Statement of Purpose

Aims and objectives of the service:

I am a registered childminder, which is an individual Registered Person who holds legal and financial responsibility for Little Rosebuds Childcare. I am registered by Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and [The Regulation of Child Minding and Day Care (Wales) Order 2016](http://www.legislation.gov.uk/wsi/2016/98/made) to provide day care. I am not a Foster Carer. I provide a high quality childminding service that allows both boys and girls to learn and develop in a fun, relaxed, safe and stimulating environment.

I have been working as a Registered Childminder at Little Rosebuds Childcare since October 2001. I treat all children as part of my family and the same freedoms and boundaries will be in operation for all children whilst they are in our home. The children’s safety and well-being will be safeguarded at all times. Whilst in my care the children will be closely supervised yet given space to develop skills independently and to learn to interact with other children. Most of the daily care takes place in the home, but with parental approval I take children to local toddler groups and on trips to the surrounding countryside and amenities such as Soft Play Centres, museums, the library, and parks, to name just a few. I offer a wide range of toys, activities, and experiences appropriate to the age and stage of development of the children. Children are encouraged to play, share, and work together, as well as to take care of, and act responsibly towards, each other.

I am a member of PACEY (Professional Association for Childcare and Early Years). As a registered childminder, working from my own home, I have to be inspected once every 3 years by CIW. The registration process involves the verification of references, and includes Police checks on myself, my husband, my own children, and anyone else living in my house who is over the age of 16. I have all the relevant insurances needed for childminding.

I am registered to care for 10 children aged 0 to 12. If I work by myself, up to 6 of these children may be under 8 years old, up to 3 of these 6 may also be under full-time school age, and up to 2 of those 3 may be under 18 months old. I have an assistant, my husband, Stephen. He also works from home as a Computer Programmer and so is a back up assistant should I require him. When he is working with me, we can look after 10 children under 8 of which 6 can be under the age of 5, My insurance allows me to look after 12 children in total under the age of 18.

I believe in equality of both sexes and cater for all groups of peoples and their cultural beliefs. I can offer care for children with some additional/special needs, but I need to discuss each individual child’s needs with their parents.

Composition of my family:

My household consists of myself, my husband Stephen, and three of our four children, who are Lily (born in 1999), Christopher (born in 2002) and Theo (born in 2007). We do not have any pets. I discuss with parents whether their child has any problems relating to being near any type of animal so that I know what to expect if we come across any animals on trips and so that I can plan accordingly.

Opening hours:

I usually work between 8am and 5.30pm Monday to Thursday in term time. I also work in the school holidays (Monday to Friday), and I will work Bank Holidays (except Christmas Day, Boxing Day, and New Year’s Day) if required.

There are late fees if the children are not collected on time. If a child is late being collected by one hour and I have not heard from parents and been unable to reach parents or the emergency contacts, then as per my safeguarding policy, I will inform the local Social Services duty desk and I shall follow their advice.

Language used:

The language of our home is English; however, I am able to use some Welsh with children and encourage the use of the Welsh language as much as possible. I am working towards the Welsh Government’s Active Offer.

Staffing:

**Definition – Childminder Assistant** – an employee or a volunteer in a paid or unpaid role who works with children under a registered childminder. An assistant is not registered with CIW (although CIW need to know the details of any assistants), and I, as the registered Childminder, am responsible for ensuring the suitability for the role.

I have an assistant, Stephen Rose, who works with me occasionally when required. Suitability checks have been carried out and I have a staff file containing all the relevant paperwork including references and a DBS. Stephen has been my assistant since 2009, and has passed the Introduction to Home-based Childcare Course along with having an up to date Paediatric First Aid certificate (renewed every 3 years).

His roles and responsibilities as my assistant are to assist me in the day to day care of children when required. As my assistant, he is not allowed to be left unattended with the children for more than 2 hours a day. I will only leave children in his care in the case of an emergency or with prior consent from the child’s parents.

Smoking Policy:

Smoking and vaping is not permitted in the presence of the children whilst they are in my care. This applies to both the indoor and outdoor areas of my premises and my car. I will also endeavour to keep children away from smoking and vaping as much as possible whilst on trips away from the premises.

Full details of the provision

Facilities available:

I childmind from my home, which is a large 4-bedroomed detached house in a quiet cul-de-sac in Penrhyncoch. I have a playroom which contains a wide range of toys and arts and crafts materials and is where most of the indoor childminding takes place. This is large enough to have 4 children under 12 in it. When more than 4 children under 12 are in the house we allow free flow between the playroom and the living room. The children also have access to my downstairs toilet. The halls and the dining area of my kitchen are used only to get from the playroom and living room to the downstairs toilet and the back garden. The children do not have access to the kitchen or the downstairs study. Since the Pandemic I have not used my upstairs for Childminding. The children are placed in buggies (which lie flat) to sleep.

My indoor toys include construction toys (bricks, duplo etc), dolls, small world toys (cars, houses, people), shape sorters, jigsaws, balls, musical instruments, toy kitchen and shop, and a climbing triangle. I also have arts and crafts materials such as paint, playdoh, pens and pencils etc and a bookshelf which contains numerous reading books, picture books and colouring books for the children. I have a range of board games, lego and other toys suitable for older children.

Outdoors I have a large garden which consists of a patio area and a lawn. There is also a log cabin/outdoor playroom for the children so that they can have free flow between inside and outside. The log cabin has similar equipment and toys to the playroom. There are also a couple of raised flower beds for the children to use, and we also have a vegetable patch. We have a range of outdoor play equipment including bikes, balls, balancing beam, swing and slides, and bring outside various bits of the indoor equipment too, like the climbing triangle.

I have a 7 seater Hyundai Sante Fe. This is used for school runs and for trips out of the village. I have a wide range of car seats available for all ages of children. I use erf (extended rearward facing) car seats, which can take children up to about age 6/7 rearward facing which is the safest way to travel. I also have both double and single buggies.

**Please note:** This is a **nut-free** setting. Therefore, no nuts or products containing nuts may be brought into the setting. Please can you also make sure that if your child has eaten anything containing nuts prior to arriving at my setting that their hands and faces are cleaned before arriving.

Services offered:

Predominantly all children will be dropped off and collected from my home, however, I can collect and drop off children from home, preschool or school if it fits in with our daily routine, and with prior discussion with parents.

The children will be cared for mostly at my home, in a home from home environment, but the children will also be taken to local parks, beaches, and the woods on a regular basis. I take them to toddler groups, soft play and educational places like Fantasy Farm, RSPB Ynys Hir and the museums to mention a few. We also meet up regularly with other childminders and their minded children.

If required I will provide lunch and/or dinner for the children at a small extra fee. I can also heat up food provided by parents. I have an up-to-date food hygiene certificate, and am registered with the food safety/environmental health dept. at Ceredigion County Council.

Funded spaces:

I can offer spaces that are funded. The funding available is for 3 to 4-year-olds and is part of the 30 hours funding provided by the Welsh Government, I can offer up to 20 hours of the childcare element of this funding. I can also offer Flying Start places for children who are eligible, and I am a provider of Tax-free Childcare for those that are eligible too. Please ask me for further information about any of these Funding schemes.

Adult led activities offered:

We do a lot of art and craft exploring lots of different mediums and textures. I also offer opportunities for reading, cooking, gardening, exercise, small world toys, puzzles and board games, trips, and outdoor play.

Average Weekly Routine (term time):

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| --- | --- | --- | --- | --- |
| DAYS OF THE WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
| 8:00am – 9:00am | Children collected or dropped off | Children collected or dropped off | Children collected or dropped off | Children collected or dropped off |
| 9:00am – 12noon10 am | Art / CraftsFree playOutdoor walk/playSnack timeToilet/nappy time | Borth Family Centre – Active play sessionSnack timeToilet/nappy time | Art / CraftsFree playOutdoor walk/playSnack timeToilet/nappy time | St Paul’s – Baby BoogieSnack timeToilet/nappy time |
| 12noon – 1:00pm | Hands washLunchToilet/nappy time | Hands washLunchToilet/nappy time | Hands washLunchToilet/nappy time | Hands washLunchToilet/nappy time |
| 1:00pm – 3:00pm | Sleep/rest time/Quiet activities | Sleep/rest time/Quiet activities | Sleep/rest time/Quiet activities | Sleep/rest time/Quiet activities |
| 3:00pm – 6:00pm | Free playToilet/nappy timeHome time | School RunFree playToilet/nappy timeHome time | School RunFree playToilet/nappy timeHome time | School RunFree playToilet/nappy timeHome time |

Terms and conditions:

The terms and conditions are set out in the contract between parents and Little Rosebuds Childcare and are implicit within our policies and procedures.

The contract must be signed, and the Child Record form must be completed by parents before their child attends.

Policies and Procedures:

I have produced a file of policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of my service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (and CIW informed of any significant changes) as necessary. The policy file is available for all who visit, work in or use Little Rosebuds Childcare to see. They are kept on the paperwork shelf in my playroom. A copy is also emailed to all parents at the start of the contract and when changes are made. All parents must sign to say they have received, read and understood these.

I work with a series of policies and procedures. These are as follows:-

* Behaviour Management Policy
* Anti-Bullying Policy
* Compliments and Complaints Policy
* Safeguarding and Child Protection Policy (including Procedure for recording/reporting alleged abuse)
* Equal Opportunities Policy
* Language Policy
* Additional Learning Needs Policy
* Safety Policy (Keeping children safe and Managing Risk)
* Internet / Information and Communication Technology (ICT) Policy
* Prevent Duty Policy
* Procedure in the event of an accident or incident
* Procedure in the event of a fire
* Illness Policy
* Headlice policy
* Medication Policy
* Procedure if a child is lost/missing
* Dropping off and Collection Policy (including procedures for Non-arrival and Non-collection of child(ren))
* Food Safety Policy
* Healthy Eating Policy
* Hygiene Policy
* Nappy Changing Policy
* Confidentiality Policy (including Data Sharing and Data Retention policies)

Prior to placement of a child in Little Rosebuds Childcare the parents of the child are given a welcome pack which includes this Statement of Purpose and all my policies and procedures. The parents also have to read and sign a contract and fill in a Child Record form which includes emergency contact details and any specific needs, likes and/or dislikes of the child. I also have a permission form that the parents are required to sign, and a Privacy Notice which is shared with the parents.

Admissions policy:

My service is available to any child, regardless of their gender, race, religion, age or ability; however, it is vital that I am informed by the parents of their child’s needs, likes and dislikes.

There are several forms that need to be completed before care is given to a child. It is important that I (and my assistant) work with parents to help children settle into our care and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern. Parents may stay for the whole or part of the first settling in session, depending on the needs of their child. Where possible I offer a free settling in session which lasts between 1 – 2 hours. I then offer a 6-week settling in period before the full contract commences.

Before accepting a child, I will need to be sure I am fully able to meet the child’s needs, be confident that I can follow the parent’s wishes and that caring for the child will not conflict with the needs of the children already in my care.

I am unable to hold a place open for a child until the parents have completed and returned all the forms, I have met and talked to the child to be cared for, a settling in plan has been agreed and maintained and the contract has been signed and agreed by all parties.

Arrangements for dealing with any emergency:

Myself and my assistant are trained in Paediatric First Aid and we have policies and procedures in place for keeping your child safe while in our care. Our contract ensures that I keep all contact details for parents up to date. Parents are required to inform me as soon as possible when any of their contact details have changed so that I can update their contract. There is folder in the my locked filing cabinet which contains the emergency contact details of all the children in my care and I have an electronic version which can be accessed by myself or my assistant outside of the home. Risk assessments are carried out on activities and the premises and a log of emergency drills is kept.

My emergency back-up covers are my husband, Stephen, and Claire Lowe, who is another registered childminder. If required either myself, Stephen or Claire will phone the emergency contact numbers so that the children not involved in the emergency can be collected as soon as possible and Stephen and/or Claire will take care of these children until they are collected whilst I am dealing with the child(ren) who are involved in the emergency.

Compliments, Complaints and Concerns:

It is my aim to provide parents with a childcare facility drawing on my experience and love of children that meets any of the requirements parents may have. A good rapport between parents and myself is essential. I encourage them to be comfortable in discussing any issue relating to their child(ren). I allow the parents to give feedback in the form of comments or queries which they can either do verbally, electronically by email, text or messenger, or written by letter. I also ask parents to fill in a parent questionnaire every year. Any complaints about my service and care of the children can be made to me either verbally or written and I will try to solve the complaint. However, should this not be the case, then the next place to contact is

Care Inspectorate Wales (CIW),

Welsh Government Office,

Sarn Mynach,

Llandudno Junction

LL31 9RZ

Telephone: 0300 7900126

Email: CIW@gov.wales

CIW welcome parents’ concerns, comments and compliments, however they are unable legally to investigate individual complaints to resolve disagreements between Little Rosebuds and parents. Please see my Compliments and Complaints Policy for more information.

Details of arrangements to review this Statement of Purpose and inform Care Inspectorate Wales of changes to the service:

This statement will be kept under review and revised regularly. It will be reviewed at least once a year and if required changes made. Care Inspectorate Wales and parents will be given a copy of the document within 28 days, each time it is revised.

This statement was designed by Little Rosebuds with regard for the Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years, (NMS) including:

* NMS Standard 1: Parents have all the information they need to make an informed choice about the childcare service they require.
* Annex A – NMS Guidance for Child minder Assistants

And the Child minding and Daycare (Wales) Regulations 2010

* Regulation 15: Statement of Purpose
* Regulation 28: Suitability of Workers

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| Date this document was last updated – | 14/06/25 |
|  | * Included info about Stephen’s Qualifications and experience
* Added in Smoking policy
* Added Medication policy, and Hygiene policy into the list of policies
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| Dates reviewed – | 14/06/25 |
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