



SIMPLY PENDOYLAN

STATEMENT OF PURPOSE

Simply Pendoylan is jointly registered by Nikki Olphert & Amanda Baker to provide after school club at the War Memorial Hall, Pendoylan, from Monday to Thursday in term time, and for holiday clubs at the same venue.

Persons in Day-to-Day Charge: AMANDA BAKER & NIKKI OLPHERT

Name of service: SIMPLY PENDOYLAN

Address of service: THE WAR MEMORIAL HALL, PENDOYLAN, CF71 7UJ

Contact details:

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Aims and Objectives

We aim to provide the best quality, accessible out of school childcare, offering the best possible outcomes through a wide range of learning and play, with adult led activities and play opportunities. We support children to feel valued and confident in a welcoming, safe, healthy, secure and stimulating environment. We ensure the quality of care we provide is evaluated regularly in order to continuously improve our service, listening to children and parent's voices.

Children for Whom Care is Provided

The club operates for all children attending Pendoylan Primary School aged 3-11 years as stated in the admissions policy.

Simply Pendoylan currently caters for 40 children, in line with the Care Inspectorate Wales (CIW) registration. We endeavour to meet the individual needs of the children through recognising equality and diversity and treat all children and their families with respect. Parents are invited to discuss all

aspects of their children's needs and development with staff and we aim to develop a good relationship with all members of the families.

Languages used

English is the main language used at our service. Some staff members speak some Welsh, so are able to use this as and when required.

Opening hours

- After school club is open Monday to Thursday, operating in the War Memorial Hall between 3.15 pm and 6.00 pm, during school term-time (3pm start for children in Nursery class).
- The holiday club opens between 8:00 am and 6.00 pm (when open) during school holidays and is also held in the War Memorial Hall.

Children should be collected promptly and are required to sign their children out (noting the exact time of collection). Parents are asked to let us know if they will be late for any reason. If we have not heard from parents, we will attempt to contact them or other contacts we have for that child. Failure to contact anyone after 30 minutes will result in us contacting Social Services, according to our policy. Children will never be left alone or with anyone else (unless agreed with the parents).

Staffing

Staffing levels meet the requirements set by CIW at all times. Volunteers are occasionally used in addition to the required number of qualified staff members.

AFTER SCHOOL CLUB & HOLIDAY CLUB	
Senior Playworkers:	Amanda Baker, Janet Robins, Ruth Clapham, Nikki Olphert
Playworkers:	Michelle Davies, Eira Culverwell, Chloe James, Darcy Baker, Freya James, Kiera White
CIW Registered Persons	Nikki Olphert, Amanda Baker
Persons in Charge:	Amanda Baker, Nikki Olphert, Janet Robins, Ruth Clapham
Volunteers	Sandra Law

All staff and volunteers have DBS enhanced checks, a full induction to the Club, Paediatric First Aid, Safeguarding qualifications and a Food Hygiene Certificate, where required. Senior Playworkers have many years of experience in caring for children under the age of 12 years. The required adult to child ratios for children under 12 is always adhered to. Volunteers assist in the club at various times.

Services Offered & Club Routines

Club Premises/Facilities available

The After School Club operates at the War Memorial Hall, Pendoylan from Monday to Thursday and has the use of all facilities there including outside play area and parking. We are registered with CIW to offer places for up to 40 children at after school club.

The Club provides appropriate areas for a range of needs including a food preparation/dining area, a quiet area, a large play area and outdoor play space. Toilet, hand washing and first aid facilities are available as well as storage and administrative space. There are a suitable number of toilets and handwash facilities available for use by the children attending the Club. There is also a dedicated staff toilet. Children's toilet areas have a toilet step for smaller children to use, should they need to.

There are no animals kept on the premises during club hours. On occasion, external activity providers may bring animals to the setting, but in each case a risk assessment will be completed, and the safety of the children will be paramount at all times. Similarly, on occasions, a staff member may bring their pet/s for a short period of time. On these occasions the pet/s will be kept under full control.

Areas excluded from use by children are: kitchen, store room, staff toilet and lobby areas.

In line with Covid19 regulations, the venue installed handwash and hand sanitizing stations throughout, and full cleaning and sanitizing procedures are in place. Procedures have been drawn up should the infection become present in the school and the setting.

After School Club: In line with the arrival and collection policy of the Club, staff collect children as necessary and a register is taken in the school hall.

Children are transported to the club premises by privately hired bus.

A snack and drinks are available at the beginning of the session in school and a healthy tea is offered at approximately 4.15pm. All food and drinks offered are in line with our healthy eating policy, and meets the dietary needs and preferences of children as indicated on the child's registration form.

3.15pm (3pm Nursery children)	Collect children and meet others in school hall. A snack is offered after the daily attendance register is confirmed. Escort to the bus and meet off the bus at the venue.
3.45-4.15pm	free play/activities/crafts
4.45- 6.00pm	Healthy tea followed by structured and free play
6.00pm	Club closes

Activities Offered

A wide variety of indoor and outdoor activities are offered. Some activities are planned weekly by playworkers, whilst still offering opportunities for free play. Children are encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased, especially for the holiday clubs.

Holiday Club

We offer places for up to 35 children at our holiday club, which is open from 8am to 6pm during most school holidays (parents are advised of open dates well in advance). We have chosen to reduce the number of children we will allow to attend holiday clubs so that we can offer more space and time for individual children during the longer, full-day session.

Activities Offered

In addition to the activities offered at after school club, we plan themed days and trip days at holiday clubs. We also have a bouncy castle on some occasions and visiting exotic animal demonstrations.

Feedback from both after school and holiday clubs, in the form of questionnaires, is requested throughout the year and forms part of our annual SASS.

Terms and Conditions

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. Parents are informed of current fees (and any change in fees), holiday club dates available and any other changes to the terms and conditions. We now use an online booking and invoicing system, making the whole process streamlined. Parents are required to sign up to the new system, their requests are approved and they are able to update all important information as and when necessary.

Settling in arrangements are made with each family on booking and vary – some requiring shorter sessions to start, others may require more staff attention initially etc. Our illness/sickness policy is included in the contract and clearly states that we should be advised of any sickness as far in advance as possible, and that missed sessions due to sickness are payable. Various consents (such as permission to administer Calpol when necessary) are requested and are part of the new online registration system.

Admissions policy

The After School Club is open to any child attending Pendoylan Church in Wales Primary School (or other schools, transport permitting). We have a detailed admissions policy which can also be found in the Parent Brochure. Where places are limited, siblings of children already attending the Club will be prioritised.

Remaining places will be offered on a first come, first served basis. These criteria will be applied consistently and reviewed regularly to ensure fairness and accessibility.

Holiday Clubs are open to children from all schools on a first come, first served basis.

Arrangements for complaints and concerns

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high quality provision. Please speak with the senior playworker if you would like to make any suggestions. However, from

time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be obtained from a staff member.

We will endeavour to settle any complaints verbally, but our comprehensive complaints form is available should a written complaint be required. CIW will be advised. CIW are not a complaints agency but is interested in receiving information about regulated services.

CIW can be contacted directly: Phone: 0300 7900 126 Email: ciw@gov.wales
www.careinspectorate.wales

Arrangements for dealing with an emergency

The Club has comprehensive emergency procedures. Full details can be found in the Parent Brochure, or can be obtained from the senior playworker.

EVACUATION

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the club, the following steps will be taken:

Alarm will immediately be raised in the hall and playworkers will escort children from the building to the assembly point using the nearest available exit. One staff member will collect the register (including emergency contact details).

At the same time, the Person in Charge will contact emergency services and request immediate assistance with whatever the emergency is.

The assembly point at the Memorial Hall is on the grass by the fence in the far corner of the carpark (nearest the road). This allows children and staff to get as far away from the building as possible, whilst remaining safe.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

A nominated member of staff will check the premises providing doing so does not present a risk.

Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.

The register will be taken and all children and staff accounted for.

If any person is missing the emergency services will be informed immediately.

Parents will be contacted to collect their children – children will be safely supervised until collected.

MEDICAL EMERGENCY PROCEDURE

- **APPROACH CALMLY AND WITH SPEED**
- **TAKE CONTROL UNTIL A FIRST AIDER ARRIVES**
- **REASSURE THE CHILD / CHILDREN**
- **ASSESS THE SITUATION**
- Decide what action to take, e.g. First Aid, call for assistance, help from anyone nearby
- **EXPLAIN / REASSURE / DISTRACT NON-INJURED CHILDREN, in order to:**
 1. Avoid panic
 2. Maintain a calm atmosphere

3. Dispel rumours
- **ASK OTHERS TO HELP YOU, ARRANGE FOR:**
 - * Someone to supervise the children to ensure their safety
 - * Someone to phone for assistance
 - * Someone to stay with the child to maintain care and concern in case they are frightened
 - * Someone to contact the parent/carer
 - * Someone to accompany the child to hospital if the parent is not available
 - **RECORD INCIDENT ON THE APPROPRIATE ACCIDENT FORMS.**
 - **Report accident to appropriate people, e.g. parent/carer and if appropriate to the Health and Safety Executive and registered body. If a child sustains a serious injury, needs assistance from a medical professional or needs to be taken to hospital with an injury, CIW will be notified.**

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.