



Ysgol Rhiw-Bechan



Bechan Bach

Ffrindiau yn cyd ddysgu

Friends together, Learning together

Tregynon, Powys SY16 3EH

01686 650303 office@rhiwbechan.powys.sch.uk

Carol Timms and Terri Owen – Setting Leaders

Allyson Whitticase – Responsible Individual

Prospectus and Statement of Purpose

Revised September 2023
(Reviewed on a termly basis)

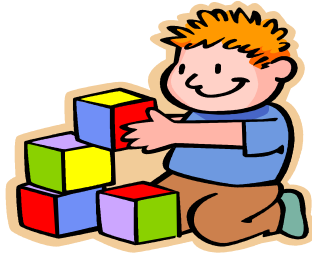


Croeso! Welcome to Bechan Bach! We are a happy and friendly early years setting which provides for children aged 3-4 years. Children are eligible to attend at the beginning of the term following their 3rd birthday. We currently provide a maximum of **24** places per session.

All pupils can attend free of charge for up to a maximum of 10 funded educational hours per week (2 hours per day). ** These sessions run Monday to Friday from 8.45am until 10.45am, the session concludes at 11.15am and a £1 surcharge is made for the extra 30 minutes. Additional hours of care (11.15 am - 3.15pm) are charged at £20 per day (currently on Mondays, Tuesdays, Wednesdays and Thursdays and on a Friday afternoon from Apr 2023). The session hours run in line with the school day. If eligible, parents can apply for an additional 20 hours of free childcare as we have recently been accepted to be a supplier for the Childcare Offer for Wales. Should you have any enquiries regarding the Childcare Offer, they can be emailed to gofalplantpowys@ceredigion.gov.uk

We provide a wide range of opportunities and activities to promote progress in all areas of a child's development and meet individual children's needs through the Foundation Phase areas of learning. The layout of the classroom encourages exploration, communication and independent learning. Children have the opportunity to learn to look after themselves and their environment through real life experiences of the everyday world. Being outdoors is very important at our setting, so our children have the opportunity to climb, jump and explore the outdoor areas as well as playing games and taking turns to further develop their social skills. They are encouraged to develop their imagination in the role play and construction area, as well as freely expressing themselves through painting, singing, playing instruments and dancing. At our setting children are allowed to be individuals expressing their feelings and emotions and explore new things for themselves. As we are one of the few 3+ settings in the area, which benefits from being situated within a school, we have access to main additional facilities such as the school playground, garden and school hall. This also enhances transition from the setting into the school.

In accordance with the Foundation Phase Bilingualism Policy, both English and Welsh are regularly spoken throughout the sessions and we are sensitive to a child's first language.



OUR INDOOR CLASSROOM AREAS

We provide a wide range of opportunities and activities to promote progress in all areas of a child's development and meet individual children's needs through the Foundation Phase areas of learning.

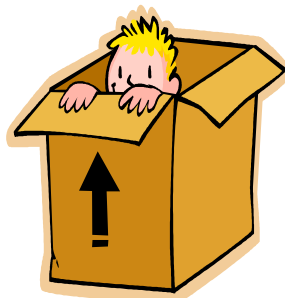
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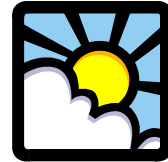
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At our setting children are allowed to be individuals expressing their feelings and emotions and explore new things for themselves.

We also have the use of the school hall next door to our classroom when the number of children attending the setting increases which allows for small group activities, giving us more space to learn and play.

As we are one of the few 3+ settings in the area, which benefits from being situated within a school, we have access to main additional facilities such as the school playground and garden area. This also enhances transition from the setting into the school.





THE OUTDOORS

Being outdoors is very important at our setting, so our children have the opportunity to climb, jump and explore the outdoor areas as well as playing games and taking turns to further develop their social skills. At Bechan Bach, we are fortunate to have access to a number of different outdoor areas, which are all securely located within our school.

Our courtyard is an excellent and secure outdoor area which includes a large enclosed sand pit and patio area, a climbing frame, paved areas for games, a digging area and an area of safety flooring which is suitable for jumping, rolling etc. We regularly paint, chalk and draw outside, as well as snack time and story time during warmer weather. The children use this area as part of their current classroom and have access to this daily.

Our outdoor classroom is a grass and wooded area which incorporates a live willow den and screen, woodland walk, planting areas, our own vegetable garden, a secret seating area and a stone circle/seating area which is used as a theatre for role plays, story time and outdoor music sessions.

All outdoor areas are used throughout the year and we ask parents/carers to ensure that the children are suitably dressed according to the weather. Waterproof jackets and trousers are provided and kept in school, although we would be grateful if a pair of named wellington boots could be brought in to remain in school.





Our New Curriculum 2022

Background:

In line with all other maintained pre-school settings in Wales, Bechan Bach now runs as part of the New Curriculum for Wales which was launched in September 2022.

The Curriculum for Wales is for all learners aged 3 to 16, to ensure all *schools* cover the same core learning and to secure a consistency of approach for learners across Wales.

Our curriculum continues to place great emphasis on children learning by doing. The outdoor areas offer space and an environment which is essential for experiencing sounds, textures, the weather and many other aspects of the activities that we enjoy.

Our children are given more opportunities to gain first hand experiences to develop their curiosity through play and active involvement and have access to many natural resources in the environment in and around the school. A greater emphasis is placed on problem solving and from discovering how and why things work.

Our curriculum provides for the developmental needs of all children in our care. At the centre of the statutory curriculum framework lies the holistic development of children and their skills, building on their previous learning experiences and knowledge. It promotes equality of opportunity, core values, and celebrates diversity. Positive partnerships with the home are fostered and an appreciation of parents/carers being the children's first educators is also recognised.

Our curriculum provides engaging indoor and outdoor environments that are fun, exciting, stimulating and safe. It promotes children's development and their natural curiosity to explore and learn through first-hand experiences. Our ethos and environment promote discovery and independence with a greater emphasis on using the outdoor environment and natural resources as a source for children's learning.



AIMS OF BECHAN BACH

- To provide a happy, safe and secure environment for all children.
- For learning to be fun.
- For all children to be valued as individuals with their own views, needs and preferences.
- For children to be supported and encouraged to maximize their full potential.
- To offer a wide range of activities and experiences both indoors and outdoors to encourage and develop inquisitive and curious minds.
- To ensure that "Personal and Social Development and Well-Being" is at the heart of learning, and to encourage and praise children throughout the sessions.
- To establish and maintain a positive relationship with parents/carers ensuring that they feel welcomed to the setting and kept updated in relation to their child's progress.
- To prepare children for the transition to full time education.





BECHAN BACH STAFF

Mrs Allyson Whitticase is the Head Teacher at Ysgol Rhiw-Bechan and is responsible for overseeing the Setting. With regard to CIW, her position is entitled "Responsible Individual".

Mrs Carol Timms and ***Mrs Terri Owen*** are the Setting Leaders at Bechan Bach situated at Ysgol Rhiw-Bechan. They are also responsible for the initial introductory meetings, visits and are available to answer any queries after the sessions, or by appointment if a longer or more private meeting is required.

With regard to CIW, the position is entitled "Person In Charge".

Elin Watkin, Emma Langford and Katie Haycocks are the ***Setting Assistants***.

Two members of staff are present throughout the sessions with up to 16 children and three members when there are 16 -24 children.

Occasionally, a member of staff registered for employment within our 3+ Setting, may be required to cover a staff absence. Your child will always know and be familiar with at least one member of staff.

In line with CIW statutory guidance, a supernumerary will also be present when there are 16 or more children in the setting.

All members of staff are qualified to work with children of this age and have undergone Disclosure & Barring Service (DBS) checks. Formerly Criminal Records Bureau (CRB) checks.

All staff are aware of the need for certain information to remain confidential within our setting.



ADMISSIONS

Children are eligible to attend **Bechan Bach** from the term following their 3rd birthday, in accordance with the Powys Admissions Policy and can remain in the setting until full time education. Applications are made to Powys County Council via their website www.powys.gov.uk

All places are centrally funded by the Welsh Assembly Government via the Early Years Development and Childcare Partnership.

All 3 and 4 year old children are entitled to a maximum of 10 hours per week (term time) in up to 2 settings. Any additional hours required should be paid for as per our charging policy.

If eligible, parents can apply for an additional 20 hours of free childcare as we have recently been accepted to be a supplier for the Childcare Offer for Wales. Should you have any enquiries regarding the Childcare Offer, they can be emailed to gofalplantpowys@ceredigion.gov.uk

We hold induction afternoons for parents/carers to visit the Setting with their child, in the term prior to them starting in the Setting. This enables us to discuss the child's preferences and individual needs as well as completing a setting Admission Form. During this visit, we will also be able to discuss the availability and preferences for session times.

In accordance with our Toileting Policy and Intimate Care Policy, we require children to be toilet trained before admission (unless agreed otherwise as part of our Equal Opportunities Policy.)

Children with special needs are welcomed and staff will work closely with parents to ensure their welfare and needs are met.



OUR SESSIONS

We currently hold 5 sessions per week as follows:

Monday - Friday morning from 8.45am to 11.15 am - x 2 Educational hours per day (free) and £1 charged for additional 30 minutes.

From 11.15am to 3.10pm - we provide further wrap around care by providing a paid place. You can pay for this at £20 per session or apply to Ceredigion Child Care to see if you are eligible for up to a further 20 hours. Please use the link below to apply for your place.

[Childcare Offer Application Form - Powys County Council](#)

Or email the Powys team at: childcareoffer@powys.gov.uk Tel no: 01545 570881 for further information regarding eligibility.

Sessions are allocated in accordance with Powys Admissions Policy.

[Apply for Pre-School \(3 and 4-year-olds\) Early Years Education - Powys County Council](#)

Email: preschooladmissions@powys.gov.uk 01597 826477

At the start of each session, please bring your child to the Red Gates on the right of the school, where you will be greeted by a member of staff and you can sign your child in.

When collecting your child at the end of each session, please can you kindly wait at the red gates. There is a one-way system in place, so please follow the flowers and arrows.

During each session, the children have "snack time". We consider this to be an important part of our session in relation to Personal & Social Development and Wellbeing. The milk (or water if preferred) is supplied free of charge. We expect Parents / Carers to provide Healthy snacks for their child on a daily basis. Prepared and packed commercial snack foods such as crisps and chocolates cannot be provided as this is against the school's policy for healthy eating. We suggest crudité or fresh fruit (s) pre-prepared so it's easy for your child to eat, but please note dried fruits such as raisins are not considered appropriate because of the high sugar content. Please also note that we are a "nut free" school due to a pupil at the school having a severe nut allergy



CONTACT DETAILS

Head Teacher/Responsible Individual - Mrs Allyson Whitticase
Setting Leader/Person In Charge - Mrs Carol Timms and Mrs Terri Owen
Chair, Ysgol Rhiw-Bechan Governing Body - Mr Darryl Owen

If you require any further information or wish to register your child, please contact Mrs Carol Timms or Mrs Terri Owen on 01686 650303.

You may be required to leave a message with our School Secretary during session times, the call will be returned at the earliest opportunity.

Mr Darryl Owen - Chair of the Governing Body, can also be contacted via the School.

Bechan Bach is registered with the Care & Social Services Inspectorate for Wales (CIW).

They can be contacted at:

CIW
Welsh Government
Rhydycar Business Park
CF48 1UZ

Tel: 0300 7900 126

Email: ciw@gov.wales



KEEPING IN TOUCH

We understand the need for open and honest two-way communication.

We operate an open-door policy whereby parents/carers are welcome to come into our classroom at the start and end of every session. We encourage parents/carers to share in the enjoyment of your child's day by looking at the activities we have been doing as well as our class displays.

At times you may need to talk privately. This can be pre-arranged, prior to the session by arrangement.

The children's progress in accordance with the "Foundation Phase" is recorded by means of observations. This is undertaken in both a written format as well as photographic evidence.

The children are photographed throughout the sessions and the photographs are stored on the class computer. We welcome parents to view a slideshow presentation of their children's activities at any time. Parents are also welcome to read the observations we have made.

We are aware that your child's tastes, likes and dislikes are constantly changing. At the end of each term, we will send home an Information Update Form. We would be grateful if you could complete the form and return it to us, detailing any changes that you may wish us to know about. These could include food likes/dislikes, sleeping patterns, changes in behaviour, friendships, favorite activities, fears, changes in communication skills, etc.



BECHAN BACH POLICIES

The policies detailed (examples listed below) are available for parents/carers to read during the pre-admission meeting as well as upon request at any time.

- Behaviour Management Policy
- Special Needs Policy
- Lost Child Policy
- Procedure for Uncollected Child
- Toileting Policy
- Admission Policy
- Equal Opportunities Policy
- Health, Safety and Hygiene Policy
- Child Protection Policy
- Intimate Care Policy
- Complaints Procedure
- Snack Time Policy
- Reviewing the Quality of Care
- Attendance
- Hot weather
- COVID-19 setting risk assessment

A copy of our Behaviour Management Policy is included within this prospectus.

During the pre-admission meeting, parents/carers are requested to read and, if in agreement, sign the Policy.



COMPLAINTS POLICY

Our group aims to work in partnership with children and their families. We welcome all suggestions on ways to improve our provision. We take all concerns or complaints seriously and will give prompt attention to worries and anxieties. Such concerns will be handled fairly and sensitively, with due regard given to confidentiality. All complaints will be considered or investigated and the complainant will be notified of the outcome.

Parents/carers should speak to the Setting Leader/Person In Charge and try to resolve problems informally. Mrs Carol Timms or Mrs Terri Owen, Tel: 01686 650303

If there is no satisfactory outcome or the problem recurs, the parent/carers should request a meeting with the Head Teacher/Responsible Individual, Mrs Allyson Whitticase, Tel: 01686 650303.

If parents/carers are still dissatisfied, there is an opportunity to refer the matter to Ysgol Rhiw-Bechan's Governing Body, as are outlined in the Bechan Bach Complaints Procedure.

Parents/carers may wish to contact the CIW to discuss unresolved or serious concerns or complaints.

Via:

CIW

Welsh Government

Rhydycar Business Park

CF48 1UZ

Tel: 0300 7900 126

Email: ciw@gov.wales.

Or

by '**Raising a concern**' on the Care Inspectorate Wales website.



REVIEWING THE QUALITY OF CARE AT BECHAN BACH

It is important for us to review the quality of care we provide at the setting. We value the ideas and suggestions that our children, parents, staff and advisors contribute. We will ensure that this is achieved by:

- Involving the children in decision making about their setting; incorporating their ideas and ensuring that their likes and dislikes are acted upon.
- Requesting parents to complete Information Update Forms on a termly basis. This assists us in reviewing the quality of service we provide. Suggestions are acted upon and are displayed on our Bechan Bach Notice Board which is situated on the brick wall outside of the classroom.
- Being available to talk to parents daily.
- Evaluating each session with staff.
- Termly visits from our Early Years Advisory Teacher, discussing her observations and acting upon any suggestions for improvement.
- Frequent visits from Mrs Allyson Whitticase, Head Teacher/Responsible Individual.
- Inspections from regulatory bodies e.g. CIW and Estyn. Ensuring that actions and recommendations are acted upon.



Exclusion Periods for Contagious Infections/Illnesses

The following conditions apply, should your child have any of the following illnesses. Please note that this list is not exhaustive. It includes some examples of common illnesses but other illnesses with exclusion periods will also apply.

Eye Infections - Please do not send your child to school until the infection has cleared.

Sickness & Diarrhoea -Your child must not attend school for 48 hours after the last bout of sickness and diarrhoea.

Chicken Pox- Your child must not attend school 6 days from the appearance of the rash.

German Measles (Rubella) -Your child must not attend school for 4 days from the appearance of the rash.

Measles -Your child must not attend the school for 10 days or until the swelling has gone down.

Whooping Cough -Your child must not attend school until both the cough and whooping have ceased for 14 days.

Skin infection eg Impetigo

Medical advice needs to be sought and treatment given. Where practical, the infection needs to be covered to avoid infection through contact.

Head Lice - The Local Education Authority does not recommend exclusion for children who are infested with head lice. However, it is the policy of Ysgol Rhiw-Bechan's 3+ Setting, to take reasonable steps to avoid cross infection. Therefore, when head lice are detected, parents/carers/emergency contacts will be contacted and the child sent home for treatment. They should only return when there is no evidence of live head lice on the child.

COVID-19 - The setting follows all current guidance as provided by Welsh Government. A full Covid-19 risk assessment and risk management record is maintained regularly and updated accordingly.



DAILY ROUTINE

An example of our daily routine.

0845

- Staff members to meet and greet parents and children at the 3+ classroom entrance door so children can be signed in.
- Staff members to encourage routine on arrival in setting, eg, photos and sitting on carpet ready for registration.

0850 Registration - Leader & Assistant

- Registration
- Daily skilled based activities including Singing, counting, colours etc.

0900/1330 Focus Activity + Freeplay where children choose their activities.

- Check weekly planning for observations
- General observations to be made by both members of staff throughout session and noted in book. Initial and date.
- Specific observations to be made by adult assisting the Focus Activity in a whole group situation or by the lead adult in a small group or 1:1 situation.
- Use group obs or individual obs sheets as applicable to situation. (Blanks in blue Observations file). Clipboards are available when necessary, eg outside.
- Adults should be in areas leading/modelling activities, eg, in home corner/ty bach twt making tea and cakes, in vets role play/writing area, assisting with pet care/medical notes etc.
- Children allowed to visit the toilet as and when needed

1015 Amser Tacluso/Tidy Up Time

- Staff to assist children tidying up

1020 Amser Stori/Sali Mali

1035 Reinforcement games and activities (bi-lingual)

1050 Outdoor Activity/Action Songs/Circle Time/Show & Tell etc.dependent on weather

- Children to start putting coats on if going outside. Both adults to assist where necessary, demonstrating how to do zips, buttons etc, but encouraging children to be independent in their needs.

1105 Amser Mynd Adre/Going Home Time

- Can lengthen activity session by 5 minutes at this point if we are outside as we will only need to collect bags and line up to go home. If indoors, coats, bags, etc. Both adults to assist children if necessary.

1110 -1115 Sing - Hwyl Fawr Ffrindiau,

- Leader to greet parents and feedback from our session.
- Assistant to wait with children inside classroom.
- Staff ratios must be adhered to until all children have been dismissed to the appropriate adult.

Weather permitting, outdoor activities can take priority so the timetable will adjusted accordingly.



Appendices



Appendices:
Appendix 1

Admission Form/Contract

Surname:

First Name(s):

(Please underline the name by which the child is generally known).

Date of Birth: Gender:

Place of Birth:

Position in Family:

Home Address:

..... Post Code:

Home Telephone No:

Mobile Telephone No:

Email Address:

Mother's Name:

Occupation:

Father's Name:

Occupation:

Emergency Contacts

1 Name:

Telephone No(s):



2 Name:

Telephone No(s):

3 Name:

Telephone No(s):

Allergies/Medical Conditions

Please give details of any allergies or medical conditions which the 3+ Setting staff should be aware of, and details of medication/treatment required, if any. Please note that a **Care Plan** may be needed prior to your child starting at Ysgol Rhiw-Bechan 3+.

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First Aid

This document also gives the 3+ Setting staff permission to carry out the following in the treatment of minor cuts and injuries:

- Cleaning minor cuts with antiseptic alcohol free wipes
- Apply sterile lint, stretch fabric plasters alternatively wash-proof plasters
- Apply sun cream in the event of your child being at risk of sun burn

Family Doctor

Doctor's Name:

Surgery Address:

.....

Telephone No:



Urgent Medical Attention

In the event of my child requiring urgent medical attention, I hereby authorise the Head Teacher/3+ Setting staff to obtain such attention from a qualified practitioner. I also agree to allow the necessary treatment to be given by the medical practitioner in attendance.

Signed: Print:

Relationship to Child:

Date:

Pre-School Education

Please give details of other Nurseries/Playgroups attended:

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Relevant Information

Please advise us of any information that would assist us in supporting your child within the Bechan Bach Setting. Please include any likes and dislikes, favourite activities, friendships, dietary requirements, cultural practices, hobbies, interests etc.

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Contract

- I have been shown a Parents Handbook of Policies relating to Bechan Bach and am aware of the Admissions and Equal Opportunities Policies that are in force within the 3+ Setting.
- I agree with the Behaviour Management Statement and Policy, and understand how it will be implemented within the Setting.
- Emergency contacts previously detailed within this form will be used in an emergency. The Bechan Bach staff will be notified immediately of any changes to these details.
- My child will not be brought into Bechan Bach if he/she is unwell.
- I am aware of the exclusionary periods for contagious infections and illnesses.
- My child will be toilet trained prior to starting at the Setting unless alternative arrangements have been agreed.
- I will inform Bechan Bach staff if we are going to be away on holiday during term time.
- I am aware of the Setting session times and will make contact with the Setting if I am going to be late collecting my child.
- The funded hours allocated to my child at Bechan Bach do not exceed 12.5 hours, even when totalled with hours claimed at another setting.
- I am aware of the Bechan Bach Complaints Policy, and have been advised how to register any complaints I may have.

Signed: Print:

Relationship to Child:

Date:



Appendix 2:

Data/Information retention and transfer permissions

From the signing of the contract with Bechan Bach, information will be retained about your child. This will be continually added to throughout your child's stay until he/she moves on to the next class.

The information retained will predominantly relate to the academic progress of the child however we will also retain any relevant information we feel necessarily appropriate, this will include parent / guardian contact details, medical allergies and any other permissions required, such as 'provision of care' and 'photography consent'.

Copies of the data will be provided to the new school / teacher. Your permission to transfer this information is required, please complete the slip below confirming this permission is given and return the slip to Bechan Bach.

The records will be securely retained for three years from the child's leaving date,

Yours sincerely,

Mrs Allyson Whitticase Head Teacher and Responsible Individual

Name of child: _____

Delete as appropriate

*I give consent for copies of my child's records to be passed to the new class / school as and when requested. I understand the original records will be retained for three years from the date of transfer and then destroyed.

*I do not want my child's records released to anyone and can only be retained by 3+. I understand that the records will be retained for three years and then destroyed.

Signature of Parent / Carer _____ Date: _____



Appendix 3: PRIVACY NOTICES

Privacy Notice – Children’s Information

Setting’s Name: Bechan Bach, Ysgol Rhiw-Bechan

CIW registration number: W020000466/O001/0004 ICO membership number: ZA096325

It is important that parents read and understand this privacy notice so that you are aware of how and why we are using specific information about your child and what your rights are under the data protection legislation.

We collect, store and use the following personal data about your child:

- Name, date of birth and home address
- Dietary requirements including allergies
- Attendance information
- Photographs and videos
- Emergency contact/procedure details
- Parent’s Consent Form
- Individual Learning Profiles
- Accidents and Incidents
- Observations and Assessment Records

We may also collect, store and use the following “special categories” data:

- Race and Ethnicity
- Siblings names
- Medical conditions
- Child Protection information

We will only use your personal information:

- Where we need to comply with a legal obligation
- To safeguard your child
- To inform planning for your child’s individual needs

We will share your personal information with the following third parties (with your consent):

- Foundation Phase Team – for funding reasons
- Care Inspectorate for Wales – for the safeguarding and well-being of children
- Health Visitor / Doctor
- Schools – for transition reasons
- Social Services/Police (without consent) where child protection is necessary

Storage and Retention

- Any information collected about your child is kept confidential and records are kept secure
- Anything that is saved digitally e.g. photographs, are saved in encrypted files on a password protected Ipad/Laptop
- Safeguarding and welfare information about your child including attendance will be held until your child is 21 years and 3 months
- Photographs are deleted when your child leaves the setting
- Any learning and development information will be handed over to you when your child leaves the setting



- Any other paperwork and photographs will be shredded, and digital media erased when your child leaves the setting

Your rights

Under certain circumstances, by law, you have the right to do the following by contacting the Leader in writing:

- Request access to your child's file
- Request correction
- Request erasure
- Object to processing
- Request the restriction of processing
- Request the transfer
- Withdraw your consent

Complaints

If you need to make a complaint, you can:

- Contact CIW:
enquiries@CIW.gov.uk
- Contact the setting Leader:
E-mail: office@rhiwbechan.powys.sch.uk (FAO Carol Timms or Terri Owen)
- Contact ICO:
<https://ico.org.uk/fororganisations/report-a-breach/>

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time. You will be notified of any changes. It will be reviewed annually in line with our other policies and procedures.

If you have any questions regarding this privacy notice, please contact:

Allyson Whitticase – Head Teacher / Responsible Individual for Bechan Bach



Privacy Notice – Parental Information

Setting's Name: Bechan Bach, Ysgol Rhiw-Bechan

CIW registration number: W020000466/O001/0004 ICO membership number: ZA096325

It is important that parents read and understand this privacy notice so that you are aware of how and why we are using specific information about you and what your rights are under the data protection legislation.

We collect, store and use the following personal data about you:

- Name, home address, telephone/mobile number and e-mail address
- Emergency contact details
- Emergency Procedure permission
- Signature that you have read and understood our policies
- Parent's Consent/Permissions' Form
- Parent's Contract/Agreement
- Evaluations

We may also collect, store and use the following "special categories" data:

- Race and Ethnicity
- Spoken language

We will only use your personal information:

- Where we need to comply with a legal obligation
- To notify Social Services in order to safeguard your child

We will share your personal information with the following third parties:

- Foundation Phase Team – for funding reasons
- Care Inspectorate for Wales – for the safeguarding and well-being of children
- Schools – for transition reasons
- Social Services/Police (without consent) where child protection is necessary

Storage and Retention

- Any information collected about you is kept confidential and records are kept secure
- Anything that is saved digitally are saved in encrypted files on a password protected Ipad/Laptop
- Safeguarding and welfare information about your child and your personal details will be held until your child is 21 years and 3 months
- Any other paperwork will be shredded, and digital media erased when your child leaves the setting

Your rights

Under certain circumstances, by law, you have the right to do the following by contacting the Leader in writing:

- Request access to your child's file
- Request correction
- Request erasure
- Object to processing



- Request the restriction of processing
- Request the transfer
- Withdraw your consent

Complaints

If you need to make a complaint, you can:

- Contact CIW:
enquiries@CIW.gov.uk
- Contact the setting Leader:
E-mail: office@rhiwbechan.powys.sch.uk (FAO Carol Timms or Terri Owen)
- Contact ICO:
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Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time. You will be notified of any changes. It will be reviewed annually in line with our other policies and procedures.

If you have any questions regarding this privacy notice, please contact:
Allyson Whitticase – Head Teacher / Responsible Individual for Bechan Bach



Appendix 4:

PERMISSION FORM FOR THE PROVISION OF CARE

If a child wets or soils themselves while they are attending Bechan Bach, it is essential that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff are experienced and trained at carrying out this task if you wish them to do so. However, if preferred, the setting staff can contact you or your emergency contact who will be asked to attend without delay.

Please complete the permission slip below stating your preference.

Yours sincerely

Mrs Allyson Whitticase
Head Teacher/RI

Name of Child:

Delete as appropriate

**I give consent for my child to be changed and cleaned by setting staff if they wet/soil themselves whilst in the care of Bechan Bach.*

**I do not give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Bechan Bach. The Setting Leader will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.*

(Please delete as appropriate)*

Signature of Parent/Carer:

Date:



Appendix 5:

PHOTOGRAPHY AND ONLINE PHOTO CONSENT FORM

From time to time we will need to use images of, and quotes from the children for general publicity uses, including posters, publications, our school website and Facebook page. To do this we need your prior written consent.

The photographs/film will be stored on the class computer and will be used when appropriate to continue promoting to work of the 3+ Setting, fostering links with home, school and the local community. They may also be used to publicise future events or activities involving the Setting.

We follow the general rule that if a photograph is used on the school website or Facebook page, then the child is not named. Or, if named, there will be no picture, eg, people will not be able to associate a name to a photograph, unless we have specific written consent from the Parent/Carer.

Should you have any concerns or wish to discuss the matter, please contact the Bechan Bach Leader.

Please return this form to: Setting Leader, Bechan Bach, Tregynon.

Name of Child:

.....

Address:

.....

Details of photograph, film or quote: Images and quotes taken by the 3+ Setting (or those acting on behalf of the Setting) of children.

To: The Parent/Carer	Please Circle
May we use your child's photograph or quote in printed publications produced by the 3+ Setting or School? Eg, poster of activities, School newsletter, etc.	Yes / No
May we use your child's photograph or quote on the School website/Facebook page?	Yes / No
May we show any film produced by the 3+ Setting or School containing your child? Eg, class activity, Christmas concert	Yes / No

Name of Adult Signing:

Relation to Child:

Signature:

Date:



Appendix 6:

PROCEDURE ADOPTED DURING HOT AND SUNNY WEATHER

During spells of hot and sunny weather, the Setting adopts the following precautions:

SUNSCREEN

- Please apply sunscreen onto your child before they come to the Setting, particularly on the ears.*
- Children may bring a bottle of sunscreen to the Setting (Factor 15+) if this is clearly labelled with their name and inside a polythene bag. Please notify Setting staff of this at the start of each session.*
- Children may only use sunscreen from their own named bottles (to avoid allergic reactions or aggravating other skin conditions).*
- Staff may remind children of the need to re-apply sunscreen and they may supervise the application. Any help given will be in keeping with our Intimate Care Policy.*

CLOTHING

- It is more effective if pupils wear wide-brimmed or legionnaire styled hats when outside.*
- Please ensure that separate articles of clothing are clearly labelled with your child's name.*
- Please ensure that your child's clothing is suitable for hot, sunny weather, allowing him/her to be sufficiently protected whilst keeping as cool as possible.*

OUTDOOR ACTIVITIES

- All staff understand the importance of taking extra care during hot and sunny weather.*
- Children will be encouraged to play less active games during very hot weather to avoid becoming over-heated.*
- Activities outside will be restricted after 11am at times when it would be inappropriate to expose children to the sun for too long.*
- Children will be encouraged to use shaded areas.*
- Seats will be moved to the sheltered areas so that the children can avoid sitting in direct sunlight.*

DRINKING WATER

- The Setting staff always allow the children to drink water if requested.*
- Setting staff will encourage the children to drink water regularly.*

We need parental permission to supervise/assist with the application of sunscreen, in line with our Intimate Care Policy. (Permission Form for the Provision of Care must be completed).



Appendix 7:

CHILD PROTECTION

It is our aim to provide a safe environment in which your child will learn. Please be aware that our setting, in the interests of the children, will always comply with the:

- *Wales Safeguarding Procedures*
- *Safeguarding Children in Education 2013.*
- *Keeping Learners Safe Jan 2015.*

The designated child protection officer for the setting is Mrs Allyson Whitticase.

The deputy designated child protection officer for the setting is Mrs Margaritta Lovell

The designated Governor for Child Protection is Mr Richard Rees.

All staff receive regular training on Child Protection Issues.

It may be necessary on some (rare occasions) for our staff to share information about your child with other agencies. You will always be informed that this has occurred and for what reason, as long as this does not put the child at risk.

As a parent if you have any concerns regarding the welfare of a child then please don't hesitate to contact Children's Services or Powys People direct on 01597 827666

Staff member responsible for the Looked After Children is Mrs Allyson Whitticase

Safeguarding Policy 2023

Keeping Learners Safe 2023



Appendix 8:

INTIMATE CARE POLICY

This policy represents the agreed principles for intimate care in Bechan Bach and has been agreed by the Governing Body and Bechan Bach Staff.

Aims of Bechan Bach:

- To provide a happy, safe and secure environment for all children.*
- For learning to be fun.*
- For all children to be valued as individuals with their own views, needs and preferences.*
- For children to be supported and encouraged to maximize their full potential.*
- To offer a wide range of activities and experiences both indoors and outdoors in accordance with the “Foundation Phase Areas of Learning.”*
- To ensure that “Personal and Social Development and Well-Being” is a priority, and to encourage and praise children throughout the sessions.*
- To establish and maintain a positive relationship with Parents/Carers ensuring that they feel welcomed to the setting and kept updated in relation to their child’s progress.*
- To prepare children for the transition to full time education.*

The Purpose of this Policy is:

- To safeguard the rights and promote the best interests of the children.*
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.*
- To safeguard adults required to operate in sensitive situations.*
- To raise awareness and provide a clear procedure for intimate care.*
- To inform parents/carers*
- In how intimate care is administered.*
- To ensure parents/carers are consulted in the intimate of care of their children.*

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with



confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing.
- Providing comfort or support for a distressed pupil.
- Assisting a pupil requiring medical care, who is not able to carry this out unaided.
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

Supporting Dressing/Undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

Providing Comfort or Support

Children may seek physical comfort from staff. Where children require physical support, staff must be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medication

The Setting does not administer medicine to children, except where a child requires on-going prescribed medication to maintain their stable well-being, and where it gives them the opportunity to be a part of their local community group. If for such medical reasons the 3+ Setting is requested to do so, a Care Plan must be drawn up by the child's Health Visitor, with agreement between the parents/carers and the 3+ Setting.

This Care Plan details:

- Nominated persons to administer medication.
- Record of administration, eg time given, amount given and signature of administrator.
- Medication to be kept in a lockable cabinet.
- Administrator to liaise with parents/carers daily, or as required.



- Training will be given and regularly updated by a health professional when staff are requested to administer a prescribed medicine requiring technical or medical knowledge. Training will be specific to an individual child.
- Medication clearly labelled, eg name of child, dosage required and any instruction.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the setting may sign a permission form so that the 3+ staff can clean and change their child in the event of the child soiling themselves. (Permission Form for the Provision of Care).

If a parent does not give consent, the Setting staff will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parent/carer/emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until they arrive. Children are not left on their own whilst waiting for a parent/carer/emergency contact to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer/emergency contact cannot attend, the Setting staff will seek to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him/herself.

If the parents/carers/emergency contacts cannot be contacted the Responsible Individual will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately, and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.



Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for Staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary.
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable.
- Allow the child a choice in the sequence of care.
- Be aware of and responsive to the child's reactions.

Safeguards for Children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Ysgol Rhiw-Bechan's 3+ Setting are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. DBS checks are completed to ensure organisations in the public, private and voluntary sectors identify candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the Setting.

It is not appropriate for volunteers to carry out intimate care procedures.

This policy was adopted by the Bechan Bach Leadership Team and Governors of Ysgol Rhiw-Bechan on:

Oct 2023

Signed: _____

Person Responsible

Review date: Oct 2024



Appendix 9

Absence Procedure

To bring Bechan Bach in line with the rest of the school regarding the School Policy re: Absenteeism, we are requesting that parents/guardians telephone us if their child is going to be absent from any sessions. A phone call will be sufficient before the session commences.

We appreciate your help and cooperation in implementing this procedure.

Policy drawn up date: July 2022

Signed by CIW recognised Responsible Individual:

Printed name:

Date:

Date of next review: Oct 2024



Appendix 10

Consent Form

I (parent/guardian) give permission for the staff to follow the chosen procedures with regards to my child/ren

Please tick the relevant boxes:

- ☐ Administer your child's own sun cream
- ☐ Take photographs of your child for setting's use only
- ☐ Use photographs of your child on social media sites eg. Facebook, Website
- ☐ Use photographs of your child on adverts, promotions and displays (inc. the newspaper)
- ☐ Use photographs of your child in another's child's Learning Profile (if it is a group photograph)
- ☐ Take child on walks in local area
- ☐ Share child's development information with other agencies
- ☐ Collect, store and use my child's personal information (as stated in the Privacy Notice)

Signature:.....

Date:.....



Appendix 11

CHECKLIST FOR NEW BECHAN BACH PARENTS

1. Bring Birth Certificate, if not already done so. (Copy to be retained in Setting).
2. Pair of wellies to keep in school.
3. Bag containing a spare set of clothing.
4. Ensure your child is dressed weather appropriate. Eg, sunny day, bring a sun hat, wear clothing that suitably covers the body and apply sunscreen before attending 3+ session. On a wet day wear a waterproof coat, etc.
5. Pre packed fruit snack (x 2 if remaining for the school day)
6. Session times as follows:

Morning sessions: Monday – Friday 8.45am to 11.15am

Afternoon sessions: Monday, Tuesday, Wednesday and Thursday 11.15am to 3.15pm

Please arrive promptly at the beginning and end of each session. If you will be late collecting your child for some unforeseen circumstance, please try to contact us in advance, though we understand that this may not always be possible.

7. Any questions, queries etc, please contact Carol Timms or Terri Owen Setting Leader, either at the school office or on 01686 650303.



Appendix 12:

POSITIVE BEHAVIOUR POLICY

(Including bullying and physical restraint)

GUIDANCE for POLICY and PROCEDURE

In accordance with Standard 9 NMS (March 2012) the behaviour of children is managed in a way that respects their rights and promotes their welfare and development.

Rationale:

At Bechan Bach we believe that everyone is different and everyone is special where everyone is valued and treated as an individual. The ethos of Bechan Bach is a caring one where we aim to help our children to become self-motivated and independent learners. We encourage our children to realise their full potential and have respect for others, their community and their environment. Through a stimulating and caring environment we promote secure and happy relationships within the school community.

Where good standards of behaviour at school are concerned, we rely greatly on the attitude of parents. The majority of parents take their responsibilities seriously in developing good standards of behaviour in their children. Bechan Bach operates an 'open door' policy and close liaison is encouraged with parents and the wider community at all times. Our Setting is hopefully seen as a place that welcomes everybody.

Our Objectives

(i.) A consensus on essential values

All Setting staff will have a consistent approach to maintaining good behaviour, via a shared value system, with the Setting leader showing effective leadership and concern. All staff follow the Incredible Years Programme to promote positive behaviour.

(ii.) High Expectations

The Setting leaders ensure that every child experiences success, and has the opportunity to take responsibility.



(iii.) Pupils actively engaged in their own learning

Children will be actively involved in their own learning, and in the wider life of the school. They will be helped towards an understanding of the effects of their actions, which should lead to an acceptance of responsibility for their behaviour.

(iv.) Parental Involvement

The school believes that clear messages must be given to pupils when they first come to school. We expect parents to share responsibility for their child's behaviour. Parents will be kept informed of their child's behaviour and progress, as appropriate.

(v.) Creating a climate in which pupils feel secure

We believe that children learn best if they are confident in their abilities to achieve; so a climate must be created in which a child feels secure, and in which self-esteem is allowed to develop. At Bechan Bach, we believe that it is important to discover the source of any undesirable behaviour. If we are able to understand what is wrong, we may be able to change the behaviour and thus take some steps towards solving the child's problem.

Code of Practice:

The responsible individual and the setting leader are responsible for ensuring that this policy is implemented. The Setting is committed to following the Incredible Years Programme.

- The setting will aim to create an environment which ensures positive attitudes in the children and the adults and it will try to avoid the development of unacceptable behaviour.
- The setting will ensure that all the methods used to promote positive behaviour are appropriate for the age and level of development of the individual child.
- Setting staff will ensure that there is consistency in the methods used day to day and from person to person.
- The children and their parents will be aware of the setting's rules and the boundaries set.
- The setting will take positive steps to modify unacceptable behaviour.
- Good behaviour will always be acknowledged and praised.

Bullying

Bullying is a deliberate action that causes physical or emotional hurt to another child. All children will be made aware that this is unacceptable and staff will be vigilant to incidents which will be dealt with appropriately. Parents/carers should discuss any causes for concerns with setting staff immediately. Children should also be encouraged to talk about concerns they may have.



Physical restraint.

In accordance with the National Minimum Standards March 2012 Standard 9: behaviour, adults within the setting do not use any form of physical intervention, e.g. holding or restraint, unless it is necessary to prevent personal injury to the child, other children or an adult, or serious damage to property.

Any incident is recorded and the parent informed of the incident on the day. Setting Leader has received Physical intervention training.

Incredible Years Programme

A brief synopsis of the values followed by the setting:

5 Rules - Show me five

1. Hands to self- "Criss Cross Apple Sauce" (Respect others and property)
2. Eyes on teacher
3. Inside voice
4. Listening ears
5. Quiet hand up
6. Walking feet

The overall ethos of our setting is to praise and reward to encourage good behaviour.



Appendix 13:

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION - FORM MED. 2

The setting will not give your child medicine unless you complete and sign this form, and the Responsible Person in Charge of 3+ has agreed that staff can administer the medication.

Details of Pupils:

Surname: Forename(s):

Address:
.....

M/F Date of Birth Class

Condition or illness:
.....
.....

Medication:

Name/Type of Medication (as described on the container)

For how long will your child take this medication:

Date dispensed:

Full Directions of Use

Dosage & Method : Timing :

Special precautions :

Possible side effects :
.....

Procedures to take in an emergency:

Contact Details:-

Parents Name :

Phone No: (work) : (Home):

Address :

I understand that I must deliver the medicine personally to
(agreed member of staff) and accept that this is a service which the setting is not obliged to undertake.

Relationship to pupil :Signature :

Dated:

[illegible]