

Clwb Gofal Bryn y Môr



Statement of Purpose

2023/24

The United Nations Convention on the Rights of the Child (CRC) is at the heart of Clwb Gofal Bryn y Môr's policies, procedures, practice and ethos. We not only teach about children's rights but also model rights and respect in all relationships

Introduction:

Clwb Gofal Bryn y Môr is an afterschool club providing a Welsh medium care provision for both boys and girls between the ages of 3 and 11 who attend Ysgol Gymraeg Bryn y Môr. This provision is delivered in a safe, caring and happy environment. The Club can accommodate up to 40 children per afternoon.

The welfare and well-being of all the children placed in our care is of paramount importance, and we take great care to ensure that we provide a warm, safe and caring environment in which each individual child's needs and requirements are catered for, regardless of their needs and abilities.

The health and safety of each individual child in our care is always our prime concern. Children are continuously supervised at the club by trained members of staff who ensure that the club's Health & Safety policy is strictly always adhered to. The entrance door to the building is always locked and monitored by CCTV, with an intercom system granting access to authorised personnel only.

Aims of Clwb Gofal Bryn y Môr:

- To provide affordable and quality childcare.
- To create a safe, caring and stimulating environment where each child can continue to develop their potential.
- To provide clear boundaries in terms of acceptable behaviour, develop children's moral understanding and use encouragement and praise as rewards for good behaviour.
- To build each child's self-esteem together with mutual care and respect for others.
- To value each child as an individual with his/her own needs and personality.
- To encourage a positive attitude with respect to race origin, religion, gender, sexuality, and disability within the club's environment by practising our Equal Opportunities Policy.
- To ensure the health and wellbeing of all children in our care and to actively promote the concept of health, wellbeing, and sustainability to parents.

Opening Hours:

Clwb Gofal Bryn y Môr is open from 3.20pm to 5.50 p.m. Monday to Thursday. We are closed on Friday, at weekends and during school holidays.

15.00	Staff begin work and set up club ready for children's arrival
15.25	Staff go to nominated collection point to meet children and escort to Club
15.30	Children arrive. Complete daily attendance register. Children taken to wash thier hands.
15.35-16.15	Snack time – taking heed of any individual needs
16.15-17.50	Structured and free play
17.50	All children collected (Time and signature of authorised person collecting).
17.50	Club closes, staff tidy up and put equipment away
18.00	Staff finish work

Staffing:

Clwb Gofal Bryn y Môr implements and adheres to strict recruitment policies and procedures for all new staff it engages. We currently have 7 members of staff, all of whom are also employees of Ysgol Gymraeg Bryn y Môr. Each member of staff has an Enhanced DBS check via the City & County of Swansea.

Clwb Gofal Bryn y Môr's leader holds a Level 4 Qualifcation in Childcare and has worked as a Teaching Assistant at Ysgol Gymraeg Bryn y Môr for over 24 years. All staff currently work as either Teaching Assistants, Caretaker or Breakfast club/lunchtime supervisors at Ysgol Gymraeg Bryn y Môr and are very experienced in working with children. All staff hold current First Aid Certificates, whilst ongoing educational development training is run continually by the school to ensure that staff keep up to date with ever-changing legislation and procedures relevant to working with children.

Facilities:

Clwb Gofal Bryn y Môr currently comprises the school's hall and the school yard. Toilet facilities, comprising boys, girls, disabled, and staff toilets are available within the main building.

Activities Offered:

Clwb Gofal Bryn y Môr provides a wide variety of equipment and educational activities suitable for every stage of your child's development. These activities allow children of all abilities and needs to flourish and develop in a safe and familiar environment. Our experienced staff, who know each child personally and are familiar with their individual personalities and needs, lead children in these activities, both indoor and outdoor. These activities will vary from term to term but will include:

- Art and Craft sessions
- Chrome Book development sessions
- Ball games

Registration:

In order to register your child with Clwb Gofal Bryn y Môr, a Registration Form needs to be completed which includes all information about your child such as medical history, vaccinations, special dietary requirements, next of kin etc.

When registering your child, the club leader will advise you whether there is room available for your child at the times and days requested. If there is no room available upon registration, your child will be placed on our waiting list, and you will be notified as soon as a place becomes available.

A copy of Clwb Gofal Bryn y Môr's admissions policy can be found on the Club's website, or alternatively, a hard copy can be provided on request to the Club manager.

Prices:

£10 per day (irrespective of when you collect your child). Additional siblings are charged at £7 per day.

Meals:

Clwb Gofal Bryn y Môr's staff provide children with healthy and nutrition snacks and cater for the needs of vegetarians, vegans and children with other forms of dietary requirements.

Terms of Payment:**YSGOL GYNRADD GYMRAEG BRYN Y MOR**

All payments must be made in advance of your registered sessions and if for any reason you need to make a change to your booking, we do require 4 weeks' notice. Regular Invoices are issued in advance covering your contracted sessions as per the Registration Form and should additional extra hours or food be taken; these will be invoiced in arrears. Failure to make full payment by the first working day of the month will accrue a £20.00 late payment fee.

Collection of Children:

Under no circumstances will the Club staff allow your child to be collected from the Club by any unauthorised person and it is important that details of all persons authorised to collect your child are provided on the Registration Form. If, however, none of the authorised persons are available to collect your child on any occasion, then prior notice must be given to us. We request that all children are collected within the Club's opening times (see Page 2).

Child Illness/Medication:

We request that you do not bring your child to the Club should they be ill or feel unwell. In the event that your child should become ill during his/her time at the Club, the staff will comfort him/her and inform you as soon as it is necessary to do so. If we inform you that your child is unwell, we ask that you make arrangements to collect your child as soon as possible.

Club staff are unable to dispense medication unless the appropriate paperwork has been completed and signed. Details of any regular medication that your child takes must be included in the Medication Section of the Registration Form.

Any changes to your child's medication must be made in writing to the Club Manager.

Should your child contract an infectious illness, we request that you immediately notify the Club Manager. If you are not sure whether a specific illness is infectious, please contact the Club Manager for guidance.

A copy of Clwb Gofal Bryn y Môr's Emergency policy can be found on the Club's website, or alternatively, a hard copy can be provided on request to the Club manager.

Policies and Procedures:

Clwb Gofal Bryn y Môr's Policies and Procedures are kept in a folder located in the school office, and are also displayed on our website, available for you to read through at your convenience.

Amongst our Procedures is a Complaints Procedure, but should you have any concerns or complaints we would ask that you speak to the Club Manager in the first instance. Should there be any concern or complaints these will be listened to, always taken seriously and if necessary, the appropriate remedying action taken. You can also contact CIW at any time on 0300 790 0126/ CIW@gov.wales/AGC@llyw.cymru

Arrangements for Dealing with any Emergency:

We do have an Emergency Procedures Policy in place, which is available to view on the website.

Cancellation of Contract:

Should you wish to remove your child from Clwb Gofal Bryn y môr, one month's notice in writing is required.

Contact Information:

Should you require further information regarding anything set out in this statement of purpose, please contact either:

Mrs Elin Wakeham & Miss Linda Williams– Responsible Individuals

Tel No: 01792 466354

or

Mrs Caryl Morris – Club manager / Person in charge

Tel No: 01792 466354 (8.00am – 3.20pm)

Tel No: 07496 521507 (3.20pm – 6.00pm)

Statement of Purpose Adoption
Statement Written on: 17/7/23
Reviewed: Annually, or sooner if required
Responsible Individual's Signature:

Reviewed:- 8/11/23