



The Den has been established since 2023, previously run under the name of Ysgol Deiniol Nursery Plus. We aim to:

- Provide high quality day wrap around care that enhances the development, care and education of nursery age children in a safe and stimulating environment, where they learn through play.
- Embrace the ethos and principles of Wales Pre-school Providers Association.

Mrs Laura Butterson has been The Den Supervisor since April 2023 with Ms Teresa Greenhalgh and Miss Angela Hughes as supervisory assistants, where they help to secure the safety, welfare and good conduct of children during the mid-day break period, in accordance with the practices and procedures of our setting.

**Legal status:** Mr. Kevin Baugh is 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 to provide day care.

The person in charge on a day to day basis is: Mrs Laura Butterson.

**The main contact for The Den is:**

Mr. Kevin Baugh  
The Den  
Ysgol Deiniol CP  
The Ridgeway  
Marchwiel  
Wrexham  
LL13 0SB  
Telephone: 01978 353760  
Email: [mailbox@deiniol-pri.wrexham.sch.uk](mailto:mailbox@deiniol-pri.wrexham.sch.uk)

**Please contact this person for all enquiries.**

The Den welcomes boys and girls and is currently registered by CIW for 28 children between the ages of 3 and 4 years of age. The 28 children will be divided between the two areas (the wet area and the classroom).

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

Our latest inspection report by CIW can be seen on [CIW@gov.wales](https://www.gov.wales)

The Den is covered by public liability and employer's liability insurance. Certificates are displayed within the setting.

**Operational hours:** The Den operates for 5 sessions per week 11.30am - 3:00pm (term time only). We do not open on school training days.

**Admissions Policy and Equal Opportunities:** The Den is open to all children aged three or four. All children are eligible to be registered for the setting regardless of ability, religion, language, culture, health or disability.

**Contact Information:** The setting is required to keep details about the children and the parents in the event that they need to be contacted in an emergency. The setting also needs to keep some details about the children's medical history. All parents must complete all sections of the registration form and personal details form given to them.

**Staffing:** Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. The Den adheres to the national minimum guidelines in relation to the ratio of staff to children; this is one member of staff to eight children. The setting is managed on a day-to-day basis by the Supervisor who is aided by an assistant; there is always a minimum of two adults looking after the children. The Supervisor has a Level 3 qualification and will be working towards her Level 5. All staff are encouraged to attend any relevant training courses.

**Facilities available:** Even though our floor space is fairly limited we recognise the importance of providing a rich range of opportunities for our children. The Den is located in the main school building and we share our room with an Early Years class who use it in the mornings. This means that areas can be set up permanently for Continuous Provision.

We make full use of all the facilities in the school available to us - the hall for music and movement, the sports field, the nature reserve for nature walks and the kitchen area to cook.

**Activities offered:** Our activities are widely ranged and are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy.

Our planning throughout the year celebrates cultural diversity and this is reflected in the topics and themes we use. We recognise the importance of the well-being of every child. We try to ensure that the experiences we offer allow the children to be creative, imaginative and most importantly to have fun while learning.

Activities are risk assessed and children are encouraged to contribute to any review or evaluation of their experiences as they are able and willing.

A sample of a typical day's routine is:

11.30 Session Arrival, Registration / Helpwr Heddiw  
11.40 Circle Time  
12.00 Wash Hands / Lunch Time  
12.30 Free Flow play  
1.00 Craft / Baking Activity  
1.45 Outdoor Play  
2.15 Wash Hands / Drink  
2.30 Story Time /Songs  
2.55 Bags / Coats / Hwyl Fawr

**The language used:** The Den is a predominantly English-medium setting with some use of Welsh. English is the main language of the setting. English is the language of the majority of activities and is the main language of communication with all children. Some Welsh is introduced to all children and through the use of greetings, songs, stories and games. The proportion of Welsh used varies according to the linguistic ability of the staff. English is the language of the setting's administration. The setting communicates with parents in English.

**Training:** We have a system in place to ensure that regulatory training in food hygiene, basic first aid and child protection is maintained. Our membership of Wales PPA ensures that we are kept up-to-date with current developments and initiatives in the field of childcare and education. We receive *smalltalk*, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents.

**Fees:** Fees of £17.50 per session are to be paid weekly in advance of a child attending, unless you are claiming under the 30 hour childcare or tax free childcare schemes. Fees must be paid if a child is absent without notice or for a short period of time. In cases of prolonged absence, the management should be consulted about payment of fees.

A child's continued place at The Den is dependent on continued payment of fees.

**Starting in the provision:** The Den acknowledges the importance of parents and staff working together to help children settle in to 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 session, depending on the needs of their child (please see our Settling in Policy).

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

A contract must be signed, and the registration form must be completed by parents before their child attends.

**Policies and procedures:** We have 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 (and CIW informed of any significant changes) as necessary. The policy pack is available for all who visit, work in or use The Den to see. A list of all our policies and procedures can be found on the school website

[www.ysgoldeiniol.co.uk](http://www.ysgoldeiniol.co.uk)

**Arrangements for dealing with complaints and concerns:** We welcome comments from parents and aim to resolve any concerns quickly. Please speak to Mr Kevin Baugh. Any complaints will be dealt with promptly, fairly and confidentially by the Responsible Individual. Parents/Carers will be invited to discuss concerns or complaints with the Registered Person as the first step and this will be recorded, investigated and resolved as soon as reasonably practical and within 14 days. This time limit may be extended up to a further 14 days with the agreement of the complainant. The Responsible Individual will confirm in writing to the complainant within these timescales the outcome of the investigation, the agreed resolution and any action taken as a result of the complaint. If the

matter is not resolved satisfactorily the address of the CIW (Care and Social Services Inspectorate Wales) will be offered to the parent; they can be contacted at: -

CIW North Wales  
Government Buildings  
Sarn Mynarch  
Llandudno Junction  
Conway  
LL31 9RZ  
0300 7900126  
[CIW@gov.wales](mailto:CIW@gov.wales)

Arrangements for dealing with emergencies: Our staff are trained in basic first aid and we have procedures in place for keeping your child safe while in our care. Our contract ensures that we keep all contact details for parents up to date. We carry out risk assessments on activities and the premises and maintain a log of emergency evacuation drills.

If a child is not collected at the time agreed in the contract:

- No child is left unattended because a parent fails to collect them on time and two members of staff remain to supervise the child
- Every effort is made to contact the parent or emergency contacts
- If all attempts to contact relevant adults fail, after a maximum time of (1 hour) we will implement our safeguarding and child protection policy and procedure and contact the Social Services duty officer (or police) and take their advice for any action to take. The registered person is informed.

Samples of the contract, registration form and the full set of policies and procedures are available on our website: [www.ysgoldeiniol.co.uk](http://www.ysgoldeiniol.co.uk)

This statement of purpose is reviewed at least annually or as a result of a change in operational practice. Parents are informed of any changes as they occur and CIW is informed of any changes within 28 days.

This **Statement of Purpose** for The Den was passed for use

On: 27.01.2023

By: *Mr. Kevin Baugh*

Position: *Registered Person*

Date of planned review: 01.09.2025

Date CIW informed of change: 27.01.23