



Cylch Meithrin
Ysgol Glan Morfa

Cylch Meithrin Ysgol Glan Morfa Statement of Purpose

Welcome

Cylch Meithrin Ysgol Glan Morfa provides wrap-around care through the medium of Welsh for children attending Ysgol Glan Morfa nursery.

Guidelines for parents/carers, amended January 2025.

Named Responsible Individual Bethan Trott

Named Nursery Leader Bethan Trott

Deputy Leader: Lleucu Cravos

Assistant Kiran Kaur

Apprentice Eve Sims and Courtney Colman

Parent helpers are welcome.

Aims & Objectives

We aim to prepare the children with lifelong skills which enable them to be good learners and citizens. During their time at the Cylch they will learn to

- To play collaboratively
- To listen and respond
- Develop Social Skills
- Experiment and be creative
- Develop Physical skills

This will be done through the medium of Welsh.

We do not keep pets at the Cylch Meithrin.

The Cylch is located on the premises of: Ystafell Gymunedol
Ysgol Glan Morfa
Lewis Road
Splott
Cardiff
CF24 3EB



Cylch Meithrin
Ysgol Glan Morfa

The Cylch is an organisation run by a Management Committee, and is a member of Mudiad Meithrin.

Facilities Available

The care provision is offered from a dedicated classroom within Ysgol Glan Morfa, which has been adapted for the requirements of our young children. There is also a purpose built kitchen where snacks will be prepared place with the children. There are two toilets opposite the room and a door at the back of the room opens onto an outdoor area, which is enclosed by a fence.

Getting in touch

You are very welcome to visit the Cylch do discuss and to flavour the provision we can offer at the setting.

Phone: 07940 401281

Service Users

We welcome children from all race, nationality, ethnicity, religion and gender.

We welcome children with additional learning needs and will be happy to discuss how we can best assist your child.

The Cylch can accommodate up to 16 children in a session.

Operating hours are between 8:45-12:00 and 12:00-3:00 Monday to Friday.

Admission

Children can attend the cylch as soon as they are allocated a place in the school's nursery. Should there be any surplus spaces available, they will be offered to families wishing to pay for the provision.

Staffing

The Cylch is staffed according to the following ratios:

3-5 years old

1 member of staff for every 8 children

Staff Qualifications

Leader

NVQ Level 5 (completed)

Deputy

NVQ Level 3

Assistant

Working towards Level 3

Occasional Staff

No formal Qualifications in the field.

All members of staff are qualified in First Aid and Food Hygiene and also have the relevant Safeguarding g training.



Cylch Meithrin
Ysgol Glan Morfa

Monitoring of Standards

- The Cylch is registered with and regulated by the CIW (Care Inspectorate Wales).

Healthy Eating

We will provide a drink of milk or water and a healthy and we ask you to provide a nutritious snack for your child in each session. Please advise us of any allergies and dietary requirements.

Medical Emergency

If a child requires emergency medical treatment and the Cylch is unable to contact the parents or any other emergency contact, the Cylch will make the necessary arrangements to ensure the child's wellbeing.

By signing the childcare contract the cylch is given permission to carry out emergency arrangements.

Complaints Procedure

The Cylch Meithrin has a complaints procedure, which is outlined in the Cylch's Compliments and Complaints policy (which is included in the Cylch's policy file). All complaints will be treated sensitively and confidentially. In the first instance, parents or guardians are to contact the Cylch Leader with their complaint. If the outcome of the complaint is not satisfactory, they should then refer the matter to the Cylch Committee. In the event that the parents/guardians are not satisfied with the response from the Responsible Individual (following an investigation), they should refer the complaint onto CIW.

The Cylch conforms to the requirements of the Health and Safety regulations and does everything reasonably possible to ensure the health and safety of everyone at the cylch e.g. protection from the sun, asthma, checking equipment, food hygiene etc.

The cylch ensures that at least 1 staff per 10 children have a current First Aid Certificate and attend regular training.

All electrical appliances and fire protection equipment are tested annually.

Emergency

If an emergency occurs the children's safety is our priority we will then contact each parent to come and collect the children.



Cylch Meithrin
Ysgol Glan Morfa

If it becomes necessary to close due to an emergency during the session, staff will contact the parents/guardians using the emergency contact numbers. Staff will remain with the children until they are collected.

Parents/guardians will be contacted to confirm the date the setting will re-open.

Accidents

Accident and Incident Books are provided in the Cylch. If a serious accident or incident happens to a child, member of staff or visitor at the cylch then this must be reported to Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) regulations and CIW within 14 days.

Bad Weather Procedure

On occasions when Ysgol Glan Morfa closes due to snow-fall, we will follow suit. On occasions when there is snow and the school remains open we will consider whether our staff can safely reach their work. If they cannot, we will close. If the decision is taken to close, the leader will contact parents by text or phone and whatsapp.

If bad weather strikes when the children are at the cylch the leader will make the decision to close or not, considering the following:

Is it safe for the parents to come to collect their children?

Can staff get home safely?

Parents will be informed as above.

Managing and Modifying Behaviour

We ensure that physical punishment is not used in controlling the behaviour of any child. If necessary, the cylch will follow a consistent programme of behaviour management in accordance with the child's age development and needs.

Safeguarding/ Child Protection

We will ensure the well-being, safety and development of every child in the cylch. We believe that children have the right to expect that every adult responsible for them will protect them from every kind of abuse. All staff are given training.

Full copies of all policy documents are available at the Cylch Meithrin

This Statement of Purpose will be reviewed annually. CIW will be notified of any changes within 28 days of the changes being made.