

# Childcare Business Support And Training

Summer 2018



**Your pathway to success!**



We are into the Summer term already—where is the year going to?

We have some exciting changes in the Team—Kevin Morgan is our Projects Co-ordinator—see more about him in the newsletter.

Elaine Nicholls has also joined us as a Health and Social Care Assessor and will focus on working in the Brecon and Ystradgynlais area.

We have also become an approved Centre with Agored Cymru—so, we will be looking to deliver FREE QCF's in Business and Administration shortly—let us know if you or someone you know would want this and we can send you an enquiry form.

We continue to have FREE funding to undertake Health and Social Care QCF's, Childcare, Learning and Development and Playwork—exciting times!!!

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Julia.Lewis@cymryd-rhan.org

Also, Alison Ellis (Senior IQA and Assessor),  
Sandra Powell (IQA and Assessor), Janet Andrew (Assessor), Elaine Nicholls (Assessor), Pat Edwards (Assessor) and Nicola Lloyd (Assessor)

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to date news**

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

# MEET *the* TEAM



Hi I'm Kevin Morgan.

I have just joined Cymryd Rhan as the New Projects Co-ordinator, leading and developing all operational elements of the training and childcare business support services.

I have previously worked in the childcare sector as Childcare Business Development Officer with Clybiau Plant Cymru Kids' Clubs for nearly 10 years. I have also worked with Construction Youth leading on an Active Inclusion Project in Cardiff and as Project Officer with Gingerbread the National Organisation supporting Single Parent Families.

Hi I'm Julia Lewis.

I recently joined the Childcare Business Support Team in February. I have worked in the childcare sector for over 26 years. I have been a Nanny, Childminder, 3+ Leader, Mudiad Field Officer and Development Officer, Family Centre Manager and Nursery Manager.



I have experience in setting up new settings, applying for CIW registration, applying for grants, working with committees/voluntary organisations, knowledge of Flying Start and 3+ funding, sustainability and devising policies and procedures.

Regarding qualifications, I have my Introduction to Childminding Practice, and my Level 5 in Children's Care, Learning and Development (Management).

I am here to support anyone who needs support, so please do not hesitate in getting in touch.



Hi, I'm Janet Andrew and I've been employed as a QCF Assessor with Cymryd Rhan since December 2017. I have worked within the Health and Social Care sector for 16 years.

I'm a mother of 2 children -  
Stephanie who is 17 and Daryl who

is 14. Stephanie is currently taking her A levels and hoping to go to university to study law. Daryl enjoys the outdoors and goes beating and loves nothing better to get dirty and bring in back into the house, he has his own dog-that are best friends.

I really enjoy socialising and don't spend many weekends not planning/having a social night out with friends

I'm also into chocolate Labradors and I am always updating my knowledge within the regulations of the kennel club. I am also a microchip dog implanter.

I've travelled quite a bit and enjoy planning our yearly family holiday abroad. A hot country is a must and the odd camel ride and nothing better than being on all inclusive. Although this years holiday is still yet to be planned.

In my spare time and at weekends I am currently teaching my eldest to drive although I feel I am the one learning.

**MEET** *the* **TEAM**

# Updates on DBS



Arolygiaeth Gofal  
**Cymru**  
Care Inspectorate  
**Wales**



From 1 April 2018, you are required to pay the DBS fee (currently £44) if you are registering, re-registering or need a new DBS check for your childcare service.

These will no longer be free for Childminders, Responsible individuals, persons in charge and registered persons. When the third-party service is introduced by CIW later in the year, an administration fee will also be charged.

DBS' can now be done through a number of organisations however we would suggest the easiest one would be through Powys County Council. The Powys County Council DBS team is based in the Gwalia, Llandrindod Wells. They offer a fast friendly service and can process forms for volunteer groups, local clubs and organisations.



**Disclosure &  
Barring Service**





However, Powys County Council DBS team are unable to process Childminders DBS requests. These will still need to be done through CIW at a cost of £44 per person over 16 years of age living at the Childminders address.

CIW will now accept DBS' done through outside organisations as long as you sign up for the update service and allow CIW access to your DBS. To join up to the update service there is an annual charge of £13 a year and must register for this within the first 30 days of a new DBS.

### Benefits of the Update Service

- Instant online checks of DBS certificates
- No more DBS application forms to fill in
- You may never need to apply for another DBS check for an employee again
- Less bureaucracy
- Saves you time and money
- Enhances your safeguarding processes and is easy to incorporate into your existing suitability decision-making procedures.

Any queries—give us a call.

## Child Exploitation and Online Protection Training Review

Back in March 2018 I was given the chance to attend Powys County Councils Child Exploitation and Online Protection in Newtown.

As a childcare professional and parent myself I couldn't recommend the course to fellow professionals and parents enough.

The training covered

- What is the internet and what we use the internet for.
- The different parts of the web.
- The sorts of communication we use and why we use them such as emails, Facebook, Instagram, messenger, text messages.
- Protecting and Educating children to keep safe online.
- The risks around using the internet.
- Scenario based situations around what was legal and what was illegal.
- How to raise a concern and educating children on how to raise concerns.



## Here are some useful tips to keeping children and young people safe online

- Leave all gaming devices and internet access in family spaces.
- Open up communications – talk to your children about the sites they are using and why they are using them.
- Explain that people lie and they are not always to be trusted.
- Explain that people can be mean online and don't always have their best interests at heart.
- Ask them never to give out personal information.
- Set parental controls.
- Set time limits on devices.
- Advice children and young people only to be friends with or play online with people they know and would happily talk to in day to day situations.



Make children familiar with this image. This is the new reporting CEOP online button. Children can report anyone they have any concerns with anonymously and quickly.

To find out dates of the next CEOP training please contact the CYP Training unit on 01597 827330 or email [cyptraining@powys.gov.uk](mailto:cyptraining@powys.gov.uk)

Jenna Hughes

# National Lottery Awards for All

**Have you ever thought about applying for a grant for your Setting?**

Funding size £300 to £10,000

You **can apply** if your organisation is a:

- voluntary or community organisation
- registered charity
- constituted group or club
- not-for-profit company or Community Interest Company
- social enterprise
- school
- statutory body (including town, parish and community council).

National Lottery Awards for All has three funding priorities and you must be able to tell them in your application how your project or activity will:

- bring people together and build strong relationships in and across communities
- improve the places and spaces that matter to communities
- enable more people to fulfill their potential by working to address issues at the earliest possible stage.

The most important consideration for applying is:-

**People in the lead – i.e. that people (the community, service users, etc) are involved throughout the whole project.**

- Involved in the Development
- Involved in the Design
- Involved in the Delivery
- Involved in the Management

Under the new Awards for All programme, approximately 50% of grants submitted are successful.





Supporting evidence can be sent to the National Lottery with your bid – e.g. mind mapping with children, parental questionnaire results, evidence of consulting with the wider community – e.g. photographs of a community consultation event.

What the National Lottery have said that when you are asking people for their views make sure that you ask open ended questions – not would you like more bikes in the playgroup for example.

A number of settings have been applying for trips in the past – these will still be accepted, however, they ask that you demonstrate the background as to why you are applying for this/these particular trips – what will be the outcome – will there be any long term benefit to this for the participants.

Salaries will be funded under this programme – however, this cannot be for an existing post – it can be for an expansion to services, a new service, trial additional sessions, etc.

The National Lottery meet monthly to look at new grant applications and there is a certain amount of money that they have to allocate that month – therefore, some months maybe more competitive for funding than others.

The National Lottery are looking to bring in a new grant scheme before the end of the year – micro-grants – this will be for grants up to £2,000 and it is unlikely that there will be an application form – it is envisaged at the moment that there will be a discussion with one of the grants officers for this area and they will then recommend the grant for approval or otherwise.

The National Lottery team are more than happy to discuss your grant application with you – including your idea, the information you have included, etc.

The contact details are – advice line 0300 1230735

Local Contacts:

- Sian – 01686 611712
- Guy – 01686 611713

Or please feel free to contact us to discuss your application or if you want support putting it together.

# FEEDBACK

## Setting Review:

*We have recently had the support of Cymryd Rhan, they have supported us in completing a business plan and were able to give us ideas of what to include. We also had support with a new constitution and were given Information on the CIO.*

*Working with Cymryd Rhan is very easy and they are always on the end of the phone to offer support as and when required. Gerri was very helpful in arranging*

*appointments that best suit us, including evenings. Thanks very much.*



*Churchstoke Little Explorers*



## Setting Review:

*I met initially with Gerri before I commenced my new post as leader in Treowen Tots. I was made aware that many of the minimum requirements had not been met by the previous leader and that this needed addressing at the earliest opportunity. Together we made a plan of action and Gerri gave clear and extremely useful advice in order to guide me through what was needed.*

*Gerri very promptly sent me a huge amount of policy and procedure templates, risk assessments and information regarding CIW requirements via email. This information was a great help and very much appreciated, it enabled me to update all policies quickly over the Easter break and set me on a clear path of action.*

*With Gerri's Help I was able to begin my new post knowing that all necessary paperwork was up to date, adhering to current standards and with the knowledge that there was someone at the end of the phone should I need any more guidance.*

*I had a follow up meeting with Gerri on the first week of term, where she checked through documents and offered further support should I need it. I found Gerri to be efficient, well organised and easy to speak to, her help has been invaluable.*

*Ysgol Treowen*



## **QCF Level 3 in Childcare, Learning and Development Review: Emily Leafe.**

*"I started my QCF training with Cymryd Rhan last April having been successful in getting funding from PCC. I met with my assessor who went through what the course entailed and how I would be assessed - mostly through written assignments, but also through observations she would make of me working at the setting. There were workbooks, which she would email to me, with information and useful web addresses for each of the core assignments to help answer the questions.*

*My first assignment took me ages, as I was trying to work out how much information I needed to put in and because I hadn't done anything like this for years. My assessor was always very supportive and encouraging and would help point me in the right direction if I was struggling with an assignment. She would always answer my emails when I got stuck and was at the end of the phone if I needed her. I gradually got to understand more about what was needed in each assignment and found I got quicker at doing them, finally handing in my last bits of work last month.*

*I met with my assessor regularly, about once a month, where we would go through what work I had done and where she would talk to me about my assignments that she had marked, how she thought they had gone, was there anything that needed a bit more work or if something needed observing. We would then plan what work I should look at before we next met. I was able to work at my own pace, although I was keen to get it completed within 12 months.*

*During the course of completing the qualification, I have learned much more about what is required by the setting and by me as an individual, which I think has benefitted me, the setting and the children. Diolch Cymryd Rhan!"*



## QCF Level 3 in Health and Social Care (Adults)

Review: Michelle Hamer.

*"I have worked in adult services for nearly 16 years, completed my level 2 about 12 years ago which I enjoyed and gained a lot of knowledge and understanding. My job role for the last 11 years has been supporting vulnerably in sheltered accommodation where we support them 24/7.*



*Over the years I have supported and covered my senior manager on shifts and on occasions when she's on annual leave. I felt doing this role I needed to gain more skills and knowledge in supporting the service users we care for and to maintain good working relationships with the staff I work with.*

*A Diploma in Health and Social Care is flexible to suit all fields of health and social care. I find this qualification fits around my lifestyle as I work shift and have a family to support.*

*I feel doing this qualification I have developed more understanding and knowledge and I have demonstrated my skills and knowledge in my course work and observations. Hopefully this will help me to become a senior care worker in the future.*

*Once a month my assessor Janet visits me in my workplace. This helps to support me with the units I need to complete to gain my qualification, if I need to ask any questions on how my coursework is progressing she is very helpful and easy to talk to and very supporting.*



*am looking forward to completing my coursework and gaining me qualification."*



# Train & Gain with Childcare Business Support

Saturday 16<sup>th</sup> June 2018

To be held at: The Jubilee Hall, Llanelwedd, Builth Wells LD2 3TY

9.30am - 4.00pm (Lunch to be provided)

PROGRAMME	
9:30 am	Coffee & Registration
9:45 am	Introduction
10:00am - 12.00pm	Outdoor Play to include Risky Play and Fire Play
12:00 - 1:00pm	Lunch & Networking
1:00 - 2:00pm	<div> <div>Planning And Observation (For non 3+ Funded Settings)</div> <div>OR</div> <div>Moving With The Times</div> </div>
2:00 - 3:00pm	<div> <div>Quality of Care / SASS</div> <div>OR</div> <div>Junk Modelling/ Loose Parts</div> </div>
3.00 - 3:45pm	GDPR - What you need to know and what you must be doing to stay compliant with the new GDPR law changes.
3:45pm	Evaluations & Collection of Certificates

Stating any dietary requirements

To book your place at the event and into workshops please fill in the booking form and email or phone

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

01597 828 050

# QCF Training Day

Saturday 16<sup>th</sup> June 2018

To be held at: The Jubilee Hall, Llanelwedd, Builth Wells LD2 3TY

9.30am - 2.00pm (Lunch to be provided)

PROGRAMME	
9:30am	Coffee & Registration
9:45am	Introduction
10:00am - 12.00pm	Morning Workshop - Reflective Practice. How policies and procedures affect your job role. The legislation you need to be aware of in your job role.
12:00pm - 1:00pm	Lunch & Networking
1.00pm - 2.00pm	Application of Number Support Practising your weaker areas in preparation for your controlled task and confirmatory test.
2:00pm	Evaluations & Collection of Certificates

Morning workshop will link to units in your QCF qualification.

To book your place at the event and into workshops please fill in the booking form and email or phone

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

01597 828 050

Stating any dietary requirements

# Setting Reminder list

Every 3 Years

	What needs doing	Who is responsible	What setting N/3+/ASC/BC/HC/P&T
Mandatory	DBS' Renewals - All staff		All
Mandatory	First Aid Training - 1 adult : 10 Children		All
Mandatory	Food Hygiene Training - 1 per Setting		All
Mandatory	Child Protection Training – All Staff		All
Recommended	Business plan		All

Annually

Mandatory / Recommended	What needs doing	Who is responsible	What setting N/3+/ASC/BC/HC/P&T
Mandatory	Staff Appraisals		CIW registered settings
	Update Policies and Procedures		All
	Risk Assessments		All
Mandatory	Quality of Care Report / CSSIW SASS		CIW registered settings
	ICO renewal (Data Protection)		All
Mandatory	Insurance		All
Mandatory	AGM		Voluntary organisations
Mandatory	Review Constitution		Voluntary organisations
Mandatory	Tax returns to HMRC		Voluntary organisations
Mandatory	Accounts audited		Voluntary organisations
Mandatory	Returns to the Charity Commission		Voluntary organisations
Mandatory	Heating/ Boiler Checks		All
Mandatory	Electrical Equipment Checks		All
Mandatory	Fire Safety Checks – Equipment Alarms, fire extinguishers,		All
	Review membership to WPPA / Mudiad Meithrin / NDNA		FS / 3+ / N/ Play-groups
	Review staff files		All
	Review children's files		All
	Self Evaluations		CIW registered settings

## 6 Monthly

<b>Mandatory / Recommended</b>	<b>What needs doing</b>	<b>Who is responsible</b>	<b>What setting</b> N/3+/ASC/BC/HC/P&T
	Review Personal Development Plans		CIW registered settings

## Termly

<b>Mandatory / Recommended</b>	<b>What needs doing</b>	<b>Who is responsible</b>	<b>What setting</b> N/3+/ASC/BC/HC/P&T
	Complete FPPs in first 6 weeks entry to FP		3+ setting
	Complete peach funding forms		3+ setting
	Complete and return blue contact forms		3+ setting
	Write Governor/Trustee Reports (every quarter)		School settings and some voluntary organisations

## 6 Weekly / Half Termly

<b>Mandatory / Recommended</b>	<b>What needs doing</b>	<b>Who is responsible</b>	<b>What setting</b> N/3+/ASC/BC/HC/P&T
	Staff Supervisions		CIW registered settings
	Fire drills		CIW registered settings
	Staff Meetings		CIW registered settings
	Committee / Governor Meetings		All
	Send out Newsletters		Optional

## Weekly

<b>Mandatory / Recommended</b>	<b>What needs doing</b>	<b>Who is responsible</b>	<b>What setting</b> N/3+/ASC/BC/HC/P&T
	Test the Fire Alarms		All
	Test the emergency lighting		All
	Check staff rotas		Nursery
	Check children's days		Nursery
	Planning for the children		All
	Update the Facebook Page		All

## Daily

Mandatory / Recommended	What needs doing	Who is responsible
	Daily Check lists / Risk Assessment	All
	Temperature Checks – Fridge/ Freezer	All
	Registers	All
	Cleaning Registers	Registered settings
	Nappy registers	Nursery/Flying Start
	Children's observations	All

## Adhoc

Mandatory / Recommended	What needs doing	Who is responsible
	Trip / Activity Risk Assessments	All
	Fundraising Events	All
	Outings checklist	All
	Check Statement of Purpose is up to date	All





# PAT TESTING

When new equipment and appliances come into your organisation, whether it's newly bought or it belongs to an employee, what are the rules regarding PAT testing?

As the HSE (Health and Safety Executive) says: "New equipment should be supplied in a safe condition and not require a formal portable appliance inspection or test before it is 12 months old. However, a simple visual check is recommended to verify the item is not damaged."

Of course, this depends entirely on your discretion. For extra safety and good practice, it is recommended that you do actually PAT test the item, particularly if it is something that could be hazardous such as a heater.



# Dates for your diary Summer Newsletter 2018

17<sup>th</sup> June- Father's Day.

18<sup>th</sup> June – International Picnic Day.

9<sup>th</sup> and the 17<sup>th</sup> June – Children's Art Week.

20-26<sup>th</sup> June – Recycle week

21<sup>st</sup> June – Make music day; on this day people from all around the world come together to make music. So bang on those pots and pans, play your instruments and have fun.



29<sup>th</sup> June – Wrong trousers day- Join thousands of other fantastic fundraisers across the South West by donning your weirdest, wackiest and most wonderful Wrong Trousers, all to raise money to support critically ill children and babies at Bristol Children's Hospital. Whether you parade your pyjamas in the playground, shimmy round your office in sequins or just have some fun in some funky flares, all you have to do is get your friends, family, school friends or colleagues to choose their trews and donate for the right to look wrong!

25<sup>th</sup> June-1<sup>st</sup> July – National Insect week

1<sup>st</sup> July – Creative ice-cream flavours day.

16<sup>th</sup> August – Tell a joke day.

21<sup>st</sup>-25<sup>th</sup> August – Eid al-Adha – also known as the greater Eid is an important Muslim festival. It marks the end of Hajj pilgrimage and is celebrated with a fine meal, new clothes and giving gifts to children.

28<sup>th</sup> August – Bow tie day.

9<sup>th</sup> September – Teddy bear day; bring in your favourite and have a picnic.

13<sup>th</sup> September – Roald Dahl day.

19<sup>th</sup> September – Talk like a pirate day.....Arrgghh!



# New and Exciting Messy Play Ideas



## Sand Foam

### Ingredients:

3 cups of sand  
1 can of shaving foam

### Method

Pour the sand into a bowl  
Gradually add the shaving foam some at a time  
Mix until you have the desired texture

## Coloured Spaghetti

### Ingredients:

1 pack of spaghetti pasta  
Food colouring  
Cooking oil.

### Method:

Boil the pasta in boiling water until cooked  
Drain and add back into the saucepan or a large bowl.

Add about 50mls of cooking oil and stir.  
Separate the pasta into smaller bowls then add some of the food colouring stir, then leave to cool.

N.B – the cooking oil stops the pasta from sticking together and makes it last longer to play with.



## Tapioca Frogspawn

### Ingredients:

Tapioca  
Water  
Green food colouring

### Method:

Cook the tapioca in a pan over a low heat with water until it becomes clear.  
Add the green food colouring and keep stirring.  
Set aside and allow to cool.







### Slime

#### Ingredients:

Glue  
Baking powder  
Food colouring  
Contact lens solution

#### Method

Pour 1 cup glue into a bowl  
Add 1 tablespoon of baking soda.  
Add three drops of food colouring (optional) then mix well  
Add 1 tablespoon of contact lens solution and mix well  
Continue to add a tablespoon of contact lens solution and mixing until you get a nice consistency.

### Mud Messy Play

#### Ingredients:

Corn flour  
Water  
Coco powder

#### Method:

Mix all the ingredients together  
And pour onto a tray or table  
Add pigs or other farm animals



### Other Messy Play Ideas:

Jelly Play  
Mash potato play  
Coffee or chocolate playdoh  
Custard Powder mixed with cooking oil  
Painting  
Rice play not cooked  
Water and Ice cubes



# Level 3 Award in Transition to Playwork (from Early Years)

From September 2021, where a childcare setting provides for children between the ages of 0 – 12 years the person in charge should hold both:

A level 3 childcare qualification recognised on the Social Care Wales List and a level 3 playwork qualification or a smaller award as recognised on the Skills Active List.



The Manager in charge of a holiday play scheme should hold:

A level 3 playwork qualification, as set out in the Skills Active List, or a level 3 qualification in a related sector and the Managing a Holiday Play Scheme Award as set out in the Skills Active List.

We are able to deliver the Level 3 Award in Transition to Playwork (from Early Years) and have recently delivered one course for 15 learners in Powys and 2 courses in Carmarthenshire, with

another 2 courses planned in the next couple of months.

We deliver this over 3 days (usually a Saturday) with some small pieces of “homework” between the sessions, and we have had some great feedback:-



“Such an amazing course”  
“Thoroughly enjoyed myself”

“An extremely enjoyable course, great fun – valuable tools/ideas to take back to our Club/Setting”


“I thought it was fantastic – wonderful – I did not want it to stop”



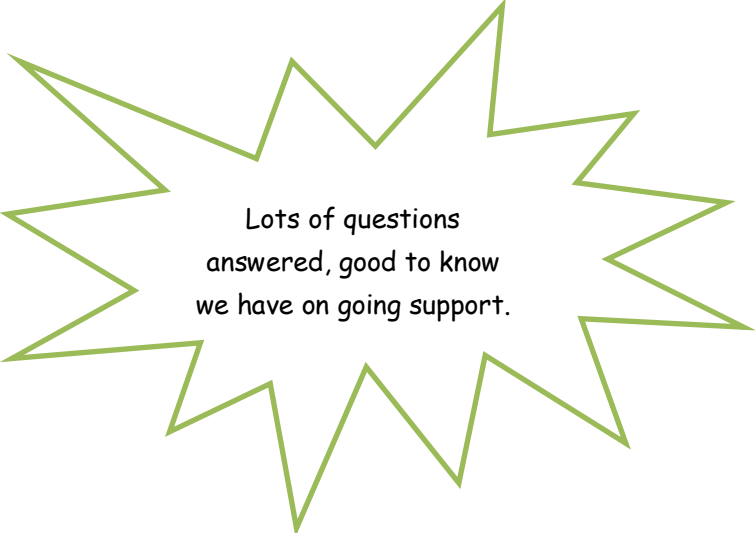


# Training Feedback Spring 2018

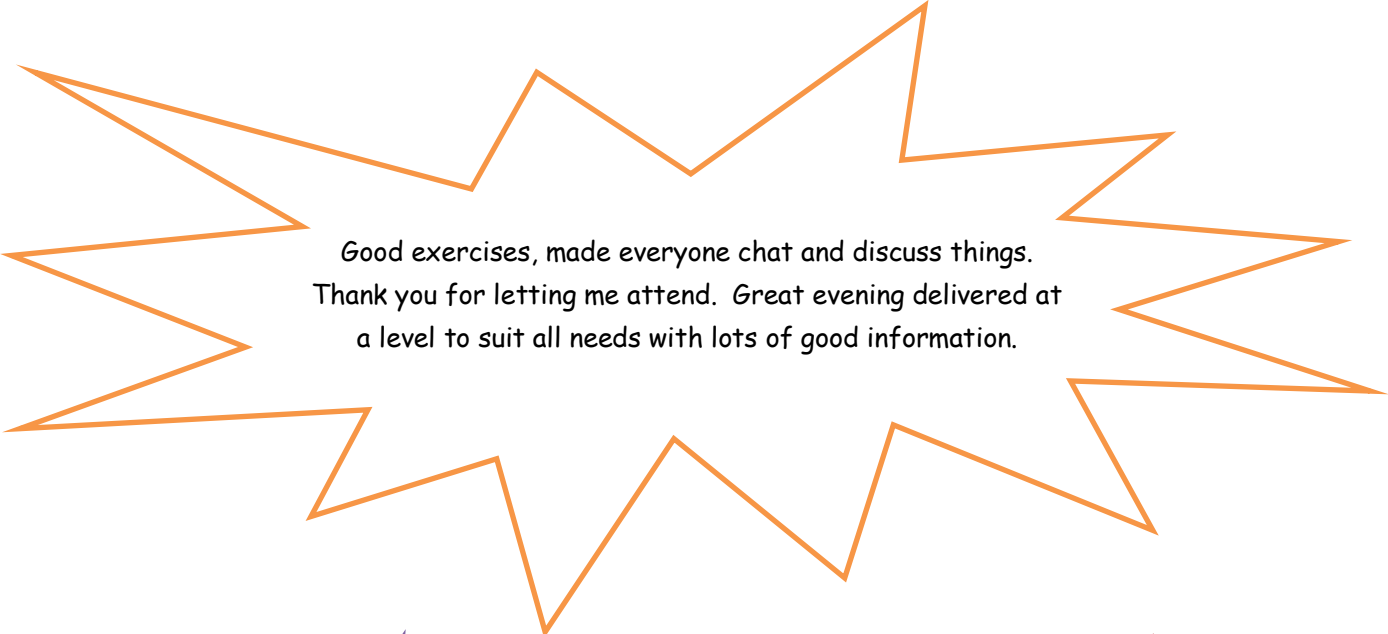
Here is some of the feedback we have received from our latest training sessions




Very Helpful and  
informative we have learnt  
a lot.




Lots of questions  
answered, good to know  
we have on going support.



Good exercises, made everyone chat and discuss things.  
Thank you for letting me attend. Great evening delivered at  
a level to suit all needs with lots of good information.



Enjoyed the content and  
the delivery of the  
training session. Thanks



We would appreciate  
yourselves attending our next  
committee meeting to inform  
us and support us with how we  
should be operating. Thank you