

Statement of Purpose

Bear Pak After School and Holiday Club

Date Reviewed: 27/1/2022

Contact Details

Bear Pak After School and Holiday Club
Trinity Methodist Church
Woodland Place
Penarth
CF64 2EX

Tel : 07714509120 to contact the team direct or
07702873067 for bookings and general enquiries
Email: bearpak@hotmail.co.uk
Website: www.bearpak.org

Aims and objectives of the service

The aim of Bear Pak After School and Holiday Club is to create a safe and secure environment for children to be free to explore and develop through various age and stage appropriate activities.

We provide a nutritious home cooked tea for children which is prepared by our Cook and children have a choice of food available. Our menu is rotated and reviewed every term to ensure it meets the requirements of the 'Change for Life scheme and our Gold Standard Healthy Snack award. We also cater for children who have food intolerances, allergies or other special dietary requirements.

Opening hours:

Monday to Friday 3.30 pm – 6.30 pm term time
Monday to Friday 8.00am - 6.30pm during school holidays with the exception of bank holidays where the club will close

Schools visited:

[Evenlode Primary School](#)
[Victoria Primary School](#)
[Ysgol Gynradd Penygarth](#)
[Albert Road Primary School](#)
[Fairfield Primary School](#)
[Cogan Primary School](#)
[Ysgol Y Deri](#)

We collect children from school and escort them safely back to club (Trinity Methodist Church) by foot, taxi or by car

Languages:

English

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

- up to 50 children aged 3-12
- either gender

Range of needs:

We strive to meet the individual needs of children by working with parents and doing our best to cater to any special requirements individual children they may have. Our building is adapted to support those with physical disabilities and our welcoming, inclusive environment promotes equality for all.

We ensure the care for all children by having child care qualified staff providing the care and activities for children aged 3-12 years. We adhere to the requirements of the National Minimum Standards and ensure that each child receives a high standard of care. We promote children's enjoyment of their time at Bear Pak by giving them flexibility and freedom to socialise with their peers through self-chosen activities in an environment that is safe. Children are encouraged but not forced to take part in planned activities and the environment is always child-centred.

Pets on the premises:

We do not have any pets at club. However, occasionally we may have visitors from animal centres bringing animals as a 'show and tell' to club. We will inform parents of these planned events and parents will be given the option for their child to participate or not. During the planning of such events, we will take children's allergies and other requirements into consideration. All activities and events will be risk assessed before they take place.

Staffing:

1 adult to every 8 child and 1 adult to every 6 children for trips and on route to club from school.

The club is operated by a Board of Directors, managed by the Head Director Laura Williams who is the Registered Individual of the club. Laura holds a BA Honours Degree in Education and Early Childhood Studies, a Level 5 qualification in Playwork and a Level 3 qualification in Child Care. The Board of Directors ensure that our service is operating to the highest standards and that children are receiving the best care. The club is managed daily by the After School Club Leader Samantha Thomas who is the Person in Charge. Samantha holds Level 3 qualifications in both Child Care and Playwork. Both Laura and Samantha ensure that the club meets children's individual needs and that the environment remains safe and secure for children. The club employs child care qualified staff that meets the regulations of the National Minimum Standards for all of our children.

Full details of the provision, including:**Facilities available**

The main hall has carpeted areas suitable for quieter activities, a large open space suitable for active games and an open planned kitchen overlooking the hall to aid us in our cooking activities. Although, this is a community building, we will have sole use of the hall during our club operating hours. Nobody except parents and authorised visitors will be allowed to enter the hall during club operating hours. Parents and visitors will be let in by a member of staff. During this time, the room will be secure and safe for staff and children. Children will also have access to a quiet area where they can watch films, read books and rest. The church is situated near a large park area (Victoria Playing Fields) which we intend to use regularly for sports and other activities. Children will be safely escorted to the playing fields and well supervised. During this time at the park, our staff to child ratios will be at least 1 adult to every 6 children. We have a small outside area where we carry out our gardening, sports and nature activities which children have access to on a daily basis. The toilets are located just

outside of the main hall which are available to use during club operating hours. As a precaution, children will be escorted to the toilets by a member of staff, who will check that the toilets are clean and safe for the children to use and then they will wait outside. Children will then be escorted back into the hall to continue their play.

Services offered: Afterschool and holiday childcare

Routines:

- 3.30 pm – 4.00 pm – Collect Children from school and escort safely to club.
- 4.00 pm – 4.30 pm – Various activities and free play.
- 4.30 pm – 5.30 pm – Children sit down for tea.
- 5.30 pm – 6.30 pm – More activities and free play.
- 6.30pm** – Home time

Activities offered:

Children are free to choose from various activities such as arts and crafts, cookery, sports, science and ICT.

We have a child-centred approach where children are free to choose and make decisions to encourage independence and to provide them with the foundations to reach their full potential and develop their life- long learning skills. We provide children with activities that can be differentiated to suit different ages and stages of abilities and our staff support children in their discoveries.

Admissions policy:

Our admissions policy indicates that should the club be fully occupied, we will implement a waiting list. To secure a child's place, a small registration fee will be applied. All fees need to be paid in advance of sessions. Should parents wish their child to leave the club, we require at least one months' notice. Any outstanding balance will be returned after the notice period has exceeded. We help parents to make an informed decision for choosing our services by inviting them to visit the club prior to registration. We recommend that parents bring their child along to view our club and attend a play session to familiarise themselves with their surroundings and the people that will be looking after them. We will then provide parents with all the necessary information needed to make a decision on their child attending.

Arrangements for dealing with complaints and concerns:

We welcome feedback from parents and use it to review our services. We create an annual quality assurance report based on feedback from parents through questionnaires. Should a complaint arise, it will be handled confidentially by the club leader and board of directors if necessary. Any complaint will be handled in accordance with our Complaints policy and where relevant, information will be passed on to CIW. Our aim is to have the issue resolved within 14 days. However, with agreement from the complainant, we may extend this period to a further 14 days.

If a parent is not satisfied with the club leader and board of directors' decision then they can contact CIW to express any concerns that they may have in regards to the club. However, they cannot deal with complaints linked to individual circumstances. If they are unable to deal with a complaint, they will direct the person making the complaint to an organisation that can assist them further.

CIW can be contacted on:

www.careinspectorate.wales
ciw@gov.wales

CIW National Office and CIW South East Wales Region
Welsh Government
Government Buildings
Rhydycar
CF48 1UZ
Telephone: 03007900126

Arrangements for dealing with any emergency:

In the event of an accident, illness or emergency, we will act on the parent's behalf and take such action as we consider appropriate. This may include taking a child from club to seek medical attention. However, we will only do this if we have signed consent from parents on registration for such actions to be taken. During all cases, we will contact parents and/or emergency contacts. Children can only be collected by parents or those listed on registration. Should an alternative person be needed to collect a child who is not listed as an authorised collector, we need to be informed prior to collection and our password system will be implemented.

Details of arrangements to review the Statement of Purpose and inform CIW of changes to the service:

Our policies, procedures, statement of purpose and quality of care will be reviewed annually with views of children, staff, parents/carers and CIW being taken into consideration. The CIW will be informed of any changes to the service.

Parent Contract terms and conditions:

Children remain the legal responsibility of their parent/guardian. Whilst in the club's care, the welfare of the child is paramount. Care is provided according to the terms and conditions agreed in the parent/club contract.

Within this contract:

we agree;

- To ensure that all children registered for a particular day are collected from their schools and escorted to the club. Arrival time 3.30-4.00 p.m.
- To check on any child who is absent from school but registered with the club for that day.
- To make sure that the authorised adult collects the child by the end of the session.
- To treat children as individuals and make every effort to meet their needs.
- To provide a fun, secure and friendly environment.
- To abide by the rules as laid down in all our policies
- To provide a full copy of the policies for parents and staff perusal at the club.

Parents agree;

- To ensure that children are collected on time at the end of the session. Collection time is no later than 6.30pm. There is a penalty payment for late collection which is

clearly displayed on the club noticeboard. The club's insurance does not extend beyond 6.30pm.

- To ensure that all fees are paid in advance and give Bear Pak a minimum of one months' paid notice when children's places at club are terminated.
- To inform the Club Leader/Manager in advance if a child will not be attending club on a day which they are registered to attend.
- To inform the Club Leader/Manager if an adult other than those named on the registration form is to collect a child on any day and to inform them of a personal password which can be kept on record for when someone else other than those named on the registration form are to collect the child.
- To keep the Club Leader/Manager informed of any relevant changes in family or child circumstances e.g. change of address, telephone numbers, doctor, health problems and anything that could affect the child's behaviour. E.g. divorce/separation.
- To treat staff as they wish to be treated
- To encourage their child to adhere to the basic rules of the After School and Holiday Club.
- To give permission for their children to be escorted to the club either walking with up to four members of staff, taxi or by car with one member of staff.