

Ely and Caerau Children's Centre Prospectus





Ely and Caerau Children's Centre

Canolfan Plant Trelai a Chaerau



Prospectus Contents:

-
- Welcome Letter
- Our Vision and Shared Values
- Who's Who? Centre Staff/Governing Body

Whole Centre Information:

- Admission to Daycare/Nursery
- Transfer to Primary School
- What do I/don't I pay for?
- Security at the ECCC
- Equality and Inclusion
- Our Partners
- Home/Centre Agreements
- Privacy Notice
- Key Dates (Term times/Holidays/Training days)
- Community Room Group Leaflet
- Nursery Information Booklet
- Daycare Information Booklet





Ely and Caerau Children's Centre

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Dear Parent/Carers,

On behalf of the whole team, I am delighted to welcome you to the Ely and Caerau Integrated Children's Centre. We look forward to working with you and your child during these vital early years and are committed to providing the highest quality care and education. As an Integrated Children's Centre, we work with a range of partners to offer services to families such as, Child Care (Day Care, After School Club and Holiday Club). Community Room groups for you and your babies/young children, Welsh and English medium Nursery Education and Adult Learning Opportunities.

There are many things that you can get involved with at the Centre, this prospectus gives you lots of information but please ask if you're unsure about anything or would like further clarification. We truly value your input and want to work with you to secure the best possible outcomes for your child as well as providing you with opportunities to be nurtured, engage in learning opportunities, access information and get to know other parents.

I will be happy to show you around the Centre and talk to you about what we do here, just ask at Reception.

We would like you to feel relaxed and 'at home' so please do not hesitate to voice your opinions, share successes or any concerns. My door is always open!

I look forward to getting to know you.

Your sincerely

Annamaria Bevan
Head of Centre





Ely and Caerau Children's Centre

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Our Vision - The Learning Culture

The Centre provides integrated, high quality services to children and adults through a multi agency approach. We aim to provide the best possible environment for care, education, health, well being and development within our learning community. We are an inclusive Centre and recognise individual needs offering equality of opportunity to all. We actively foster warm relationships within the Centre in order to develop a positive self-image, confidence and a feeling of well-being for all. We aim to use the medium of Welsh in as many situations as possible throughout the Centre and support the development of the Welsh culture. Nursery education is offered through the medium of Welsh and English.

We treat children as individuals and respect the distinct qualities that they bring. We offer children the freedom and opportunity to develop at their own pace, both inside and outdoors. We support the learning process by offering flexible, developmentally appropriate, play-based learning experiences that encourage the child's natural sense of wonder. We empower the children to construct their own understanding of knowledge, skills and relationships. The children enjoy interacting and playing together and have new, exciting and enjoyable experiences. We provide crucial support in developing independent, child-initiated learning and value parents as partners.

Adults and other learners are welcomed at the Centre and respected for the unique learning experiences they bring with them. Their needs and next steps are identified in a supportive and non-judgemental manner and all learning takes place within carefully structured situations that are suitably challenging. We recognise that learning takes place in a variety of ways including courses, tutorial sessions and informal parenting groups. At every stage the views of the learner and their aspirations are listened to and respected.

We nurture and support staff through an individual programme of professional development and respect the unique strengths that each person brings to the team. The needs of the Centre and current Government initiatives lay the foundations for staff development on a Centre-wide basis. We are committed to quality training and development for all.

We adopt an open door policy and we support each other in making informed choices for people using the Centre. We develop self-confidence and effective communication and provide relevant, current information and training in partnership with other professional agencies to all.

We reach out to the local community by providing a long-term, nurturing, viable learning environment and offer specific home-based interventions off-site. This is strengthened by shared experiences, strong relationships and the dedication and commitment of all. We aim to provide a sound and enjoyable continuum of learning that goes on through each individual's life.



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Centre Staff - Who's Who!

Senior Management / Partnership Team	
Anna Maria Bevan	Head of Centre
Natalie Gibson	Deputy Head of Centre / Additional Needs Coordinator
Karen March	Day Care Manager
Lynda Jenkins	Community Room Leader/Family Engagement
Sarah Wiggins	Flying Start Parenting Group Manager
David Bobbs	Early Help
Kelly Vanstone	Early Years Inclusion Manager
Nicola Canale	Flying Start Parents Plus Manager
Lindsey Peddle	Flying Start Health Visitor Manager
Robina Woodfield	Parenting Group Manager
Rhiannon Elvin	Specialist Educational Psychologist & Team Manager
Ffion Buckland-Williams	Specialist Educational Psychologist & Team Manager
Lowri Fulthorpe	Finance Officer
Robin Owen	Estates Manager
Admin Team	
Sue Atkins	Reception / Admin Officer
Deborah Price	Reception / Admin Officer
Alice Evans	Reception / Community Groups
Nursery Team	
Rebecca Cullen	Teacher
Rebecca Goulding	Teacher
Diane Horne	Senior Teaching Assistant
Rhianne Stevens	Senior Teaching Assistant
Malgola Gulczynska	Senior Teaching Assistant
Linda Boyce	Teaching Assistant
Harriet Haigh	Teacher
Grace Jenkins	Senior Teaching Assistant
Laurie Sewell	Senior Teaching Assistant



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Day Care Team	
Jane Brown	Senior Key Worker - Baby Room
Molly Scanlon	Senior Key Worker - Baby Room
Ceri Strange	Key Worker - Baby Room
Lisa Trotman	Key Worker - Baby Room
Abbie Smith	Senior Key Worker—Day Care 2
Louise Hingston	Senior Key Worker - Day Care 2
Stacey Edward	Senior Key Worker - Day Care 2
Sasha Boston	Senior Key Worker - Day Care 2
Emma Copley	Senior Key Worker - Day Care 2
Karen Sterio	Key Worker - Day Care 2
Neve Burke	Key Worker—Day Care 2
Staff Working Across the Centre	
Alice Evans	
Jemma Evans	Teaching Assistant
Lori Tyson	Teaching Assistant
Michelle Strachen	Teaching Assistant
Kenta Kitahara	Teaching Assistant 1:1 support
Jungsook Nam	Teaching Assistant
	Teaching Assistant
James Ahern	Teaching Assistant 1:1 support
Caretaking Team	
Robin Owen	Estates Manager
Mark Hull	Estates Assistant
Catering Team	
Nicola Lack	Cook



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Governing Body—Who's Who!

Centre Governing Body			
Ely and Caerau Children's Centre			Date Appointed
Governor	Type	Position/ Area of responsibility/Link role	
Julia Ellis	CLERK		2014
Claire Hill	COMMUNITY	CHAIR	2018
Denise Kelland	LA	VICE CHAIR	2016
Lynette Davies	COMMUNITY		2013
Annamaria Bevan	HEAD OF CENTRE		2021
Karen March	STAFF		2016
Rachel Fulthorpe	DEPUTY HEAD		2018
Ray Wright	LA		2021
Nicola Harrison	LA		2021
Bryony Lanham	LA		2021
Robin Owen	PARENT		2019
Edward Kinsella	PARENT		2019
Sarah Dodd	PARENT		2019
Tarnia Lewis	PARENT		2021

Parent Governors serve for a period of two years while all other governors serve for a four year period.

Although the Governing Body makes key decisions, like agreeing the school's budget, appointing staff, the day to day management of the Centre is the responsibility of Annamaria Bevan, the Head of Centre.

The Chair of Governors, Claire Hill can be contacted via the Ely and Caerau Children's Centre, Michaelston Road, Ely. CF5 4SX. Telephone 02920 671421.



Ely and Caerau Children's Centre

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Inspiring each and every child to reach for the sky

Our Philosophy is to be.....

RESPECTFUL

Everyone is respectful of each other and everything, within the centre and our wider community.

UNITED

Sharing skills, knowledge and interests, being inclusive makes us stronger together.

KIND AND CARING

Looking out for each other, being mindful and supportive of each other's needs.

RESPONSIBLE

Positive role modelling in an environment where everyone feels safe and secure.

HAPPY

A community where everyone feels valued, accepted and has a sense of Belonging.

.....and will guide us in everything that we do.



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Admissions

Admission to Day Care:

Day Care is for children from 8 weeks of age to 5 years of age. The Day Care will accept children from families living in Ely or Caerau and also families where parents work in a public service area (e.g. Police, Health, Education etc) in Ely and Caerau. We also consider families from out of the area where there is a compelling social, medical or special need. A preliminary booking form is included in this pack. This form does not in itself guarantee a place but we always do our best to meet your needs.

Admission to Nursery:

Our policy is based on that issued by Cardiff Council. A copy of our full admissions policy is available at the Centre.

- Children must have reached the age of 3 and are admitted to the Ely and Caerau Children's Centre Nurseries in accordance with their chronological age.
- Children are entitled to a free part time Nursery place from the start of the term following their 3rd birthday.
- Priority will be given to properly authenticated cases of **compelling** medical or social need.
- There are no geographically defined catchment areas for Nursery Schools although where demand exceeds places, priority will be given to those children living nearest to the centre.
- No account is taken of which infant or primary school the child is likely to attend subsequently or to the length of time the child's name has been on the waiting list.

Prospective parents are encouraged to visit the centre to look around and ask any questions.

If you wish your child to be admitted to the Ely and Caerau Children's Centre Nursery, [please visit Cardiff Council's website, search under 'Schools and Learning' and follow the instructions on screen.](#)

Flying Start:

A place is offered for children to start following their 2nd birthday. Please speak to your Health Visitor if you think you are eligible and would like to request a Flying Start place at the Ely and Caerau Children's Centre.



Ely and Caerau Children's Centre

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Transfer to Primary School

All admissions to Primary Schools are approved by the LA (Cardiff Council). Children are normally admitted to reception class in the September following their fourth birthday.

Children from the Ely and Caerau Children's Centre go to many different primary schools in Cardiff.

In deciding admissions, particular regard is given to:-

1. Residence within the catchment area.
2. Exceptional medical or social factors (positive recommendations from the Area Health Authority or the Director of Social Services will normally be required in such cases).
3. Older brothers or sisters attending the school.
4. Proximity of the pupil's home to the primary school.

Application forms for parents to apply for a reception class place for their child are sent out in the December before the September the child starts school.

Complaints:

We very much value the good relationships we share with parents and the wider community and actively encourage parents to share concerns at the earliest stages. We will consider all your concerns and complaints in an open and fair way. These concerns and/or complaints will usually be resolved in discussion with the Head of Centre or staff. In the event of a complaint failing to be settled informally, then the formal stage must be administered. You can request a copy of our complaints procedure from the Centre.

Centre Policies:

You may request access or sight of any Centre policies. Please just ask!

Questions:

Staff will be happy to answer any questions about the Centre that you may have..... If they can't answer, they will know someone who can!



Ely and Caerau Children's Centre

Canolfan Plant Trelai a Chaerau



What do I / Don't I pay for?

Free:

Community Room Groups — These are free of charge and include a drink and snack for your child.

Breakfast Club — Nursery children. When your child starts nursery, s/he is entitled to a free breakfast (funded by the Welsh Government). See Nursery Booklet for details.

Nursery Place—The term after your child turns 3, you are entitled to free part time Nursery education. This is 2.5 hours a day (9-11.30 Or 12.30-3pm), Monday to Friday during term time. The Council allocates places so this may or may not be here with us at the Centre. You will be sent a preference form to fill in to apply for a place.

Charges:

Nursery:

Lunch—£2.75 day (either 11.30-12 or 12.12.30)

Snack—£1.00 / week

Day Care:

The Centre offers child care that runs from 8am-6pm every weekday for 50 weeks per year. This is charged at £5.00 / hour. Places are booked per 3 hour session (9am -12 and 12-3pm) plus extra hours for breakfast (8am-9am) and between 3pm and 6pm.

Meals-

Day Care breakfast - £1.00 / day

Day Care lunch—£2.75/ day Weaning Meal £1.00/ day Small Lunch £1.50/ day

Day Care tea—£1.00 / day

After School Club Monday -Friday 3pm-6pm term time only for children aged 3-9 years old (year4)
£10.00 / session

Holiday Club Monday—Friday 9am-4pm during School Holidays for 3-11 year olds
Morning session—£10.00 Afternoon session—£10.00 All day with lunch—£25.00

N.B. Places are limited for the above 'out of school hours' clubs. Please register / enquire at the main reception.

You may be entitled to a free Flying Start place or support through the childcare offer. Please ask a member of staff for details.



Ely and Caerau Children's Centre

Canolfan Plant Trelai a Chaerau



Security at the Ely and Caerau Children's Centre

Please help us keep your child safe

Collecting children: Please collect your child yourself or tell his/her teacher or key worker at the beginning of the session who is collecting him/her.

If you find after you have left your child that you cannot return to pick him/her up yourself - PLEASE PHONE to let us know who will be coming. We cannot let a child go with a stranger or with another child who is under **14** years of age. The person collecting your child will be asked for a **password** and your child will not be given to anyone without this.

The doors: Please close the door firmly as you leave the building unless a member of staff is present.

Child Protection: It is our responsibility to ensure the well-being and safety of children. We have a very clear Child Protection Policy. All staff receive training on child protection. Anna-Maria Bevan, Head of Centre; Rachel Fulthorpe, Deputy Head of Centre and Karen March, Day Care Manager are the designated officers. If we are concerned about a child we will usually speak first with parents, sometimes referral to welfare agencies may need to be made. Our policy is available for you to read. If you have concerns about the welfare of a child you can refer directly yourself by phoning 02920 536491 or speak to a member of staff.

Food: Some children have allergies to different types of food, therefore all snacks and food within the centre will be purchased by the centre. Please ensure that your child does not bring any kind of food or drink into the centre. May we also please ask you not to bring in and eat food in the cloakrooms / entrance areas.

Smoking: There is no smoking anywhere on the centre grounds.

Dogs: Dogs are not allowed anywhere on the premises.

Parking: Please observe the signs and park carefully in designated parking spaces. Please do not park on double yellow lines or the zig zag road markings. Please observe the one way system in the main car park at all times.

Thank you!



Ely and Caerau Children's Centre

Canolfan Plant Trelai a Chaerau



Equality and Inclusion

We are committed to Equal Opportunities for all and aim to be as inclusive a learning community as possible. We have a full Equality Policy available at the Centre and on our website.

Accessibility

We have a disability action plan in place which enables us to plan how we can make our building and community as accessible as possible. All children within the centre are given access to all the opportunities we have to offer. The centre has ramps, a special needs toilet (which includes full changing facilities and a hoist) and disabled toilets. There are two disabled parking spaces in the main car park.

Additional Needs

Some children may have additional educational needs that, if not recognised and supported, will affect their progress and emotional well-being. Through careful observation and assessment we aim to identify needs and intervene sensitively to provide appropriate support. In some cases we need to refer children to the Educational Psychologist who will visit the centre to offer advice, carry out an observation or assessment and speak to staff and parents.

Parents will be kept fully informed and will be invited to the Centre to discuss the situation.

Individual Plans are drawn up for all children with Special Needs and parents are actively involved in the process. They are also kept informed of the outcomes of these plans which are reviewed and updated at least once a term. On occasion, after careful observation and intervention, the Head or Deputy Head of Centre or Educational Psychologist might recommend that a child has particular needs that require a higher level of support or further investigation and/or assessment. We may then apply, with the parent's consent, to the Education Authority for a full assessment. This may result in a 'Individual Development Plan' being drawn up detailing the full extent of need and the level of support required.

There is a Additional Learning Needs Policy at the Centre for your information. The Deputy Head of Centre, Rachel Fulthorpe is the Additional Needs Coordinator.

Diversity

We have different cultures, family arrangements and languages represented at the Centre. We aim to celebrate the diversity in our community at every opportunity. We invite parents in to share food and festivals with us and audit our resources carefully to ensure they are as representative as possible. We will use a translator for meetings with parents if deemed necessary. If you have any ideas about how we could make our centre more welcoming and inclusive, please let us know.



Ely and Caerau Children's Centre

Canolfan Plant Trelai a Chaerau



Our Partners:

The following partners work within the Centre and the community. These teams work hand in hand with us to offer a truly integrated approach to child and family support.

Play and Parenting Team: This team co delivers a weekly Stay and Play group at the Centre and also supports us to deliver the Parent Nurturing Programme. PNP, or 'Time for You' is a 10 week programme that allows you to reflect on and try out strategies for promoting positive and happy family relationships whilst being really nurtured!

Parents Plus and Parents First: This is a specialised, psychology-led service for parents of Early Years children who have difficult behaviour and/or problems in language, play, or becoming more independent. We offer time-limited and home-based interventions. These usually involve practicing playing with and talking to children in fresh ways. We may suggest new ways to encourage and to give attention to the child. We help parents to feel more in control and parents and children to feel happier in their interactions.

Health Team: The team of health visitors and family health workers deliver innovative and evidence based programmes both in group settings and in the home to support families with all matters relating to health. In particular our focus is on nutrition, emotional health, challenging behaviour management and speech and language development. Our work with families is aimed at supporting parents with children from birth to four.

Early Help: Early Help services provide children, young people, families, and professionals with information and support on a range of topics that could affect families. This includes family relationships, childcare, parenting, employment, money and housing. Early Help service will listen to you and assess your family's needs. They will either support you and your family directly or point you in the direction of a service that can help you with any specific challenges.

Early Years Inclusion and Disability Team: This team (EYIT) works with, supports and coordinates services for children with additional needs (0–5 years), their families and Early Years settings to ensure they access their entitlement with a smooth transition into nursery or reception. We work as part of the Early Years Forum and in partnership with parents, early years practitioners, and other professionals in education and health. The EYIT monitors and supports settings to successfully include all children with additional needs to access the Foundation Phase curriculum and make progress.

Adult Learning: There are a range of opportunities for adult learning delivered at the Centre and in the locality. These courses are delivered by various partners and also run by Centre staff. These include, 'Get Cooking', Widening Access courses, Child Development and Jewellery making.

Please ask at Reception for details.



The Ely and Caerau Children's Centre

Home / School Agreement

As a Parent/Guardian I agree:

to bring my child to nursery **everyday** on time and arrive to collect my child on time

to let nursery know if my child is ill and unable to come in.

to inform Ely and Caerau Children's Centre of any known medical/dietary requirements or any allergies, etc. my child may have or may develop.

to sign permission forms for staff to administer medication, take photographs, video footage of events, etc.

to inform the Ely and Caerau Children's Centre of any change in circumstances that may have an effect on my child's behaviour, e.g. bereavement, moving house.

to sign the accident/incident book as necessary when asked.

to follow the Ely and Caerau Children's Centre's policies and procedures including the behaviour policy and equal opportunities policy.

to support the Healthy Eating Policy.

to keep contact details and any other information up to date.

to collect my child if s/he falls sick or in the case of an emergency – please refer to Health and Safety Policy, and Emergency Procedures.

to staff sharing information between settings relevant to the care of my child, e.g. nursery class and day care.

to take an active role in my child's learning e.g. by talking to staff, attending parent meetings when able.

to behave respectfully towards other parents and staff

Agreement

I understand that my child will remain on site within the centre until collected by a named adult as detailed in the registration form. If taken on walks / trips out of the setting with their teachers / teaching assistants, I will be informed and will have given my permission. I

understand that the Integrated Children's Centre will accept no responsibility for my child until s/he arrives into the care of Centre's staff.

I consent to any emergency medical treatment necessary while my child is in your care.
I authorise the Centre's staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Yes **No**

Please note the routine administration of medicines is covered in the Medication Policy.

Photographs

Photographs may be taken of the children for the Centre's own records. Specific permission will be sought to use any photographs or video material if they are to be used outside the Centre's premises.

Signed..... Parent/guardian

Child's full name

As a child I will try:

- to look after my friends and our toys
- to speak nicely to my friends and the grown ups at nursery
- to do my best
- to tell a grown up if I am hurt or if someone is unkind and never hit back
- to have lots of fun

Ely and Caerau Children's Centre Nursery Staff:

We agree to provide a safe environment and a curriculum that is appropriate and challenging, reflecting the diversity of our community and meeting all needs so each child can learn freely without harm and prejudice.

We agree to provide stimulating activities that will meet the individual needs of your child and build on their interests.

We agree to behave in a respectful and appropriate manner to all children, parents / carers and each other

We will provide your child with drinks and healthy snacks to meet their needs during each session in line with the Healthy Schools Policy.

We will adhere to a consistent approach when dealing with challenging behaviour and all staff will adhere to the Centre's behaviour policy.

Staff will keep up to date with relevant educational issues and attend regular training sessions that will promote best practice, including First Aid, Food Hygiene, and Child Protection.

All staff will have read and have regard to the policies and procedures of the Integrated Children's Centre and will uphold them at all times.

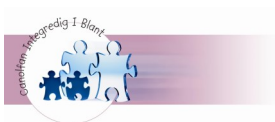
We will only release your child to the parent(s)/guardian or a named adult at the end of each session.

We will keep you informed of your child's progress throughout his/her time spent with us and provide your child with a learning profile of their individual achievements in each of the Foundation Phase areas of learning.

Staff at the Centre will liaise with each other to ensure continuity of care.

Signed (Teacher)

on (Date)





Ely and Caerau Children's Centre - Privacy Notice

Date Created: October 2019

Date Published: TBC

Version Number: v.2.0

What the Centre or Early Years Provider, Cardiff Council Local Authority and Welsh Government does with the Educational Information they hold on Children and Young People

To meet the requirements of the Data Protection Act 2018 and General Data Protection Regulation (GDPR), the Centre is required to issue a Privacy Notice to children and young people and/or parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the Centre, Cardiff Council (LA) and Welsh Government.

The collection of personal information

The Centre collects information about children and young people and their parents or legal guardians when children and young people enrol at the Centre. The Centre also collects information at other key times during the school year and may receive information from other schools when children and young people transfer.

The Centre processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.

Welsh Government and Local Authority (LA)

The **Welsh Government** receives information on the school workforce and pupils directly from schools normally as part of statutory data collection which consists of the following:

- Post-16 data collection
- Pupil Level Annual School Census (PLASC)
- Educated other than at school (EOTAS) pupil level collection
- National data collection (NDC) Attendance collection
- Welsh National Tests (WNT) data collection
- The School Workforce Annual Census (SWAC)

In addition to the data collected as part of PLASC, the Welsh Government and Local Authorities also receives information regarding National Curriculum assessments, public examination results, and attendance data at individual pupil level which comes from Schools and /or Awarding Bodies (e.g. WJEC).

The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics. Further information is on the Welsh Governments' use of personal data is set out within the Welsh Governments' Privacy Policy which is available [here](#).

The LA also uses the personal information collected to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in a way that ensures individual children and young people cannot be identified.

Personal information held

The categories of pupil information that we collect, hold and share include:

Personal

information (such as name, unique pupil number and address)

characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)

attendance information (such as sessions attended, number of absences and absence reasons)
behavioural information (such as exclusions and any relevant alternative provision put in place)

safeguarding information (such as court orders and professional involvement)

special educational needs (including the needs and ranking)

medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)

contact details, contact preferences, date of birth, identification documents

performance in internal and national assessments and examinations, assessment information
pupil and curricular records

details of any medical conditions, including physical and mental health

details of any support received, including care packages, plans and support providers
photographs

CCTV images captured in school

Organisations which may share personal information

Information held by the Centre, Early Years providers, LA and the Welsh Government on children and young people, their parents or legal guardians may also be shared with other organisations when the law allows and providing all appropriate steps are taken to keep the information secure, for example:

other education and training bodies, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;

bodies contracted to conduct research for the Welsh Government, LA and schools/Early Years providers with appropriate steps taken to ensure that the information secure;

central and local government for the planning and provision of educational services;

social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;

management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;

the Council's and or Schools approved suppliers of the schools 'cashless' system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate;

the Central South Consortium Joint Education System (CSCJES) to support regional statistical analysis as required by Welsh Government;

various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;

the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics

Children and young people have certain rights under the Data Protection Act and General Data Protection Regulation, including a general right to be given access to personal data held about them by any "data controller." The law allows that, by the age of 13, children and young people have sufficient maturity to understand their rights and to make an individual right request themselves if they wish. A parent would be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing.

Other information

The LA, Centre and Welsh Government place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security. The LA, Centre and Welsh Government will endeavour to ensure that information is kept accurate at all times and processed in accordance with our legal requirements.

Your rights under the Data Protection Act 2018 and General Data Protection Regulation (GDPR)

The Data Protection laws give individuals certain rights in respect of personal information held on them by any organisation. These rights include:

the right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;

the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;

the right to ask for incorrect information to be put right;

the right to request that information is not processed

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities.

Seeking further information

We contract with Cardiff Council's Information Governance Team as the Contracted Data Protection Officer. For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018 and General Data Protection Regulation, you should contact:

- Mrs Annamaria Bevan, Head of Centre

Cardiff Council's Data Protection Officer at County Hall, Atlantic Wharf, Cardiff Bay, Cardiff, CF10 4UW email SchoolsInformationManagement@cardiff.gov.uk

Welsh Government's Data Protection Officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ; email Data.ProtectionOfficer@gov.wales

The Information Commissioner's Office help line 0330 414 6421 (Wales helpline) or 0303 123 1113 (UK helpline)

information is also available from www.ico.gov.uk

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg



**Ely and Caerau Children's Centre
Notification of Term Times, Holidays and Training Days 2022/23**