

# Childcare Business Support And Training



**Your pathway to success!**



## Welcome to our Spring 2018 Newsletter.

It is supposed to be Spring, but it certainly does not feel like it when writing this with thick snow outside!!

We have had a number of changes to our staff team in the last couple of months—we have been sad to say goodbye to Nia Wilson, who has been with us since the start of the Childcare Business Support work, but on the positive we have said hello to Gerri Bowen and Julia Lewis.

Both have a wealth of experience in the sector, so you are certainly in safe hands. For more details on Gerri please see the next page. We will have a write up about Julia in the next issue, but she has worked for Mudiad Meithrin, been the Centre Manager at St John's Family Centre in Brecon and worked at Rhayader Community Nursery and work at Llanelwedd Little Learners.

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**For the most up  
to date news**

Find us on  
**facebook**



**Follow us on  
Instagram**

<http://www.cymryd-rhan.org/childcare-business-support/>

# Meet the Team...



From left to right: Cherie Owen, Daisy Hardwick, India Morgan, Jenna Hughes, Sandra Powell, Lynne Jones, Alison Ellis, Janet Andrew. (Missing from the Photo: Gerri Bowen.)



Hi. I'm Gerri Bowen and I've been employed as a QCF assessor with Cymryd Rhan since Dec 2017. I also now work as part of the CBS team since Jan 2018. I am a mother of 3 children—Lachie who is 16, Erin who is 11 & Niamh who is 8. I have been married to my partner Martin for 13 years.

My girls are both part of local gymnastics clubs and between them attend 4 sessions a week in both Llandrindod and Newtown. I am currently the Club Welfare Officer for Llandrindod Gym club. My son enjoys rugby and has enjoyed playing himself. As a family we support the welsh rugby team and enjoy going to games when we can. We also enjoy to go camping, we usually head to the coast as that's everyone's favourite place to be. We love sunny beach days and rainy beach days—just as well really in good old Wales! I enjoy baking and reading in the little spare time I have.

## Do you have the right Charity Structure?

Your charity structure is defined by its 'governing document'; the legal document that creates the charity and says how it should be run.

There are two options that would be suitable for Childcare organisations: -

- charitable incorporated organisation (CIO)
- unincorporated association



### Unincorporated Association – Unincorporated Structure

If your charity is an unincorporated association: -

- the trustees are personally liable for what it does
- it won't be able to enter into contracts or control some investments in its own name
- two or more trustees, a corporate custodian trustee or the charities' land holding service will have to 'hold' any land on your charity's behalf.

### Charitable Incorporated Organisation (CIO) - Corporate structure

This gives your charity the legal capacity to do many things in its own name that a person can do, such as:

- employing paid staff
- delivering charitable services under contractual agreements
- entering into commercial contracts in its own name
- owning freehold or leasehold land or other property

If a charity structure is a corporate body, generally its trustees aren't personally liable for what it does.

## Concerned that you have the wrong structure?

Please see details below of a chance to register or convert with our support.

# Changes to Data Protection

Many people and organisations are hearing this acronym – GDPR. But what is it and what do you need to do about it?

## **What is it?**

GDPR stands for 'General Data Protection Regulation', and it is a new piece of legislation that comes into force in May 2018. While it builds on existing Data Protection legislation, it represents a significant change for organisations that hold and process personal data.

## **Will it affect me?**

If your organisation holds personal data, whether in the form of contact information or any other sorts of personal data (for example, information about ethnicity, religious belief, or bank account or credit card information) elements of the new regulations will apply to you.

## **What can I do to prepare?**

There are a number of good resources online, some specifically aimed at the charitable sector, some more general, which should equip you to at least assess what you need to do as an organisation to ensure that you are compliant with the new regulations. There is no 'one size fits all' approach, as what will be required of you will vary significantly depending on the sort of organisation you are, and what you do with the data that you collect and hold.

The Information Commissioner provides some good resources in the form of a [self assessment toolkit](#) to assist with the various elements that may or may not be directly relevant to you. On 1st November they launched a hotline to support organisations employing fewer than employees with GDPR queries. This can be reached on [0303 123 1113](#).

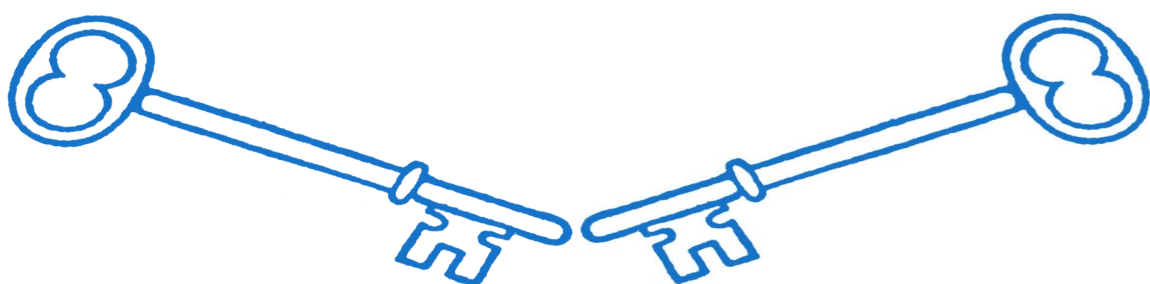
NCVO's Knowhow Non Profit site has also produced a [12 point plan](#), adapted from the ICO guidance

If your organisation raises funds directly from individuals, there are changes there too which you need to be prepared for. Tim Turner, a former policy manager at the ICO, has produced a ['survival guide'](#) which is freely downloadable from the 'Civil Society' website.

The Institute of Fundraising has also produced a [free guide](#) for such organisations.

Protecture have also produced a [webinar entitled 'Clearing the Haze around the GDPR maze'](#), which is available on youtube.

We will be updating our sample policies to reflect these changes shortly - let us know if you want any help regarding these changes.





**“Future changes to the National Minimum Standards for Regulated Childcare Advance notice of changes to staffing qualification requirements from September 2021.”**

The changes relate to Standards 13.6(DC) and 13.7(DC) Day Care, and concern the qualifications required for Persons in Charge and non-supervisory staff in regulated childcare and play services for children aged 0 to 12 years.

The temporary amendment to Standard 13.6(DC) about qualification requirements for Persons in Charge of holiday play schemes has also been formalised.

There are no changes to the current requirements for child minders, nor for registered childcare services caring for children under the age of 8 years old.

The requirements have been agreed in conjunction with Social Care Wales and Skills Active, the sector skills councils covering the childcare and play sectors in Wales. The lead-in time for the childcare and play workforces to attain the required play qualifications has been set at September 2021.

More detail is available on the Social Care Wales list of required qualifications ([External link](#)) to work within early years and childcare in Wales, and the Skills Active list of required qualifications ([External link](#)) to work within the playwork sector in Wales.

Providers can view the circular letter issued by Welsh Government ([External link](#)) earlier this year."



# TAX FREE CHILDCARE

## Parents struggling to pay the cost of childcare?

### Why not recommend Tax free childcare.

You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare.

If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account.

You can use it to pay for [approved childcare](#).



### Eligibility

#### You and your partner

You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

If you're not working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

You're not eligible if either you or your partner has a [taxable income](#) over £100,000.

#### Your child

Your child must be 11 or under and usually live with you. They stop being eligible on 1 September after their 11th birthday.

Adopted children are eligible, but foster children are not.

If your child is disabled you may get up to £4,000 a year until they're 17. They're eligible for this if they:

- get Disability Living Allowance, Personal Independence Payment or Armed Forces Independence Payment
- are registered as blind or severely sight-impaired

#### Your childcare provider

Your childcare provider must be signed up to the scheme before you can pay them and benefit from Tax-Free Childcare.

Check with your provider to see if they're signed up.

## A Review from The Jungle Club

When the local organisation who ran 'The Jungle Club' (Llanidloes' After School Club) decided to step down from duties, the job fell to a handful of us parents and club users to take on the role of committee and keep the club going. We were all working full time, we had enough on our very full plates already but because we all worked full time we needed the Club to continue and so we took up the reins, unsure really of how to embark on this journey.

Luckily, we had some guidance along our way. Jenna (from what was then 'Llaw Yn Llaw') came out to us after 'normal' hours at 5.30 pm on a Wednesday evening to help us along our way, checking that we had everything in place legally, giving us employment law information, advising us as how to operate, setting action plans and targets and generally being an invaluable bank of knowledge to a small group of overstretched Mums who didn't really want all this extra responsibility!

The time she saved us was invaluable as she guided us directly to what we had to do and provided written feedback. Communicating via e-mail was so useful for me as I could pick up the reins whenever I had time and more importantly, I never felt rushed or under pressure by her to get things done.



We are a non-profit making Club, formed and existing only to serve the community but our turnover was over £5,000 so that meant that we needed to register as a Charity. Panic. Oh dear! Meltdown! For anyone who has ever looked at the Charities website, those few words are an understatement!

The amount of information to absorb and choices to be made was simply overwhelming. Thankfully Nia and Jenna (now 'Cymryd Rhan') came out to us again and again and through several sittings around a dining room table, they guided us once again through the seemingly enormous task of registering as a Charity.

Luckily for us, they knew exactly what to do and I have to say that if it wasn't for the help and support and time saving advice from these two ladies then I would felt engulfed by the whole process.

We are now Registered Charity number 1175930. Nia and Jenna's support has been fundamental to us as a club. We are still learning as we go along but I know who to contact if we ever get stuck!

Lisa Stephens

Chair of The Jungle Club.



# Photos for Facebook

Providing you have the consent of the parents of the children in the picture, there should not be a problem. According to surveys parents are split 50 - 50 about putting the pictures of young children on Facebook but there are no rules to prevent it providing it is with the parents permission.

My advice is that it would be good practice to get specific permission for a video being posted to Facebook rather than a 'cover all general permission' for something to go on Facebook. Though that's my opinion not the law.

I've attached a link to some advice from the Information Commissioner [https://ico.org.uk/media/for-organisations/documents/1136/taking\\_photos.pdf](https://ico.org.uk/media/for-organisations/documents/1136/taking_photos.pdf) It talks about schools but the advice should cover playgroups.

There is a difference between personal use and public. So a Dad taking a video of a school play does not need written permission however if the school were going to use it to promote the school and put it on their web site they would need express permission .

Here is some advice from NSPCC <https://www.nspcc.org.uk/preventing-abuse/safeguarding/photography-sharing-images-guidance/>

There is a detailed handbook produced by Act now which is helpful. [http://www.actnow.org.uk/media/articles/Guidance Note on use of images.pdf](http://www.actnow.org.uk/media/articles/Guidance%20Note%20on%20use%20of%20images.pdf)





# Autism: the positives



Understanding, embracing and celebrating different ways of thinking and doing can release the true power of the autistic mind. Here we look at the positive features of autism.



## Attention to detail

- Thoroughness
- Accuracy



## Methodical approach

- Analytical
- Spotting patterns, repetition



## Deep focus

- Concentration
- Freedom from distraction



## Novel approaches

- Unique thought processes
- Innovative solutions



## Observational skills

- Listen, look, learn approach
- Fact finding



## Creativity

- Distinctive imagination
- Expression of ideas



## Absorb and retain facts

- Excellent long term memory
- Superior recall



## Tenacity and resilience

- Determination
- Challenge opinions



## Visual skills

- Visual learning and recall
- Detail-focussed



## Accepting of difference

- Less likely to judge others
- May question norms



## Expertise

- In-depth knowledge
- High level of skills



## Integrity

- Honesty, loyalty
- Commitment



## Remember

**Every** experience of autism is **unique**. No one person will identify with every positive feature of autism. We all have **individual** skills, attributes and characteristics that are as unique as our personalities – this is the **power of neurodiversity**.



# Grant Funding

Are you looking for grant funding? How about looking at these two?

It's Called... The Big Lottery Fund from the National Lottery

They give... £300-£10,000

They're looking for... School-based settings or not-for-profits who can demonstrate that they are building strong relationships in the community, improving those communities, and helping people fulfil their potential. You can use the money on everything from equipment and training to one-off events and running costs.

You can apply... By downloading and reading their guidance document and filling in the pdf application form before emailing or posting it to them.

Our advice? The national lottery has a strong focus on community. Make sure that you can include this as a key part of your plans and your application.

For Specific Projects... It's Called... Grants from The Ernest Cook Trust, They give... Up to £4000 and above for larger grants.

They're looking for... Settings looking to encourage young people's interest in the countryside and the environment specifically, and more broadly in the arts, science, literacy and numeracy. All applications need to link in with recognised qualifications (including Early Years Foundation Phase). You can apply... By taking a look at previously awarded grants, and then submitting a covering letter.

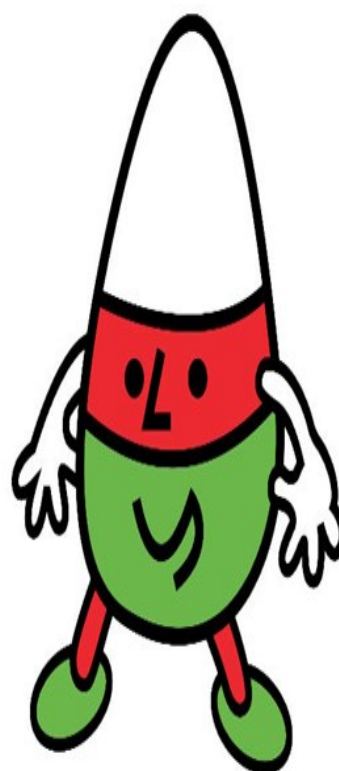


Our advice? If you work to the principles of forest school or have nature as central to your service, this is the grant for you. The trust has a particular interest in rural skills and crafts.

Want help putting your grant together? Give us a call on 01597 828050 and we can support you through the process.

The Urdd Eisteddfod is coming to Builth Wells from 28th May—2nd June 2018 at the Royal Welsh Showground.

For more information on events and tickets please visit: <http://www.urdd.cymru/en/eisteddfod/eisteddfod-2017/>



## Comments received from Learners...



"I really enjoyed my training."

"I felt I could speak out confidently."

"My trainer was very inclusive."

"I was passed on a lot of information."







# Dewis Cymru

Have choice and take control

Do you provide an activity for **Children, Young people** and/or **Adults** that supports and promotes positive wellbeing...

Are you holding a **Coffee morning**?

Do you manage a **Running club, football club** etc?

Do you teach **Crochet, Yoga, weaving, pottery** etc?

Are you holding a one off **Fundraising event**?

Are you organising a **Christmas fair or trip**?

Are you a **school, club, group, business** that holds regular **classes** or **events** in your local community?

...put it onto **Dewis** wales!

Let people search for what they can do in their local area to support their positive wellbeing

It's FREE ADVERTISING.

# ATTENTION!

*Childminders  
3yr old settings  
Nurseries  
Playgroups  
Parent and Baby Groups*

Is the information about your childcare  
service up to date on...

## Dewis wales!



# Cheap, Free and easy up cycling ideas

- Here you will find some cheap or free ideas to brighten up your outdoor space.



1. How about asking any electricians or building merchants for old cable reels. These make great child height tables.

These ones covered in fake grass and make lovely construction tables. You could also cover them in sandpaper, carpet, tin foil, paint with chalk paint or anything else that takes your fancy to turn into exciting small world or mark making area.

2. A bug hut out of old crates. Lots of things are delivered on crates these days and businesses will be glad to see them go to a good home rather than in a skip. Simply paint them up, stack them and fill with, straw, leaves and what ever other natural things you can find lying around. The children will love helping to make this but also enjoy checking to see what is living inside.





3. Herb planter wellies. Running out of room in your setting outdoor area then this is a great idea. Lots of parents will have wellies at home that their children have outgrown or got holes in. Simply let the children fill with soil, plant with herbs and water.

Then attach them to the fence and watch them grow.



4. Tractor tyre sand pit. How about asking any farmer parents you have whether they have any old tractor tyres they are looking to donate to the setting. Currently garages charge a fee to dispose of tyres so you could be saving them some money. Simply paint and fill with sand. Remember that if this is being made outside it will need covering when not in use to stop animals using it as a toilet. This can be done with some plastic covering or anything else you have to hand.







5. Mud Kitchens. These seems to have taken off over the last few years. How about getting creative and making your own mud kitchen. The kitchen opposite is simply mad from 5 crates. A crate at the bottom, one nailed on each side, one at the top with a hole cut out and a washing up bowl inserted, then another crate at the back. Children would have hours of fun using this. Appeal to parents, staff and friends for old kitchen utensils and away to go.

6, Painted log stepping stone. These logs have simply been painted different colours and glossed. You could even add numbers or letters to each to enhance the children's learning.



7. How about this drain pipe wall idea. Simply affix some painted old garden trellis to the wall. Attach some funnels, pipes / old drain pipes and away to go.



# Childcare Business Support And Training



Your pathway to success!

## EVENING TRAINING

### CIO Registration and Awards for All Grant Evening Training

Wednesday 21st March 2018—Builth Wells

Thursday 22nd March 2018—Newtown

6.00pm—8.00pm

#### ◆ Workshop 1 CIO registration and support.

To convert registered Charities from an Unincorporated Organisation to a Charitable Incorporated Organisation (CIO).

6.00pm—7.00pm

#### ◆ Workshop 2 Applying for a Lottery Awards for All Grant.

To complete the Awards for All lottery Grant

7.00pm—8.00pm

Feel free to book onto one or both workshops



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**



**For further information or to book a place  
please contact :**

**[jenna.hughes@cymryd-rhan.org](mailto:jenna.hughes@cymryd-rhan.org)**

**call 01597 828050 Ext. 1231**



**POWYS**

Children & Young People's Partnership  
Partneriaeth Plant A Phobl Ifanc

## Useful Dates for Your Diary

5th March –National Apprenticeships Week.

9th March –British Science Week.

11th March –Mothering Sunday.

17th March - St Patricks Day.

20th March –International Day of Happiness.

21st March –Rock your Socks for World Down Syndrome Day.



23rd March –St Georges Day.

29th March –Wear a hat day.

April –Autism Awareness Month.

2nd April-2nd May –Toddle Waddle for Meningitis.

10th April –National Sibling Day.

23rd April –National Skipping Day.

9th May –National Lost Sock Day.

13th May –National Children’s Day.

21st May –Walk to School Week.



# Useful Contact Details

## Action for Children

[https://  
www.actionforchildren.org.u  
k/](https://www.actionforchildren.org.uk/)

ACAS

[www.acas.org.uk](http://www.acas.org.uk)  
08457 47 47 47

## Family Information Service

[www.tinyurl.com/walesfis](http://www.tinyurl.com/walesfis)  
0300 123 7777

## Powys Training Unit

[www.powys.gov.uk/en/  
training/training-learning-  
development/childcare-  
providers-training/](http://www.powys.gov.uk/en/training/training-learning-development/childcare-providers-training/)  
01597827507

## Gov.uk

[www.gov.uk](http://www.gov.uk)

## Information

Commissioner's Office  
(ICO)

## WCVA

[www.wcva.org.uk](http://www.wcva.org.uk)  
0800 0 197 391

[www.ico.gov.uk](http://www.ico.gov.uk)

0303 123 1113 or 01625  
545745

## Department for Work and Pensions

[www.dwp.gov.uk](http://www.dwp.gov.uk)

## Charity Commission

[www.charity-  
commission.gov.uk](http://www.charity-commission.gov.uk)  
0845 300 0218

## Care Council for Wales

[www.ccwales.org.uk](http://www.ccwales.org.uk)  
0300 30 33 444

## CSSIW

[www.cssiw.org.uk](http://www.cssiw.org.uk)  
03007900126

