

Childcare Business Support



Your pathway to success!

Welcome to our Autumn newsletter.

Another jam packed edition for you—tell us what you think of it—want us to include something next time? Then let us know.

We have a new addition to the Team—Micheal our Administrator has become a Dad—welcome baby Arlo.

A sad goodbye too—Jo Morris is leaving Hope Nursery in Newtown — we will miss you Jo—enjoy your “retirement”.

And Chris Smart has stepped down as Leader in Crocodcodile—thankfully she is still part of the Team at the Setting—Chris is Crocs!!

In this seasons newsletter we have information about:

Foundation Phase

Risk Assessments

Tax-Free Childcare

Childminders get together

Bespoke Training

The Well-being Act

SASS

We are sure this kept you all busy over the summer holidays.

Hopefully all childcare providers have completed part one (submitted by August 17th) of their SASS and

as Autumn has arrived so will part two

Part two is all about the self evaluation of the quality of care.

What is part two for?

Part two of the SASS will provide evidence of the quality of your provision, detailing the main strengths and areas for improvement that you have identified. You must also tell them how you use self-reflection as part of your commitment to continuous improvement.

As going to press, there is no confirmed date from CSSIW for this—we will let you know more as soon as we know!!



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Foundation Phase



We were hoping to be able to tell you all about what was happening with the changes to the age of Admission and the Foundation Phase from September 2017, but, as we go to press, no firm decisions have been made as yet.

We have been informed that you should receive some information in the next few weeks from Powys County Council. We will, of course, send this out to yourselves as well as soon as we have it.

Any queries you may have after then that we maybe able to help you with then feel free to contact us. Remember to also sign up to our Facebook page—Llaw Yn Llaw Childcare Business Support—for another way to make sure you keep up to date.

Questions and Answers

We haven't set up a pension scheme yet do we need to?

Yes. Under the Pensions Act 2008, every employer must put certain staff into a pension Scheme.

A workplace pension is a saving scheme for retirement organised through you as an employer. You may have your own scheme, offer one from a specialist pension-provider, or use a government-backed scheme.



Under the new system, those who work in the UK, are aged over 22 and under the state pension age, are not already in a scheme, and earn more than £8,105 a year will automatically be enrolled.

Part-time workers who earn less than that can ask to take part if they want to and, if they earn more than £5,564, their employer will be obliged to make a contribution too. Those aged under 22, or over state pension age and still working, can also opt-in in the same way.

Staff need to be given a letter about the scheme when they start at their workplace. This needs to explain who the pension provider is. Workers can ask this provider for an opt-out form. Those who opt out will also be enrolled again every three years by an employer, or after three months at a new job, at which point they will need to complete the opt-out process again.

If you have not set up your Work-based pension yet then find out more from the pension regulators <http://www.thepensionsregulator.gov.uk/en/employers> or speak to whoever does your payroll.

Why do I need a business plan?

Lewis Carroll In Alice's Adventures in Wonderland, when Alice comes to a fork in the road asks:

"Would you tell me, please, which way I ought to go from here?"

"That depends a good deal on where you want to get to," said the Cat.

"I don't much care where—" said Alice.

"Then it doesn't matter which way you go," said the Cat.



So, if you are like Alice, then perhaps you don't need a Business Plan, but

If you want to know what your Setting wants to achieve over the next 3 years

Think you want to expand your services

Think you need some direction for your Committee / Yourself / staff

Want to know if you have enough money to continue providing your services

Then you should look at a Business Plan. You should see it as a path that takes you from where you are to where you want to be.

Want support to complete one? We offer training and can help your Setting put a plan together—please contact us if you would like some help.

Do I have to give an induction to volunteers and students?

Yes. Volunteers and students should be treated in just the same way as a paid staff member when it comes to induction.

They need to read and sign policies and procedures, know the "rules and regulations" of the Setting and have a formal induction just as you would for a staff member.

Remember, if you need help with a volunteer or student policy then feel free to contact us.



Do you have any questions that you want answered and would like them published in our newsletter?

Please send them in to info@llawynllaw.co.uk



Risk Assessments

Do I need to do a risk assessment for walks and visits in the local area?

The answer to this is **YES**.

Taking your children on a walk around your local area or to visit the local park is an important part of early year's provision. Children are given the opportunity to explore new places, learn about road safety and experience the wider world beyond the nursery outdoor area. Therefore it is vital that these outings are always planned, risks are assessed and procedures put in place to ensure the safety of the children.

Most groups have a policy on outings and this should be where you start, what does the policy say? Follow the points to ensure you have complied with your group's policy. If you don't have a policy then contact us at Llaw yn Llaw and we can provide you with a sample that you can adapt for your setting.

So what should the risk assessment involve?

It is important that the Manager/Leader actually walks the route that you are going to take in order to be able to:

- Assess the risks and hazards which may arise for the children.
- Identify the ways in which these risks can be minimised or managed (particularly for children with medical needs and/or additional needs).
- Assess how suitable the route/area is for the children.
- Plan what to do in an emergency and identify a "safe" area.
- Ensure you have adequate staff to ensure correct ratios.

CSSIW National Minimum Standards for Regulated Child Care states:

"Staffing levels are maintained during outings and, according to circumstances, it may be necessary to exceed them. Staff supervising outings are qualified to level 3."



So what are you looking for when you complete a risk assessment?

You should be looking for the safest route to your destination,

- Is there pavement all the way?
- Is it wide enough for buggies?
- How many roads do you need to cross?
- Are there suitable crossings?
- What kind of hazards are along the way?

These are just some of the things you should be checking for.

What kind of things are risks?

Traffic, parked cars, dog mess, poisonous plants and berries, no safe place to cross the road, glass on the pavement, if it's sunny, is there shade for the children. These are just a few ideas of what to look for.

It is important to record your findings and the measures put in place to reduce the risks, this can be done in the form of a table. (if you would like an example please get in touch) and to share this with the staff before the visit. Other things to consider are safety arrangements, permission from parents/carers and to ensure that you have appropriate insurance cover in place.

Bespoke training available!

'We can tailor training to suit the needs of your setting'

Team Building

Discover the importance of teamwork, how to work effectively in teams, how to strengthen and motivate teams, and overcome obstacles to successful teams on this team building training.

What will your team get out of it?

You will :-

- Understand what a team is
- Understand the importance of teamwork
- See how people work differently in a team and have different strengths
- Have ideas on how to get the best out of your team
- Have some team building practical ideas



Committee Skills

So, you have agreed to be on the Committee of a Childcare setting. But what's it all about? What's involved? What do you need to know to be an effective committee member *and* an effective committee? There are various types of boards and committees in the Voluntary sector and they can be run in different ways, but to be successful they have a number of things in common.

Do you want to :-

- Be clear about the roles and responsibilities of a committee member and officers?
- Know what to include in an induction for new committee members?
- Identify the importance of your constitution and code of conduct?
- Identify how good agendas and minutes can make meetings more effective?
- Examine how your committee can work together as a team to get results?
- Try out ways to evaluate the strength of your committee and plan for the future?

If you answered 'Yes' to any of the above – please get in touch!

Identifying individual strengths and weaknesses within your team and organisation

Truly effective organisations are able to recognise the unique strengths of each team member and optimise all those natural gifts. So, how do you go about this? It might sound like a daunting task, but it's not. The first step is paying attention, identifying each person's strengths, then managing around those skills. Do you know the answers to these questions about your team and organisation ?

- What advantages do you have that others don't?
- What do you do better than anyone else?
- What tasks do you usually avoid because you don't feel confident doing them?
- What will the people around you see as your weaknesses?
- Are you completely confident in your education and skills training? If not, where are you weakest?
- Is your industry growing? If so, how can you take advantage of the current market?

Don't forget about the...



The Childcare Business Support team can support you and your organisation to help identify the strengths, weakness, opportunities and threats to your setting.

Feedback from settings



Hay -on-Wye

Lynne and Nia at Llaw yn Llaw have supported us every step of the way, from setting up our business and through their continued support. They are our first port of call when we need advice regarding anything to do with our pre-school, including business support, training advice and child protection. Most recently Lynne has supported us through

advertising and recruiting a new member of staff, advising on the qualifications needed for the job role. The training that Llaw yn Llaw offers covers a wide range of relevant topics that have benefitted our business including the Quality of Care training evening.

Peekaboo Childminding Services

I am a mother to 3 children and a step-daughter. I was in a caring role until June last year when my lady suddenly passed away and left me in a quandary as to what role to undertake next. My husband came up with the idea of home-based childcare as he knew how much I enjoy the company of children—ours are now grown up and I never tire of being around little ones plus the fact it will work around my current family responsibilities and my husbands self employed construction business.

I started making enquiries and I started my courses in September of last year thanks to Llaw yn Llaw Childcare Support and haven't looked back!!! Their support has been tremendous and most of my training has been undertaken through them or through associated agencies. I am currently in a position where my courses are complete, my application has been submitted to CSSIW and am now waiting for the completion of the checks and my inspection!!!! I am based in Newtown, close to all amenities, I am all set and raring to go, hopefully not too much longer now, looking forward to many years of Peekaboo Childminding Services and my policy first and foremost is "Fun Comes First".

Open Door recently applied for a Development Grant from Powys Children and Young People's Partnership with support from Llaw Yn Llaw in order to develop a new outdoor area that provided shelter and a hard ground area. We were successful with this application and work soon started. This has helped us to be able to provide outdoor play regardless of the weather, previously with no shelter and only grassed areas we were often (thanks to British weather!) unable to use the outdoor area.

We held an Open Day and had lots of parents and children come along this was also covered in the local press.

Our numbers of children attending our setting has now increased which has resulted in us now extending sessions to both mornings and afternoons.



What is it?

It's a new government scheme to help working parents with the cost of childcare for children up to the age of 12, or 17 for children with disabilities. To qualify, parents will have to be in work, and each earning at least £115 a week and not more than £100,000 per year.

What do you need to do?

1. You must be a regulated or approved childcare provider to receive Tax-Free Childcare

Only childcare providers registered with a regulator (such as Ofsted or CSSIW) can receive Tax-Free Childcare payments.

2. You'll need to sign up to receive payments from parents

In September and October 2016, we'll be sending letters to regulated and approved childcare providers across the UK, asking you to sign up online for Tax-Free Childcare. You'll be able to sign up online as soon as you receive your invitation.

How long does registration take?

Registration can take up to 12 weeks so, if you aren't registered, register now so that parents can pay you using Tax-Free Childcare. For registration timelines, please check the appropriate regulators website.

How do parents know if you've sign up for Tax-Free Childcare?

Once you sign up, you'll appear on the new digital tool which lets parents search for childcare providers that have signed up for Tax-Free Childcare.

For more information please use this link

<https://www.gov.uk/government/news/tax-free-childcare-top-things-childcare-providers-should-know>

Want to know other ways parents can receive support with childcare costs?

Here is a table from Family and Childcare Trust about other support available.



	Level of support	Recipient group	Date available	Where available
Childcare element of Working Tax Credit	70% of childcare costs up to a maximum of £175 per week for 1 child or £300 per week for 2 or more children. Families receiving housing or council tax benefit get extra help, amounting to about 96% of costs in England	Nearly 400,000 low income working families	Present	UK-wide
Universal Credit	85% of childcare costs, with same maximum levels as Working Tax Credit, although no extra help for those receiving housing benefit	Low income working parents	Present	UK-wide
Childcare vouchers	Worth up to £55 per week for basic rate tax-payers	Working parents, but not self-employed and usually excludes those receiving tax credits	Presently available, but will not accept new applicants after 2017	UK-wide
Tax Free Childcare	20% of childcare costs up to a maximum of £2,000 per year. Families of children with SEND receive help up to a maximum of £4,000 per year	Working parents not in receipt of tax credits/ Universal Credit whose gross household income is higher than a specified minimum threshold but less than £100,000 per parent	From early 2017	UK-wide
Care to Learn	£175 in London and £160 per week outside	Parents under 20 at school or in further education	Presently available	Care to Learn applies to England, but equivalent schemes elsewhere in UK
Discretionary Learner Support	Discretionary	Parents over 20 in further education	Presently available	This fund applies to England, but equivalents elsewhere in UK
Childcare Grant	£155.24 a week for 1 child. Up to £266.15 a week for 2 or more children	Parents in full-time higher education who are eligible for student finance	Presently available	This fund applies to England, but equivalents elsewhere in UK



The Wellbeing Act



What does the act affect?

The Act imposes duties on local authorities, health boards and Welsh Ministers that require them to work to promote the well-being of those who need care and support, or carers who need support.

The Social Services and Well-being (Wales) Act changes the social services sector:

- People have control over what support they need, making decisions about their care and support as an equal partner
- New proportionate assessment focuses on the individual
- Carers have an equal right to assessment for support to those who they care for
- Easy access to information and advice is available to all
- Powers to safeguard people are stronger
- A preventative approach to meeting care and support needs is practised
- Local authorities and health boards come together in new statutory partnerships to drive integration, innovation and service change

What are the principles of the act?

- The Act supports people who have care and support needs to achieve **well-being**
- **People** are at the heart of the new system by giving them an equal say in the support they receive.
- **Partnership** and co-operation drives service delivery
- Services will promote the **prevention** of escalating need and the right help is available at the right time

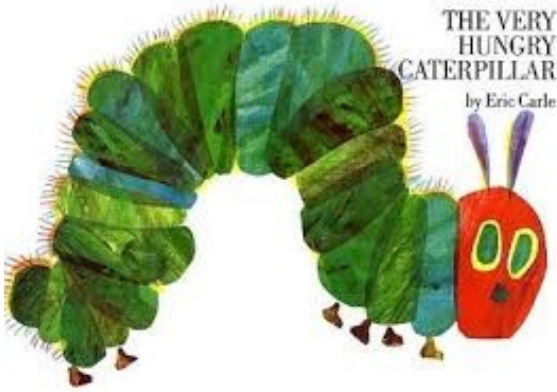
How do I find out more?

<http://gov.wales/docs/dhss/publications/160127socialservicesacten.pdf>

Or complete a **FREE** learning module:

<http://mandysgu.cgymru.org.uk/course/index.php?categoryid=2>

Book Review



The Very Hungry Caterpillar By Eric Carle

A lovely book which, through its pictures, encourages independent reading. Without knowing the story the children can guess what the caterpillar is doing, and what might happen next.

This book covers a wide variety of learning areas from the Foundation Phase, these are just a few ideas:

- Choose shapes to make a caterpillar
- Measure caterpillars
- Counting caterpillars- English and Welsh.
- Compare caterpillars- length, width, height.
- Practise colours- English and Welsh.
- Make a butterfly- patterns.
- Learn about different foods- healthy and unhealthy.
- Learn the foods in Welsh.
- Learn the days of the week- English and Welsh- moving onto sequencing the story.
- Practise threading- pictures of the food and use string as the caterpillar- building on their fine motor skills.
- Practice syllable counting- helpful with speech and language difficulties.

You could also:

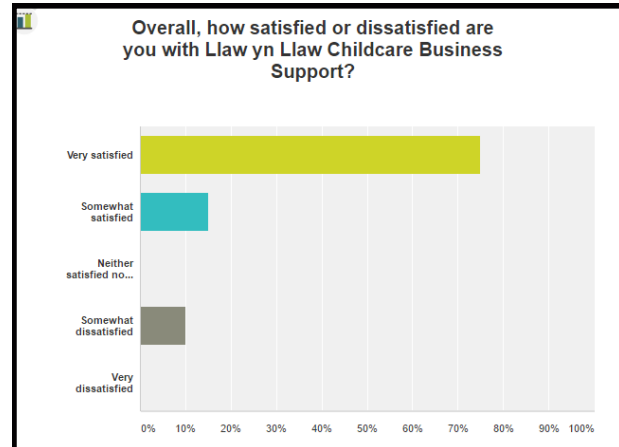
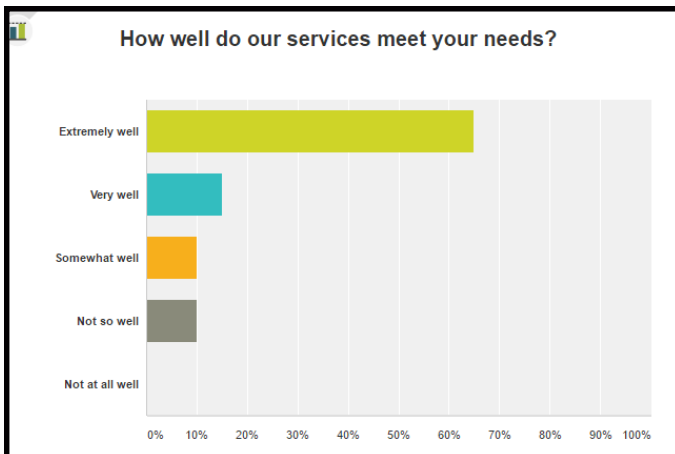
- Teach the children about Life cycles
- Build caterpillars- allowing the children to choose their own resources.
- If you teach them about healthy eating- perhaps join Health Pre-schools
- Learn about the children's food likes and dislikes
- Create a Growing Chart of the children or perhaps grow a plant for the children to measure and make a chart of how much it's grown.

This book can also be found in Welsh.

These are just a few ideas of what you could do; there are many other activities and learning opportunities which can be based around this book.

Thank you to all Settings who recently responded to our Survey Monkey questionnaire. Please see below the results. There is still time to complete the survey - follow the link below.

https://www.surveymonkey.com/r/Preview/?sm=n_2Fu0ZjrYZk5FmuWMbWp2i1nEmpcAcPd2gTZLSvu6Ch8_3D



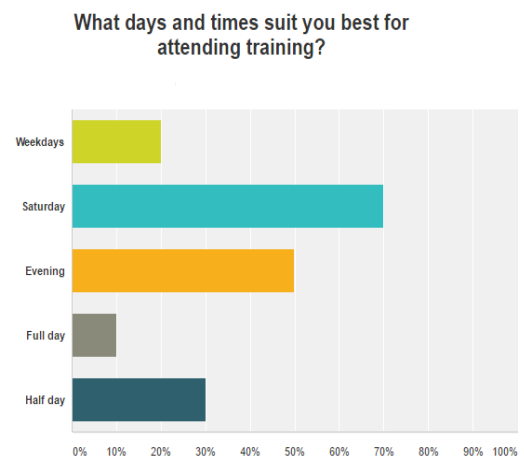
You will see from above that we had a couple of not so positive responses—we have either addressed these with the Setting directly or respond to the comments detailing how we work below.

We always reflect on what we do and try to always improve our services to yourselves, so we need to know when you think we have not got something quite right!!

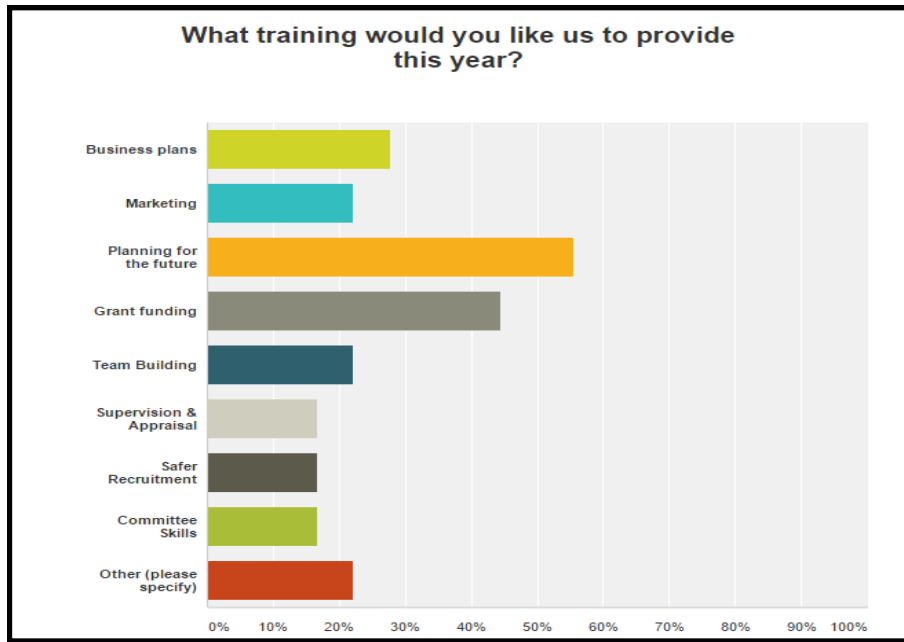
Sample Paperwork - This is only provided following a Business Health Check. The Health Check gives us the opportunity to assess the needs of the particular setting and target support specific to them to either implement new procedures, put together a budget or business plan, comply with CSSIW requirements or update their policies and procedures to name a few. We feel it's important to support a setting from the foundations of their business, working and supporting the Setting through the different elements that are needed to provide high quality Childcare.

Cancelling of Training courses - It is always a last resort to cancel our training events. The most common reason for us doing this is due to lack of participants. We always look at how many settings we need to attend to make the event viable and unfortunately, on occasions we fail to meet this.

You will see from the graph to the left that Saturday appears to be the most popular choice, followed closely by evening sessions. As you are aware, we already offer both of these options throughout the year, throughout Powys. Can we ask you that if you see an event that you would like to attend, spread the word, encourage other settings to attend - hopefully this will then increase attendance and allow us to run all the events.



The training you want from us



You will see from the table on the left that 'Planning for the Future' and 'Grant Funding' are the most popular choices. These will be on the workshop list for our next Train and Gain event in March 2017 - date and venue TBC.

Committee Skills and Team building are both available as required by yourselves and we tailor these to suit the needs of your setting— see page 5 for further details.

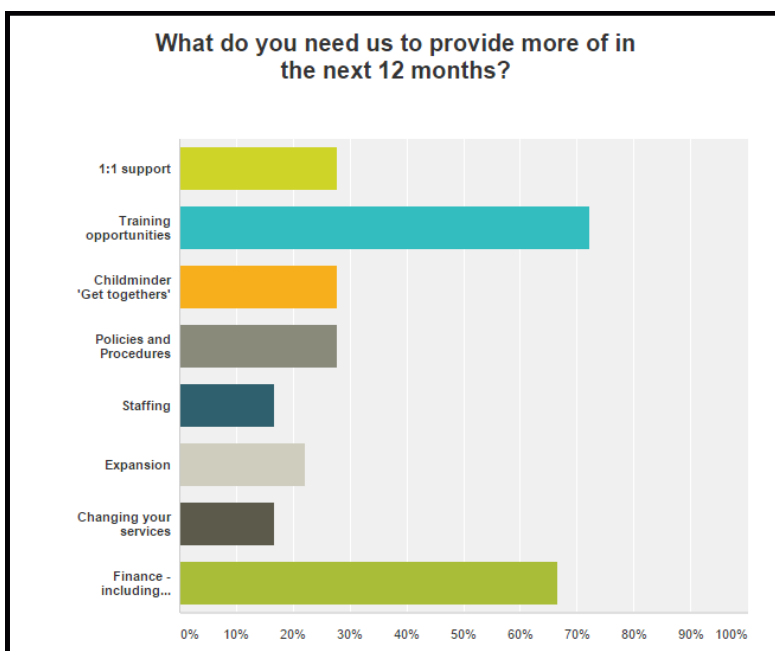
Supervision and Appraisal training is a regular at all of our Train and Gain events as it is one of the things we often find is not done by Settings.

The 'other' category included : -

Basic Accountancy - This will be one of our Train and Gain Workshops in March 2017.

Food Hygiene - this is not a course the Business Support team provides, however this is available through the Powys Integrated Training brochure.

Relevant Childminding training - We will be holding a 'Tea Time Training session' in November, this will include a workshop on information for Childminders as well as a Christmas Craft workshop.



1:1 support is always available. During a 1:1 visit we can address and support all of the categories shown in the table on the left. Drop us an email or pick up the phone and a member of the Team will be happy to help.

Survey Monkey is a great tool when seeking feedback from everyone involved with your setting. It is FREE to use and can be tailored to the needs of your setting.

If you want any help with setting up a Survey Monkey survey or want us to deliver a training session on it then please just let us know.

Tea Time Training with CBS



Tuesday 29th November 2016

To be held at: - Llaw yn Llaw, Unit 27, Ddole Road Enterprise Park,
Llandrindod Wells, LD1 6DF

6:30pm- 9:00pm (*Light supper to be provided*)

PROGRAMME	
6.30 pm	Coffee, Registration, Introduction and Supper
7:00 – 8:00 pm	Workshop 1
8:00 – 9:00pm	Workshop 2
9:00pm	Evaluations, Collection of Certificates

Workshops Are:-

- *Planning for the future*
- *Christmas crafts*
- *Childminders 'What you need to know'*

To book your place at the event and into workshops,
Please contact info@llawynllaw.co.uk or call 01597 829678