



Ely and Caerau Integrated children's Centre - Statement of Purpose 2025



Service Address:

Ely and Caerau Integrated Children's Centre

Michaelston Rd

Ely

CF5 4SX

Legal Entity: Local Authority

RI: Annamaria Bevan

Manager: Karen March

Aims and Objectives of the Service

The Centre provides integrated, high quality services to children and families 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 support children and families 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 Welsh culture and the sense of Cynefin. Nursery education is offered through the medium of Welsh and English within our education provision.

Children and families are treated with individuality and respect the distinct qualities that they bring. We offer children the freedom and opportunity to develop at their own pace with free flow provision both inside and outdoors. We support the learning process by offering flexible, developmentally appropriate, authentic learning experiences through play and exploration that encourage the child's natural sense of wonder. We empower the children to construct their own understanding of knowledge, skills and relationships. We provide crucial support in developing independent, child-initiated learning and value parents as partners.

We use the following tools to ensure high quality care and education:

- Early Childhood Play, Learning and Care documents
- Curriculum for Funded Non Maintained Settings
- Wellcomm
- Flying Start Good Practice Toolkit Cardiff

Our Early Years Principles follow the Froebelian Principles adapted from Tovey 2012 and are:

- Unity and connectedness
- Autonomous Learners
- The Value of childhood in it's own right
- Relationships matter
- Creativity and the power of symbols
- The Central importance of play
- Engaging with nature
- Knowledgeable and nurturing adults

We offer a joyful approach to learning as we respect and do not rush childhood We support each baby and child to develop at a pace that is right for them, starting with where they are at. We aim to empower and equip parents to be the best they can be through our parent and community engagement approaches through signposting to our partner services. We aim to support the family as a whole and the babies and children as part of a whole unit. Our hope is that the children will grow to be independent and confident learners with parents who have high hopes and aspirations for the child's future and the confidence to support them to be the best they can be.

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 partner with local community agencies, charities and groups by providing a long-term, nurturing, viable learning environment and our partners 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.

Details about the children in our Care

Numbers, ages of children for whom care is to be provided:

The Centre's child care provision includes full day care for children from 6 weeks to 4 years old, wrap around care for 3-4 year olds accessing the Centre's nursery education classes and Holiday Club for 3-11 year olds.

The Centre is registered with the CIW to offer child care to a maximum of 85 children under 11 years old at any one time. We offer 15 places at a time to 0-2 year olds in the younger Day Care provision (Baby Room) and 37 places at a time to 2-4 year olds in the older day care provision plus a further 24 children aged 3-4 years at one time in our wrap around provision (Nursery Wrap Around). Holiday Club is registered for 32 places at a time. Nursery Wrap Around closes during the school holidays and those 24 children are offered holiday club and are within the 32 registered places for holiday club provision. For Holiday Club places are offered to 3-11 year olds with the majority of places offered to under 8s. The Centre is a fully inclusive community and places are offered in compliance to capacity regardless of gender, additional need, social or cultural background or ability.

Children with Additional Learning Needs (ALN)

Children with ALN are welcomed whole heartedly at the Centre. Where necessary adjustments will be made to provision to meet their needs and where appropriate additional adults will be available for support. The Centre has an ALNCo who is a qualified teacher and is the Centre Deputy. IDP's or Centre Support Plans will be written for those children with an ALN and all children will have a 1 page profile. The Centre works in partnership with the Cardiff Early Years Inclusion and Disability Team to ensure all legal requirements of the ALN ACT are met and to ensure we provide the best possible care and support for all children.

Opening hours:

The Centre is open from 8am to 6pm on weekdays for 50 weeks per year. Day care runs from 8-6 Monday to Friday 50 weeks a year and Holiday Club runs from 9am-4pm during school holidays. Nursery Wrap Around, following the onsite nursery education provision is from midday until 4pm. Saturday mornings the Centre is open in term time for a dad's group.

Staffing:

All staff are suitably qualified in accordance with CIW regulations / NMS. Children benefit because the ratio of adults to children conforms to best practice. The Centre implements the ratios outlined by CIW to ensure the safety, well-being and general development of children in our care.

Under 2 years

The Centre will implement a ratio of 1:3 for this age group.

Places will be offered to local families first but we accept that there may be times when families from other areas use the service, for example, courses, children with special needs, parents who work for Cardiff NHS and parents in education in Cardiff.

2-3 Years

The Centre will implement a ratio of 1:4 for this age group.

Places will be offered to local families first but we accept that there may be times when families from other areas use the service, for example, courses, children with special needs, parents who work for Cardiff NHS and parents in education in Cardiff.

3-5 Years

The Centre will implement a ratio of 1:8 for this age group.

These places will be used to support full day care, sessional care and wrap around care for children in Ely and Caerau within the Daycare 2 room. The additional Nursery Wrap Around room care room is for children who access the nursery class only and is largely to support families who are offered funded childcare through Childcare Offer Wales. As there is no catchment for nursery education in Cardiff, the Nursery Wrap Around may serve families from across Cardiff.

5-11 Years

The Centre will implement a ratio of 1:8 for this age group.

The holiday club for this age group will run in the Community Room, the hall and the nursery outdoor areas.

Two staff will always be on duty at any one time in each room of the day care.

The Daycare Manager will approve all rotas for staffing on a weekly basis to ensure sufficient staff are on duty.

The Finance Officer will monitor bookings centrally and relay information about numbers a week ahead to ensure that staff coverage is implemented to the above ratios.

A bank of regular sessional care workers will be established to cover sickness, holidays and other emergencies wherever possible. These will be registered and set up with Cardiff Supply.

Students and volunteers

We accept students from local schools and colleges from age 14. A student welcome back includes policies and procedures and students and volunteers are briefed on safeguarding arrangements and, if appropriate they are given the level 1 safeguarding training.

Students and volunteers will not be left alone with children or babies at any time and will not be included in ratio.

Child Care Provision:

We aim to provide an environment that is safe, homely, stimulating, comfortable and nurturing where children can be active, investigative, able to explore, extend and develop their learning but also be quiet, calm and restful when they want to.

At the Integrated Children's Centre we understand the importance of play. Our understanding is based on the following statements:

- Play is central to a child's learning.
- Play promotes a child's development and independence.
- Play keeps children healthy and active.
- Play enables children to explore the complexities of relationships.

- Play engages a child's curiosity.
- Play fosters inclusion.
- Play helps children make sense of their world and their place in it.
- Play allows children to find out about themselves.
- Play is therapeutic.
- Play enables children to let off steam, develop interests and have fun.

Within the framework of current legislation we will aim to ensure that:

- The child will be the centre of the play/learning process
- Children will be consulted and listened to and their views acted upon where possible
- Staff are responsive and help to enrich the children's play/learning opportunities
- Staff facilitate appropriate risk and increase children's awareness of their physical capabilities and limitations according to their age and stage of development
- Play/learning opportunities promote equality of opportunities and challenge discrimination. Staff offer equal concern to ensure access for all children to activities
- Play/learning opportunities will motivate children, increase self-esteem and foster positive attitudes

Play and Learning

Different areas of the Centre will promote different aspects of play and learning and will be resourced and staffed accordingly.

Across the Centre from baby room to holiday club Froebelian principles will be applied and Froebelian occupations promoted these include, block play, clay, painting, cooking, woodwork, gardening and sewing and weaving.

The Centre is resourced with appropriate resources and equipment to develop and extend play and learning. All designated rooms have access to designated outdoor play areas.

Staff will allow children to choose their activities but will facilitate play opportunities through careful observations and interactions with the children, offering freedom with guidance.

Staff will promote well-being and self-esteem by enabling children to use their imagination and curiosity.

Staff will model conflict resolution and help children to develop a sense of right and wrong.

Staff will encourage sharing and taking turns (appropriate to age and development) and will foster positive relationships between children.

Staff will listen to the views and ideas of all children and use this information to develop play and learning opportunities.

Staff observations and records will inform the planning of play and learning.

The Centre will promote independence by enabling children to easily access toys, equipment and different areas of play.

Children will have the opportunity to relax and rest according to their individual needs and preferred routines.

Meals and Snacks

As a local authority provision Cardiff catering provide a kitchen and a cook to prepare the children's lunch and tea. The menu is regulated by Welsh Government School meals and meets nutritional requirements.

Breakfast

A healthy breakfast of cereal, wholemeal toast, water or milk is offered daily

Snacks

A healthy snack is offered both morning and afternoon and it is compliant with the Gold Snack Award and Healthy Schools.

Language(s) used:

The main language used in the child care provision at the Centre is English but Welsh is also used throughout the day. We are able to access the Council's translation and interpreter service where the need arises.

Admissions Policy / Terms and Conditions:

We are an inclusive Centre that welcomes children from all backgrounds and abilities. No child shall receive more or less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability, gender, or any other grounds which cannot be justified. We aim to care for all children as individuals and to meet their needs as an inclusive service, wherever possible.

Children attending Day Care at the Ely and Caerau Children's Centre must fulfill one of the following criteria:

1. The child must be a resident of either Ely or Caerau. Proof of address will be required (The address to which child benefits are made).
2. The child's parent/carer must work within Ely/Caerau for a Public Service, such as Schools, Police, Health etc. Proof of employer must be provided.
3. The parent must be attending a course run by Cardiff and Vale College or another LA Centre.
4. The child is referred to the Centre through Children's Services or another child agency.

Nursery Wrap Around Care Admissions

1. The child must be attending the Ely and Caerau Children's Centre Nursery or Meithrin class

Registration and Transition

A Registration and Agreement form must be completed for each child.

Parents will meet with the Day Care team Leader or Wrap Around Leader to discuss the child's application, and needs of the child.

Places are booked one month in advance. Bookings will be confirmed prior to the child starting at the Centre.

Fees must be paid in advance.

Full fee is payable for places booked regardless of illness apart from hospitalisation or long term illness.

Each child will be offered a settling in period which is not charged.

Parents will be given a welcome pack and introduced to the child's key worker before admission.

If a Parent/Carer is unreasonably late in collecting their child without contacting the Centre to inform of any unexpected delays – or is persistently late, a charge will be made at a rate of £5.00 for every half hour or part thereof. Continuous late collection of a child will result in the place being withdrawn.

No child will be left unsupervised because a parent/carer has failed to collect them.

Failure to pay fees will result in your child's place being offered to the next family on the waiting list.

The Centre is closed for two weeks a year for maintenance. Families are not charged during these two periods.

Further information can be found in the policy:
Information - Admissions Policy.

Contact Information:

Reception: Tel: 029 20671421

Annamaria Bevan (Head of Centre and Responsible Individual for the Service)

Tel: 029 20671425

Natalie Gibson (Deputy Head of Centre) Tel: 029 20671436

Lowri Fulthorpe (Finance Officer) Tel: 029 20671435

Karen March (Day Care Manager) Tel: 029 20671469

Website: www.elyandcaerauchildrenscentre.co.uk/

Fees

Day Care- £6 per hour £18 per session (9-12 / 12-3) £1 breakfast / tea £2.85 lunch £1.50 small lunch £1 weaning meal	Holiday Club £30 full day 9am-4pm £15 half days
Nursery Wrap Around £6 per hour	Childcare support with Fees Childcare offer Tax Free Childcare

Holiday Arrangements

Parents should give one month's notice in writing in advance of a holiday and they then will not be charged.

Sickness / illness

If a child is off sick for a few days they will still be charged. In the event of a long term sickness or hospitalisation parents will not be charged.

The above terms and conditions form part of a parent / childcare agreement signed by parent / carers

Arrangements for dealing with complaints and concerns:

Children and their parents should be confident that their complaints will be listened to, taken seriously and acted upon.

Policy Statement

The Ely and Caerau Children's Centre aims to provide a high quality, efficient and accessible service to parents and children. Standards and working practices are reviewed regularly and we welcome suggestions and constructive criticism to help us maintain a high quality provision. However, from time to time a parent/carer, child or member of staff may feel that they have a complaint against some aspect of the Centre, or an individual member of staff. All referrals of allegations and complaints will be treated as urgent and will be dealt with immediately, following Centre's procedures at all times.

Suggestion Box

A suggestion box will be placed in the entrance area for parents/carers, children and staff to make informal anonymous suggestions about issues relating to the Centre.

Parents are offered a survey to complete twice a year and are given opportunities throughout the year to participate in open days.

Resolving Issues with Individual Staff Members

If a parent/carer, child or member of staff may feel that they have a complaint against some aspect of the Centre it is usually possible to resolve problems and concerns as soon as they occur by speaking to a member of staff. This may be referred to a more senior member of staff at the time of the complaint. When an allegation or complaint is raised staff will

- Ask for the person's name, telephone number and postcode (if not available in records)
- Allow the person to talk freely, maintaining a sympathetic but neutral approach
- Give relevant information and advice
- Record details of concern or complaint
- Inform the Head of Centre

Unresolved Issues

If an issue is not resolved at a local level then staff will give information regarding the Centre's Complaints Procedure.

Procedure - Cardiff Council Policy and procedures are applied

Informal Stage

Initially, speak to a member of staff, if you prefer to do this outside of normal hours and in confidence, please arrange a convenient time. If this is not possible then please go to the Head of Centre. The Head of Centre will make every attempt to resolve the matter and will communicate the outcome to the complainant within 14 days of the complaint being made.

Should you not be satisfied with the outcome then you should move on to the formal complaints procedure.

FORMAL – Stage One

1. Put your complaint in writing to the Head of Centre using a complaint form. A copy of this form can be found in the parent handbook but copies are also available from the Reception Desk. You should

maintain a copy of the completed form along with any other communications on this matter for your own records.

The Head of Centre will sign and date the form when received and will file it in the 'complaints' logbook. All communications and actions taken regarding this complaint will be recorded by the Head of Centre and CIW will be notified.

2. The Head of Centre will acknowledge your complaint in writing as soon as possible. The Head of Centre will investigate the matter fully and report back to a designated member of the management team remaining in full consultation with the Governing Body. Confidentiality will be maintained throughout.
3. Members of staff involved will be asked in a constructive manner to give their account of the matter. No unfounded accusations will be made. If there is any delay in the investigation the Head of Centre will advise you of the reasons. You will be kept up to date with what is happening and you will receive a full reply in writing within fourteen days.
4. The response you receive will be copied to the staff members concerned, with recommendations for any action to be taken. A full account of the complaint, the actions taken and the final outcome will be communicated to the Governing Body member. The matter will also be reported at the next Governors meeting. If you are not satisfied with the outcome, you can ask the Head of Centre to refer the matter to the next stage.

FORMAL – Stage Two

The Head of Centre will refer the complaint and all the relevant documentation to the nominated person to act on behalf of the Governing Body. They will investigate the complaint and scrutinise the action taken by the Head of Centre in attempting to resolve the matter. This may involve convening a special Governor's meeting.

The 'responsible individual' will send a written response to the complainant within four weeks, outlining how the complaint was investigated and detailing the final outcome.

The decision of the Governing Body is final.

FORMAL – STAGE THREE

Should you still be unhappy with this response and feel that if the matter is not resolved to your satisfaction you may contact the Local Authority or the Care and Social Standards Inspectorate For Wales (CIW). CIW are the body with which this Integrated Children's Centre is registered.

Contact details are as follows:
Schools' Service
Cardiff Council
County Hall
Cardiff
CF10 4UW

Care Inspectorate Wales,
Welsh Government Office,
Sarn Mynach,
Llandudno Junction,
LL31 9RZ,

Telephone: 0300 7900
Email: ciw@gov.wales

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Arrangements for dealing with any emergency:

The Health and safety policies and the Emergency plan outlines procedures in more detail.

If the fire alarm sounds babies and children are immediately escorted outside to the assembly point. Wheeled cots can transport up to 4 babies. The fire Marshal on duty will check the registers. Fire evacuation drills are carried out every term and the dates are recorded within the fire log book. Staff feedback sessions are held to discuss the evacuation and whether it can be improved in any way.

Fire action notices are displayed conspicuously in every classroom and also at various locations so that everyone knows what to do in the event of a fire or other emergency.

Designated assembly points are located in the car park of The Michaelston public house and The Michaelston College car park.

3.1 Accident / Near Miss / Disease Reporting and Investigation

The Head of Centre / Deputy Head of Centre / Day Care Manager and other Senior Managers are responsible for ensuring that the appropriate accident report forms are completed:-

- Employee Accident Report Form [4.C.043](#)
- Pupil Accident Report Form [4.ED.WC.006](#)
- Member of the Public/Service User Accident Report Form [4.C.045](#)
- Violence at Work Report Form [4.C.046](#)).

Accident report forms should be printed off the Cardiff Improvement System (CIS) as required, to ensure the most up-to-date version is used.

The above listed senior managers are responsible for forwarding the completed forms to the following:-

- Pupil Accident and Service User/Public Report Forms *to the Services and Compliance Team, Education Service, Bessemer Close, Cardiff CF11 8XL*
- Employee Accident Report Forms/Violence at Work Forms *to the Health and Safety Section, Corporate Resources, Room 413, County Hall, Atlantic Wharf, Cardiff CF10 4UW*

Serious incidents must be reported immediately to the Corporate Health and Safety Team on Tel: 029 2087 2635 or 029 2087 3967 and/or Services and Compliance on Tel: 029 2087 3715

Pets on the premises

To support the babies and children to develop care and concern for living things and to encourage warm and nurturing relationships we have pets in our daycare 2 room.

We have two guinea pigs and a tortoise and numerous fish! The pets are cared for by the Daycare manager and (where appropriate) the children.

The pets have their own enclosure both indoor and outdoors and are fully up to date with vaccinations. The children are unable to access the pets without an adult due to the height of the enclosure.

Arrangements to review the Statement of Purpose:

The Statement of Purpose will be reviewed annually or sooner where changes arise. CIW will be informed of any changes to the service.

Latest review date: July 2024

