

Datganiad o Ddiben
Statement of purpose

Red Balŵn Coch is a Award Winning Bilingual Nursery provides day care and education to children between the ages of 6 weeks and 5 years and 11 months during the term time and in addition to this we hold a holiday club for children up to 8 years and 11 months. We are a 51 place nursery caring for boys and girls; we are open between the hours of 7.30am and 6pm. We are inspected by CIW, a full inspection, known as a baseline is carried out every two years. Inspections are unannounced.

We aim to provide a homely, safe, stimulating and nurturing environment where each individual child is encouraged to develop to his or her full potential! All rooms are registered for use by children including the portocabin and outdoor play areas, but excluding the staff room, office and kitchen.

Contact Details

Red Balloon Day Nursery LTD,
Circle Way East,
Llanedeyrn,
Cardiff.
CF23 9PZ

02920 733 829

www.redbalwncoch.co.uk

Socials

Facebook.

Please like our Public Facebook Page and invite your friends to do so too!

<https://www.facebook.com/redbalwncoch/>

Welsh Twitter.

Please follow us on our Public Welsh Twitter Page!

<https://twitter.com/balwncoch>

English Twitter.

Please follow us on our Public English Twitter Page!

https://twitter.com/red_balwn?lang=en

Instagram.

Please follow us on Instagram!

<https://www.instagram.com/redbalwncoch/>

Our Vision

To be recognized as a leading provider of high quality care to pre-school age children, including those with special educational needs. To ensure that children leave Red Balwn Coch confident and equipped to start the next phase of their education.

In order to move us nearer to our vision, the purpose of the nursery is to provide a safe and fun environment for all of our children where all learning is enjoyable and all children's individual needs are recognized and met. Specifically, our aims are to:

- ✓ Provide a happy, warm, friendly and child - orientated environment.
- ✓ Work in partnership with parents.
- ✓ Maintain a highly qualified team of valued staff who feel motivated and appreciated.
- ✓ Offer a range of indoor and outdoor activities, all of which are geared to the developmental stage of individual child.
- ✓ Promote self esteem.
- ✓ Promote diversity and valuing of all differences.
- ✓ Encourage children to adopt acceptable behaviors and to respect the people and environment around them
- ✓ Accommodate the individual needs of all children.
- ✓ Ensure the development of the child physically, intellectually, emotionally and socially.

Responsible Individual

Our Responsible Individual is Mrs Rhona Dyer, Rhona is the Managing Director of Balwŷn Coch and is very involved with the running of the nursery. Rhona has over 20 years experience working within education and childcare. She is a qualified teacher and educational psychologist.

Managers

Stephanie-Mayy is the Nursery Manager she is responsible for the running of the nursery and ensuring the company operates in accordance with all areas of legislation concerning delivery of child care. Stephanie-Mayy works full time within the setting with the Acting Nursery Manager and Operations Manager Chloe McGlynn.

Stephanie-Mayy is Qualified to Level 5 in Management & Child Care & Education. Stephanie-Mayy is also a qualified Senior Play worker after gaining her Level 3 Qualification in Playwork in March 2016. Stephanie-Mayy has 8 years Management experience within this setting and has worked here for nearly 10 years; she is supported by a strong management team.

Chloe McGlynn is the acting Nursery Manager however she is also a Manager in her own right. Chloe is the Operations Manager of the setting and works in conjunction with Stephanie-Mayy to help manage the day to day running of the Nursery and to ensure the ongoing provision of professional high quality childcare across the setting.

Management and Quality Control

Day to day operational matters and quality control are the responsibility of the Nursery Manager and Deputy Manager's. The overall structure of Red Balŵn Coch is shown in the staffing matrix below:

Staff Matrix

Directors:

Rhona & Chris Dyer

Nursery Manager:

Stephanie-May Hindley-Morris

Deputy Managers:

Chloe Mcglynn

Senior Nursery Nurses:

Victoria Jenkins, Natalie Crewe and Natalie Kiley

Nursery Nurses & Assistants:

Jill Maton, Amy Simpson, Helen Shapcott, Georgia-Paige Clift, Molly Bishop, Cerys Atkins, Lauren Davey.

Cooks: Larry Morris, Amy Simpson

Housekeeper: Larry Morris

Staff & Staff Qualifications

It can be said that we take pride in ensuring that we have highly qualified and motivated loving practitioners looking after your children. We handpick our staff not only because of their qualification but for also their personalities, skills and experience. At Red Balŵn Coch we also understand that a safe and robust recruitment process is paramount, therefore we use the Safer recruitment process to recruit, select and induct members of staff.

All staff receive a detailed induction programme and on-going professional development thereafter. Staff receive both 'in-house' and external training in a number of areas - all of the child care team undertake compulsory training in Child Protection, First Aid, Food Hygiene and Health and Safety. All staff receive regular supervisions and appraisal.

Our nursery nurses either have attained a Level 3 qualification in child care prior to taking up their post or are required, and supported, to progress towards this.

All members of the Management team have obtained a management qualification or working towards this.

Quality Assurance / Awards:

- In December 2017 Red Balŵn Coch obtained the highest quality award for Nurseries in the UK, a National Day Nursery Association (NDNA) e-Quality Counts accreditation at Level 3 (the highest level that the association awards). This award is a national recognition for the quality of care that we provide to our children here at Red Balŵn Coch.
- We have obtained the **Gold Standard Healthy Snack Award Plus**. Being part of the Gold Standard Healthy Snack Award scheme shows a commitment to children's health and encouraging good eating habits. It shows that we are implementing the recommendations from the Food and Health Guidelines for Childcare and Early Years Settings (WAG, 2009) into practice. **Supplementary to the above Red Balŵn Coch was awarded the higher award 'Gold Plus,' this is because two members of staff are trained in early years nutrition.**
- We are currently completing a **Healthy & Sustainable Pre-School National Award**, otherwise known as CHASPs in Cardiff. This award will further develop our healthy environment and provide the children with continuity and transition to a healthy school ethos. The Award will also enhance the knowledge and understanding of our staff in regards to delivering the correct and healthy messages, of ways to work in partnership with families in relation to healthy attitudes and healthy behaviours. **On the 18th of October 2018** we completed Phase One of the CHASPs Award, we were assessed on the initial phase, Nutrition & Oral Health and Physical Activity & Active Play and we have passed with flying colours!
- **On Friday the 22nd of June 2018**, Stephanie-Mayy, Chloe and our Directors Rhona & Chris attended the **NDNA (National Day Nurseries Association) Awards Ceremony** at the Ricoh Arena in Coventry. We are overwhelmed to have entered for the first time this year & to have been in the final 2 of this years Nursery of the Year Awards!

Language

Red Balŵn Coch is a bilingual Nursery. In all groups we provide a language rich-environment and opportunities to use language, to interact, to share a focus, to talk, to take turns and to develop positive relationships with others.

The Welsh Language is developed throughout activities whether they are planned, structured, child-initiated or so on. It is important to provide a language rich environment with a range of stimuli that will encourage children to communicate in Welsh to the best of their ability. Activities such as discussions, story times, songs and rhymes as well as the use of ICT interactive software and audio visual materials will also promote the children's Welsh Language development further.

All groups within Red Balŵn Coch are bilingual, there are English and Welsh speaking practitioners in each group. We ensure that activities and daily routines are carried

out/delivered through both languages. All staff have been made aware of the requirement to respect language choice or, if necessary, correspond bilingually.

Each staff member has a responsibility for implementing the Welsh language standards, this includes staff members who are not Welsh speakers themselves. At Red Balŵn Coch we do respect language choice however we do provide basic Welsh to English speaking children also.

Structure of Red Balŵn Coch

Gryffalo Group - Baby Room (6 weeks-2 years)

Within our Baby Room we cater for up to 12 children between the ages of 6 weeks and 2 years. The staff ratios within the room are 1 member of staff to every 3 children. This ratio is always met and often exceeded. In addition to the main playroom, children in this group access a separate dining room / messy play room plus a separate sensory / cot room. The day to day preparation of the Baby Room is overseen by the Senior member of staff with distinct expertise working with the 0 - 2 years age range. Within this group we plan activities around the framework, Foundation Phase Profiling.

Upstairs Play Rooms - Sali Mali and Elfed Groups.

Upstairs within the main building we have two playrooms. In the smaller of these we can care for up to 11 toddlers between the ages of 2-3 years, this is the Elfed room! A Senior Nursery Nurse with particular responsibility for the running of the room.

In the larger playroom upstairs, the Sali Mali group we can care for up to 13 children between the ages of 3 and 5.11 years. Again, the room is led by a Senior staff member. In view of the different age ranges present within this playroom, we carefully monitor the use of available play space and adult - child ratios throughout the day to ensure that an appropriate range of activities can be undertaken safely in accordance with the children's individual needs. The staffing ratios for the children between the ages of 2 and 3 are 1 staff member to every 4 children. From 3 to 5.11 years we have at least 1 staff member to every 8 children. Again, these ratios are always met and often exceeded. Within our upstairs playrooms there are designated areas including role play, wet / messy play, quiet time and eating.

Cyw Group - Pre-school & Breakfast Club

During Term time our portocabin offers an additional classroom catering for up to 14 children between the ages of 3 and 5.11 years within our additional playroom located outside of the main building, within our garden area. Here the play room is open-plan incorporating quiet areas, a computer desk, a home corner, craft and drawing area, wet / messy play, eating and space for general play. This group has access to a separate garden area specifically for these children. In terms of curriculum, the Welsh Government's 'Foundation

Phase Profiling Framework' is followed within this group. **This room is not in use yet as we are awaiting full capacity in Sali's.** Any pre-school children within this group will attend term-time only.

Cyw Group - Holiday Club & Inset Days

During the School Holidays and on Inset Days we cater for up to 14 children between the ages of 5 - 8.11 years old within our additional playroom located outside of the main building, within our garden area. The play room is open-plan incorporating a wide range of activities for all children. This group has access to a separate garden specifically for these children. Age groupings are flexible according to the needs and development of the individual children. Transitions between groups are handled sensitively and with close parent liaison. We recognize the importance for our children of warm, loving relationships with their care staff and particularly their key worker. Transitions therefore usually take place over a period of several weeks.

In addition to the above we also offer a Holiday Club within our Sali Mali playroom for children between the ages of 3-5.11 years.

Routines

Within Balŵn Coch each group has their own routines and times for doing particular parts of their routine. It can be said that although each routine vary, they all deliver the following:

Free play and settling-in time. Children socialise with each other and with staff, make choices and settle down for their day. Activities for the day to be set up.

Breakfast

Brushing teeth. (designed to smile programme) & **finger Gym / Dough disco** to promote **writing skills (FINE)** Once children have finished brushing teeth (should take no more than 5minutes) carry out activities to further promote writing skills.

Activities that promote **writing skills (GROSS)**.

Activity One (from planning) & Free play activities (children alternate).

Handwashing & Morning Snack - Cup of Milk and then prepare for children for outdoor play. Outdoor play & additional activities. Any additional activities delivered outdoors. If weather conditions are severe then children carry out Gross Motor skills indoors. **All children need to wash their hands after being outside.**

Circle time

Prepare for dinner. Hand washing

Lunches.

Outdoor play & additional activities delivered outdoors. If weather conditions are severe then children carry out quiet time activities indoors. **All children need to wash their hands after being outside.**

Handwashing. preparation of snack and eat snack.

Activity Two & Free play activities (children alternate).

Circle time

Prepare for tea. Hand washing

Tea.

Outdoor play & additional activities delivered outdoors. If weather conditions are severe then children carry out Gross Motor skills indoors. **All children need to wash their hands after being outside.**

Join with other groups. Any children still here at 17:45 to have a small snack - Milk.

- toileting and nappies happen according to individual needs, each group have their own time slots allocated however toileting and nappies happen when necessary.
- Children are given drinks as needed and on an individual basis. Children are encouraged to drink throughout the day however water is always accessible.
- This routine is delivered throughout the day however it can be said that routines are flexible according to children's varying individual needs.
- Free play is encouraged throughout the day, a variety of play choices are available for the children. Across the setting there will be both structured activities and free play available i.e Activity One and free play activities available - children to alternate between.

Garden Area

We have a large garden area which is utilized by all of the children. Within the garden we have a baby garden with soft furnishings and two hard-surface areas which are well equipped with a variety of wheeled toys and other play equipment. The children grow their own flowers and vegetables in low level beds. We keep wet weather clothing and encourage families to keep wellington boots in nursery at all times so that outdoor play can take place with the children every day.

Pets

Within the nursery we have two pet fish, Ivy & Jeffrey; they are located within the baby room, Gryffalo.

Nursery Food

We have two dedicated cooks who job share, named Larry and Amy, Larry works Monday, Wednesday & Friday and Amy works in the kitchen on a Tuesday and Thursday. Both cooks are trained in Food Hygiene and Allergen Awareness. All meals are freshly prepared on the premises every day. The children have a well-balanced and nutritious diet with a strong focus upon fresh fruit and vegetables. Eating together is emphasized as a social time. We are pleased to have gained the Gold Standard Healthy Snack Award PLUS in March 2018 and a 5 star food hygiene rating on the 28th of September 2017.

Parent Partnership

We understand that partnership with parents is essential. Parents are encouraged to spend time in the nursery prior to their child registering with us and during their settling in period. Thereafter parents are always welcome to join us at any time. We produce monthly newsletters to update parents with regards to events at nursery, we hold parent workshops on a regular basis covering a range of areas, hold annual parents evenings and via our electronic communication system we send out regular emails and share information using our variety of Social Media platforms, we do our best to ensure that important pieces of information are conveyed to parents as the need arises. Practitioners also ensure the key worker system is adhered to for all children and that parents are encouraged to build open and trusting relationships with this key member of staff.

Practitioners inform parents / care giver regularly of the child's progress - through face to face discussion, pre-arranged parents evenings, sharing of the child's developmental file and daily diary sheets. Parents are encouraged to report, similarly, anything they consider important; practitioners find it especially helpful to be informed of any changes to the child's circumstances at home as this may cause a change in behaviour or performance at nursery.

Daily diary sheets

On a daily diary sheet, practitioner's record a child's keyworker, eating and toileting habits for the day, activities carried out, skills developed and also any additional information or observations they regard as significant - this may be beginning of a new skill, a particular like or dislike or a new friendship.

Daily diary sheets are usually given to parents for children under three years old or based on individual needs. In order to promote independence, self-esteem, social, language and communication skills, we encourage children over three and capable to take part in the daily feedback process. Practitioners will feedback to the parent verbally and encourage the child

to participate in this process i.e they can do this by discussing their day with their parent / care giver also.

School Transfers

Some of our children attend Ysgol y Berllan Deg for part-time nursery sessions during term time; they are walked to school (Ysgol y Berllan Deg).

Students

We support local colleges and schools through offering placements to students. All students are carefully supervised and are always supplementary to the required staff:child ratios.

Admission Procedure

Prior to any child joining Red Balŵn Coch, they and their parent will have visited the setting, received a copy of our brochure, completed a registration record form and supporting documentation, including a contract. Copies of key policies will have been shared with the parent. These key documents are contained within the nursery welcome pack.

Complaints / Concerns

Our complaints policy identifies the procedure for parents and carers to raise any concerns or complaints they may have. Any concern / complaint is taken seriously and is dealt with in a timely, professional manner. A copy of the policy is issued to all parents / carers prior to their child taking up a place within the setting.

Special Educational Needs

Research shows that organisations which best accommodate the individual needs of children, through their attention to detail across the setting, provide the best environment for all children to progress. At Red Balŵn Coch we welcome everyone, including children with special educational needs. The levels of skill and experience amongst our staff mean that these needs are quickly and effectively identified and appropriate support packages implemented. Children are therefore enabled to access the curriculum as fully as possible alongside their peers.

In line with current legislation, individual programmes for children are planned, implemented, monitored and evaluated regularly to ensure progress. All of this is carried out in regular consultation with the child's parents. Red Balŵn Coch has good working relationships with local state education and health services; when a child leaves nursery, the gathered information provides a valuable resource to inform provision at school age.

For further details and to request a copy of our Special Educational Needs policy please speak to a member of the Red Balwn Coch management team.

Meeting with Staff

Parents are welcome to approach staff at the beginning or end of a session. However it is requested that where a more extensive discussion is required, an appointment is made. Parents evenings are routinely offered to all parents whereby individual discussion with your child's key worker takes place.

Open Access

Parents are welcome to join their child in nursery. We operate a system of open access to information and all our policies may be viewed at any time.

Providing a Language-rich environment

In order to provide children with a language rich-environment we provide opportunities to use language, to interact, to share a focus, to talk, to take turns and to develop positive relationships with others. Building a language rich environment consists of building a nurturing environment, giving children love and affection and building their self-confidence. By providing the children with language-rich learning environment we are creating a place where love, language and learning can all take place together.

Communication System

At Red Balwn Coch we understand communication with parents is essential. To ensure that important pieces of information are conveyed to parents as the need arises we send out regular e-mails, newsletters and post on our Social Media pages.

Newsletter

This is published every month and amongst other things identifies forthcoming nursery events, changes to policy and matters of interest.

Theories applied within our setting.

At Balw'n Coch it can be said that we base our practice on a wide range of evidence based, including theoretical approaches within practice, the most influential theories applied are:

- **Maslow's hierarchy of needs - to meet individual needs.**
- **Littrell, Lee Borden & Lorenz Model (1979) and the Bernard and Goodyear Model (1998) - to deliver effective supervisions**
- **DISC model - Dr William Marston - to identify personality profile's**
- **John Bowlby - the Key worker system**

- **Burrhus Frederic Skinner - behaviour modification approach**
- **VAK learning styles - to identify individual learning styles**

Our Culture.

Within Balŵn Coch we feel that the theories applied have developed a positive corporate culture within our setting. It can be said that to promote a positive corporate culture we, the management team make expectations of the team very clear from the beginning and we try our very best to meet their individual needs i.e Maslow's, supervision theorists, DISC Profiling and we also carry out VAK (learning styles) tests with practitioners when they begin working at the Nursery. We strongly believe that carrying out VAK (learning styles) test it enables us to build a positive working relationship with each individual team member as we identify their best learning style and we adapt our ways of training and teaching according to their needs. 98% of the staff within Balŵn Coch are visual learners therefore we have adapted our staff meetings and training sessions from being auditory led to delivering visual power points. We have two members of staff who are auditory learners however this method works well for them also.

Within Balŵn Coch we also encourage a positive corporate culture by empowering practitioners when delegating duties and backing up decisions that have been made by team members unless we strongly disagree with them, and if so then we coach and support the staff member and not reprimand them.

It can be said that if we did not have practitioners that were happy and eager to continue their professional development, and work in partnership to apply these theories, then we may not have developed a positive corporate culture. Without a corporate culture the organisation would potentially cause practitioners to develop a lack of interest, lack of honesty, develop conflict between practitioners and a high turnover of staff.

Review of Statement of Purpose

This document is reviewed at least once per year. In between these times, when key changes to the running of the nursery take place, including changes in staffing, CIW is informed and our Statement of Purpose is revised as necessary.

Reviewed Statement of Purpose on the 30th of October 2018 SMHM