



Bwnis Borthyn Bunnies

Statement of purpose

Bwnis Borthyn Bunnies aims to:

Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.

- Welcome parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.
- Encourage parents/carers to understand and provide for the needs of their children.
- Embrace the ethos and principles of Wales Pre-school Providers Association.

Bwnis Borthyn Bunnies follows Welsh Government initiatives by implementing the Foundation Phase.

Legal status: Bwnis Borthyn Bunnies is managed by a voluntary committee.

Bwnis Borthyn Bunnies - registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide **Sessional Day Care**.

Registered Number of Children **16**

9 children the age of 4yrs.

6 children the age of 3yrs.

1 child the age of 2.5yrs

9 Girls and **7** boys.

(The person in charge on a day to day basis is: Sinead Morris)

The main contact for Bwnis Borthyn Bunnies is:

Bwnis Borthyn Bunnies

Ysgol Borthyn,

Denbigh Road,

Ruthin

LL151NT

01825 702727

borthyn.bunnies@outlook.com

Please contact Sinead Morris for all enquiries.

CIW registration number is: W03000 1012 RP005 0001

We meet children's needs as individuals and within groups as a provider of sessional and out of school care.

Our latest inspection report by CIW can be seen on www.CIW.org.uk (and the latest inspection report by Estyn can be seen on www.estyn.gov.uk).

Bwnis Borthyn Bunnies is covered by public liability and employer's liability insurance. Certificates are displayed in the classroom on the information board.

Our **admissions policy** gives details about how applications for admission to Bwnis Borthyn Bunnies are managed.

Bwnis Borthyn Bunnies operational hours:

Mon am	Tues am	Wed am	Thurs am	Fri am
11.30-1.30pm	11.30-1.30pm	11.30-1.30pm	11.30-1.30pm	11.30-1.30pm

Mon pm	Tues pm	Wed pm	Thurs pm	Fri pm
1.15pm- 3.15pm	1.15pm- 3.15pm	1.15pm- 3.15pm	1.15pm- 3.15pm	1.15pm- 3.15pm

BB After School Club operational hours:

Mon	Tues	Wed	Thurs	Fri
3.15pm- 5.15pm	3.15pm- 5.15pm	3.15pm- 5.15pm	3.15pm- 5.15pm	3.15pm- 5.15pm

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Bwnis Borthyn Bunnies welcomes students on placement, volunteers and visitors who enrich the experiences of children. Policies and procedures that ensure children's safety and wellbeing are paramount at all times are used.

All staff are fully qualified and between them have had many years' experience of working with children. We work through the medium of English however we bring the welsh language into our everyday routine. The staff at Bwnis Borthyn Bunnies are committed to working in partnership with parents/ carers and welcome any views or ideas to improve the quality of the setting.

Playgroup Leader – Sinead Morris

Playgroup Assistants – Mrs Elizabeth Strapp

Additional adult- Beth Edwards

Facilities available: Bwnis Borthyn Bunnies operates in a classroom of Ysgol Borthyn; with a unisex toilet facility and changing facilities. There is a sink area where daily snack is prepared by staff that have food hygiene certificates. The back door leads on to a secure outdoor play space where gates are locked and children are always supervised. We also have a forest school area which is used

at the back of Ysgol Borthyn. We do use the school fenced yard facility sometimes. This area has bikes and sandpits for the children to use.

Services offered include snacks/meals/drinks throughout the day in line with our healthy eating policy. Children's individual needs and preferences are noted and recorded as they register to join the provision.

Activities offered are from a wide range that are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy.

All activities done are led and chosen by the children. We have invited tasks also which children have the choice to carry out or not. There are areas ready with facilities for the children to use at all times if they wish to play in them.

Typical weekly routine:

Monday	Tuesday	Wednesday	Thursday	Friday
11:30-11:40 Bunnies room play time	11:30-11:40 Bunnies room play time	11:30-11:40 Bunnies room play time	11:30-11:40 Bunnies room play time	11:30-11:40 Bunnies room play time
11:40-11:50 Together time	11:40-11:50 Together time	11:40-11:50 Together time	11:40-11:50 Together time	11:40-11:50 Together time
11:50-12:30 Dinner time	11:50-12:30 Dinner time	11:50-12:30 Dinner time	11:50-12:30 Dinner time	11:50-12:30 Dinner time
12:30-12:50 Toilet and change for forest school	12:30-12:50 Toilet and change for forest school	12:30-12:45- free play 12:45-12:55 teeth cleaning	12:30-12:50 Toilet and change for forest school	12:30-12:45- free play 12:45-12:55 teeth cleaning
12:50-1:30 Free play in forest school (1:15 half sessions come in)	12:50-1:30 Free play in forest school (1:15 half sessions come in)	12:50-1:30 Outdoor play (1:15 half sessions come in)	12:50-1:30 Free play in forest school (1:15 half sessions come in)	12:50-1:30 Outdoor play (1:15 half sessions come in)
1:30-2:15 Activities in forest school (2:15 start making snack and nappy changes)	1:30-2:15 Activities in forest school (2:15 start making snack and nappy changes)	1:30-2:30 Activities (2pm check nappies) 2:15 start making snack	1:30-2:15 Activities in forest school (2:15 start making snack and nappy changes)	1:30-2:30 Free play (2pm check nappies) 2:15 start making snack
2:15-2:30 Change from forest school 2:30-2:50- snack	2:15-2:30 Change from forest school 2:30-2:50- snack	2:30-2:50 Snack	2:15-2:30 Change from forest school 2:30-2:50- snack	2:30-2:50 Snack
2:50-3:00 Together time	2:50-3:00 Together time	2:50-3:00 Together time	2:50-3:00 Together time	2:50-3:00 Together time
3:00-3:05 Goodbye songs and go home	3:00-3:05 Goodbye songs and go home	3:00-3:05 Goodbye songs and go home	3:00-3:05 Goodbye songs and go home	3:00-3:05 Goodbye songs and go home

The language used: As the school is predominately English speaking the playgroup will run through the medium of English however children whose first language is Welsh or wish to learn Welsh will be fully catered for. Our playgroup Leader, Sinead is fluent in both Welsh and English and incidental Welsh will be used where appropriate.

Parental involvement: Wales PPA believes that parents/carers are the prime

carers and educators of their children and as such should be involved in all aspects of the provision. As a member of Wales PPA, Bwnis Borthyn Bunnies welcomes parents/carers who would like to become involved in:

- Assisting with the management of the provision.
- Working in the provision on a rota basis.
- Fundraising.
- Representing the provision on Wales PPA local and national committees.
- Attending relevant training courses, workshops, and conferences.

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

Policies and procedures: Bwnis Borthyn Bunnies has produced a pack 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 our 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 (CIW informed of any changes) as necessary. The policy pack is available for all who visit, work in or use Bwnis Borthyn Bunnies to see upon request.

Complaints: The Bwnis Borthyn Bunnies have a robust procedure for receiving complaints and will attempt to resolve them in a constructive way as soon as possible. Throughout the complaints procedure, the voice of the child must be considered and respected, and all actions taken must be in the best interest of the child. All complaints will be handled in a sensitive manner respecting the confidentiality of all involved. Parents are welcome to contact the CIW at any time at: CIW, Government Buildings, Sarn Mynach, Llandudno Junction, Conwy, LL31 9RZ. Tel: 0300 790 0126. We follow the Bwnis Borthyn Bunnies Complaints policy.

Collection: Parents can be confident that Bwnis Borthyn Bunnies places the highest priority on their child's safety and wellbeing while in our care. A child is never released into the care of any person without the written or verbal

permission of the parent. However, in an emergency situation, a telephone call from the parent stating that another adult will collect the child may be accepted provided that the adult is able to give the password given to the parent from staff at the time of the phone call.

It is the policy of Bwnis Borthyn Bunnies to protect children while they are with us and ensure they always leave our care with authorised persons.

We do this by:

- Operating a system that ensures security of the premises, allowing only appropriate entry and exit
- Maintaining a register of children's attendance (including start and finish times)
- Operating a system of frequent head counts by staff.
- Maintaining a working telephone and/or mobile phone(s) with lists of contact numbers available and accessible
- Carrying out regular risk assessments of the premises and activities and in response to need.
- Implementing an effective arrivals and collections policy.

Additional learning needs Policy

We believe all children should be treated equally, despite any disadvantages they may have.

However, we recognise some children may need more support than others to achieve their basic emotional, physical, intellectual and social skills; we are committed to support them in as many ways we can provided, they are practical and realistic in the nursery.

We are very happy to work with families and any professional support agencies that may be necessary.

As the nursery is all on one level (ground), wheelchair access is not a problem.

All children are individuals and we aim to provide a safe, stimulating environment that every child is happy in whatever their individual needs may be.

Child protection/ Safeguarding

At Bwnis Borthyn Bunnies we aim to create a happy, caring and secure environment where every child is valued and where we all work as partners to enhance the child's personal, social, spiritual and educational development. The health, safety and well-being of all our children are of paramount importance to all the adults who work in our setting. Our children have the right to protection, regardless of age, gender, race, culture or disability.

Another aspect of our pastoral role concerns the awareness of all forms of child abuse – whether physical, emotional, sexual or neglect. Our aim, as in any setting where child abuse is suspected, is to support everyone concerned. Our priority must always be the child's welfare.

Emergency procedures:

Fire alarm sounds - staff should:

- Instruct the children to leave the room immediately in a quiet and orderly manner, reminding them of the location of the nearest exit. All belongings should be left behind. Take register with you. Follow the last pupil, closing the door behind you.
- Escort the pupils from the building by the nearest safe exit.
- Accompany your children to the assembly point using the most direct safe route. Insist that they walk quietly and in an orderly manner.
- Direct the pupils to their assembly point. All teachers should supervise their class at the assembly point.
- Insist that the class stand quietly in line while names are checked. The names of pupils who are absent should be noted.
- When instructed, the class may return to the building in a quiet and orderly manner.
- If the alarm sounds during break or lunchtime, staff on yard supervision duty should gather all pupils at the assembly point.

An **accident** is defined as anything which causes harm: e.g. a child falling and hurting their arm, a member of staff tripping and turning their ankle.

An **incident** is defined as anything which could have caused harm: e.g. a child escaping from the setting or a member of staff catching their foot in a cable but which didn't cause harm.

- When an injury occurs, the details must be noted in the **Accident Book**. The staff, leader and parents / carers / guardians must sign the entry as appropriate.
- All incidents must be recorded in the **Incident Book**. The staff, leader and parents / carers / guardians must sign the entry as appropriate.
- A relevant record of accidents and incidents must be kept in the child's file.
- If a child is seriously ill or injured, the parents / carers / guardians and the emergency services must be contacted at once, and the relevant notification procedures must be followed.
- If the parents / carers / guardians cannot be contacted, the **Leader** or another member of staff will take charge of the situation, and accompany the child to the hospital with the relevant information. The Bwnis Borthyn Bunnies will ensure that there is effective supervision of the other children at the setting whilst responding to the situation.

Fees (see also: admissions policy):

£15 per full day session (11:30am– 3:15pm)

£10 per half session (11:30am – 1:30pm) or (1:15pm – 3:15pm)

£8 Non attendance

£12 after school care (3.15pm - 5.15pm)

£ 6 per half session after school care (3:15pm – 4:15pm)

There is a £10 registration fee on admission, this must be paid before any sessions can be booked.

Fees are payable if a child is absent without notice.

A child's continued place at Bwnis Borthyn Bunnies is dependent on continued payment of fees. Due to our new policies fees must be paid in full daily or in advance. We have an upfront policy.

Starting in the provision: Bwnis Borthyn Bunnies acknowledges the importance of parents/carers and staff working together to help children settle in the provision 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/carers may stay for the

whole or part of the session, depending on the needs of their child (please refer to the admissions policy).

Observations, assessment and record keeping: Bwnis Borthyn Bunnies staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. Bwnis Borthyn Bunnies has a duty to share some information with the local authority, CIW and in the case of the Child Development Assessment Profile, the Welsh Government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.

The terms and conditions are set out in the contract between parents/carers and Bwnis Borthyn Bunnies and implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends.

Samples of the contract, registration form and the full set of policies and procedures are available from Sinead Morris or Teleri Llwyd-Jones.

CIW¹ and parents carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by name of provision's operational plan and any changes to one will be reflected in the other.)

This **statement of purpose** for **Bwnis Borthyn Bunnies** was passed for use

On: 18/6/2026

By: Amy Selby

Position: Chairman of the comity

Date of planned review: June 2026