



Oak Hill ASD Childcare

Statement of Purpose

Registered Person/ Responsible Individual: Jane Weale

Person in Charge: Tracy Thornton

Legal Structure: Charitable Incorporated Organisation

Statement of Purpose

Aims and Objectives

Oak Hill ASD Childcare aims to provide quality, accessible out-of-school childcare for children with ASD offering a range of play activities in a welcoming atmosphere, allowing parents/carers in the local community to return to work/education/training and to offer respite care.

Children for Whom Care is Provided

The club operates primarily for boys and girls of Ysgol Bryn Derw (but will take children from other schools) aged 4-19 years as stated in our admissions policy. The Club caters for up to 16 children, in line with our Care Inspectorate Wales (CIW) registration. It is anticipated the club will cater for 10 children under the age of 12 and 6 children over the age of 12.

The Club offers a child-centered environment meeting the social, physical, intellectual, creative, and emotional needs of children and recognising the individual needs of each child who attends.

Opening hours

The holiday club opens between 8.30 am to 5.00 pm during the 2 weeks of the Easter school holidays and between 8.30 - 5.00 pm on Monday, Tuesday, Wednesday, and Thursday during 5 weeks of the Summer school holidays.

Staffing

Staffing levels meet the requirements set by CIW at all times, with regards to ratios and qualifications.

The Childcare Manager is the person in charge (PIC) and has a Level 3 Playwork qualification and/or NNEB which is listed within the Skills Active List of Required Qualifications to work within the Playwork Sector in Wales. The deputy play leaders have or are working towards a level 3 playwork qualification also.

There are currently 15 transient one-to-one support staff employed by the club from various sectors i.e. Education and childcare. We have consulted with CIW and due to the additional needs of the children we have been permitted to focus on our staff having experience of working with children with ASD with complex needs rather than having a playwork qualification but we aim to train under the playwork principles.

All staff undertakes safeguarding, paediatric first aid, and food safety training. They also all have bespoke Autism awareness and behaviour management training before starting work in the club.

Adopted: 10/10/2020

Reviewed: 03/10/2021; reviewed 13/01/2022 Reviewed: 20/12/23

Charity No: 1190841

CIW Registered Person/ Responsible Individual:	Jane Weale
CIW Person in Charge:	Tracy Thornton
Designated Safeguarding Person	Tracy Thornton
Designated First Aider	Person in Charge

Volunteers may assist in the club at various times. All staff and volunteers have appropriate Disclosure and Barring Service checks and a full induction to the Club.

Club Premises/Facilities Offered

Club Address:

The Club is based in Ysgol Bryn Derw and has the use of the Hall, Breakout, Soft Play room, Sensory room, Classroom 1 and Classroom 2 and Outdoor areas.

The Club provides appropriate areas for a range of needs including food preparation, a quiet area, a large play area, and outdoor play space. Toilet and first aid facilities are available as well as storage. There are a suitable number of toilets available for use by the children attending the Club and separate toilets for use by staff.

[No pets are kept on the premises.]

Services Offered

In line with the arrival and collection policy, the Club staff will meet the children and parents at the side entrance and accompany them to the club premises where the children are registered. The Club becomes responsible for the children from the time at which the child is brought to the club room by their parent/carer for the holiday club. The Club passes over responsibility back to parents/carers from the time that the child is signed out of the Club.

Parents/carers are asked to provide snacks and a packed lunch (if staying all day). All food and drinks offered are in line with our healthy eating policy and meet the dietary needs and preferences of children as indicated on the child's registration form. Drinking water is available to children at all times.

Activities Offered

A wide variety of activities are offered. The club has a wide range of age-appropriate equipment and equipment in line with the needs of our ASD children to allow for a variety of play experiences such as sporting/physical activity equipment, arts and crafts, construction toys, role play toys, sensory toys, electronic equipment, and books. Some activities will be planned weekly by support workers, whilst still offering opportunities for free play. Planning will be per the abilities of our children. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased. We will ask parents for a child's profile before the child starts the club. We will provide resources that meet that child's play preferences.

Languages Used

The main language of the Club is English. Bilingual signs will be used where appropriate and Welsh is incorporated into the daily routines within the Club. We will also use PECS and Visual Boards to communicate with the children. Our service seeks to provide the Welsh Language Active Offer as best we can based on the needs of the children/young people.

Club Routine

The usual routine of the Holiday Club:

08:30-09:30	Children are brought to the Club premises by their parents/carers. Attendance is marked on the register as and when each child arrives and free play opportunities are available while the other children arrive.
09:30-10:30	Structured and free play opportunities are provided. On occasion, trips will be arranged or external activity providers may be invited in. All risk assessments and necessary procedures are carried out in these instances.
10:30-11:00	Snack time
11:00-12.00	Structured and free play opportunities
12.30	Morning children are collected by parents and carers
12.30-13.00	<i>Lunch time for children staying all day</i>
13.00	Afternoon children arrive
12.30-15.30	Structured and free play opportunities are provided. On occasion, trips will be arranged or external activity providers may be invited in. All risk assessments and necessary procedures are carried out in these instances.
15.30-16.00	Snack time
16.30-17.00	Structured and free play opportunities are provided. On occasion, trips will be arranged or external activity providers may be invited in. All risk assessments and necessary procedures are carried out in these instances.
17.00	Club closes promptly

Policies and Procedures

The Club has a comprehensive set of policies and procedures, including (but not limited to) Complaints, Missing Child, Safeguarding, Emergency Procedures, Health and Safety and Equal Opportunities. All policies and procedures are reviewed and updated on an annual basis to ensure they continue to reflect the relevant legislation, standards, and best practice. All staff are familiar with the contents of all policies/procedures and copies are available for parents/carers.

All parents/carers receive a Family Handbook when registering their child, which contains some of the important information regarding policies and procedures held by the club. Copies of all club policies and procedures can be requested from the Person in Charge or can be viewed on club premises upon request.

Terms and Conditions

The terms and conditions for using the Club are set out in our parent/club contract and club policies and procedures. Parents/carers must sign this before their child starts attending the Club. This contract includes arrangements for the collection of fees.

Admissions policy

Adopted: 10/10/2020

Reviewed: 03/10/2021; reviewed 13/01/2022 Reviewed: 20/12/23

Charity No: 1190841

The Club is open to any child attending Ysgol Bryn Derw or have been referred by another school or Social Services or from other schools or units that specialise in children with ASD in the Newport area. We have a detailed admissions policy which can be found in the family's handbook. A copy can also be obtained from the Person in Charge.

Contact Information

Contact name:	Gwen Vaughan
Contact telephone number:	07790 137687 / club number 07497 701358
Contact address:	Ysgol Bryn Derw, Melfort Road, Newport Postcode:NP20 3FQ
Email address:	oakhillasdchildcare@gmail.com

This address should be used for all written correspondence to the Club, including any correspondence to the management committee and/or the Registered Person/ Responsible Individual.

Arrangements for complaints and concerns

We welcome suggestions and constructive criticism from parents/carers and children to help us maintain a high-quality provision and regularly seek feedback from service users verbally and through satisfaction questionnaires. Please speak with the Person in Charge if you would like to make any suggestions. A suggestion box is also always available by the Club's entrance. However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures, copies of which can be found in the family's handbook. A copy can also be obtained from the Person in Charge - email: info@oakhillasd.com

Arrangements for dealing with an emergency

The Club has comprehensive emergency procedures. Details can be obtained from the Person in Charge.

This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. The Club notifies parents/carers of any changes to the Club's policies and procedures.

This Statement of Purpose is next due for review no later than 01/01/2025

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