the children can form positive relationships with each other whilst playing is vital to the well-being of the children, especially after the restrictions that have recently been in place. We strongly believe that no child should be discriminated against, and therefore staff will follow an inclusive policy, ensuring the welfare and well-being of all children at all times.

There are adequate facilities for providing fresh drinking water, going to the toilet and for the washing of hands.

Melin Gruffydd facilities: Use of hall, kitchen, boys and girls toilets, staff toilets and exterior playing area.

Treganna facilities: Use of hall, kitchen, boys and girls toilets, staff toilets and exterior playing area.

All surfaces and equipment are regularly disinfected in accordance with Covid regulations.

### **Activities**

Various activities will be arranged for the children to participate in during their attendance at the Care Schemes. These will include - painting, drawing and colouring, model making, ball games, team games, papier mache, singing, sports games, mindfulness and yoga, drama, dance, reading, creative writing and video games.

All activities will be carried out in Welsh wherever possible.

All activities will provide opportunities to encourage and develop the children's emotional, social, creative and intellect capabilities, including linguistic capabilities. Children will have the right to choose to join in the activities or not.

### **Daily timetable**

This is the usual timetable:

8:30	Free-play (inside or outside)
10:00	Toast and drink (prepared onsite)

10:30	Specific workshop/activity (e.g. Art, Sports, Music)
12:30	Lunch
1:30	Free-play (inside or outside)
2:00	Specific workshop/activity (e.g. Dance, Yoga/Mindfulness, Drama)
3:30	Fruit and drink (prepared onsite)
4:00	Free-play (inside or outside) or film

### **Terms and Conditions**

Children are expected to follow the rules and policies of the Care Schemes. Children are expected to speak Welsh, to behave in a sociable manner and to show respect towards others at all times.

### **Staff**

The **Persons in Charge** at Ysgol Melin Gruffydd are Chantelle Ohimekpen and Sara James and the Persons in Charge at Ysgol Treganna are Manon Paschalis and Melanie Phillips.

The **Registered Person** at Ysgol Melin Gruffydd and Ysgol Treganna is Sian Roberts.

Heulyn Rees is the Chief Executive of Menter Caerdydd.

All enquiries regarding the Care Schemes can be made by contacting Menter Caerdydd 02920689888 or [sian@mentercaerydd.cymru](mailto:sian@mentercaerydd.cymru)

### **Complaints**

If any person wishes to make a complaint regarding the Care Schemes they will have to follow the correct procedure which is outlined in full in our 'Complaints Policy'. The Persons in Charge named above will be responsible for dealing with any complaints straight away. However, if the complaint is made about the Person in Charge then the Registered Person will conduct an investigation. All complaints made to staff are recorded in the 'Incident Record Sheet'.

Any person at any time can submit a complaint to CIW about any aspect of our childcare provision.

CIW are keen to hear from users of the services about their experiences and any concerns about the services they regulate. If they receive a concern or complaint about a provider, they will then seek to establish whether the provider is providing a safe service or if they are failing to meet the requirements and conditions of their registration. If they believe

that to be the case, they will carry out an immediate inspection or ensure this aspect is checked at the next scheduled inspection

CIW is not a complaints agency, and cannot deal with complaints linked to individual circumstances. If CIW are not able to deal with a particular complaint, they can direct you to the organisation best placed to help. Further information on CIW's complaints policy can be found on their website -

[www.careinspectorate.wales](http://www.careinspectorate.wales)

**Contact details:**

Phone: 0300 7900 126

E-mail: [careinspectorate.wales](mailto:careinspectorate.wales)

Fax: 0872 437 7301

Twitter - [@Care\\_wales](https://twitter.com/Care_wales)

Facebook - [Care Inspectorate Wales](https://www.facebook.com/CareInspectorateWales)

CIW,  
Rhyd Y Car  
Merthyr Tudful  
CF48 1UZ

**Child protection, Safeguarding and Emergencies**

The Safeguarding Officer for Menter Caerdydd is Heulyn Rees. We will notify Social Services, CIW or the police if we are aware of any safeguarding concerns. We will also notify CIW immediately of any significant changes to our Care Schemes. Will notify CIW of any major incidents or accidents e.g. if a child under 8 needed hospital treatment. We will deal with any emergency arising on any of our Care Schemes in an appropriate manner and follow the procedures that are clearly defined in our policies regarding any incidents.

Parents will be contacted (usually by telephone) if an emergency arises.

**Monitoring and Reviewing**

We review and revise our Statement of Purpose and conduct regular appraisals of the service. We welcome parents' comments and feedback, collected during monitoring surveys.