

ANNUAL REVIEW

**CYLCH MEITHRIN LLANGELYNNIN
HENRYD COMMUNITY HALL
YSGOL LLANGELYNNIN
HENRYD
CONWY LL32 8YB**

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GENERAL INFORMATION

Mudiad Meithrin is the leading Welsh-medium early years childcare and education provider in Wales. With 180 professional staff working on a national level, the Cylch can draw on the experience of staff from across Wales.

Cylch Meithrin Llangelynnin's priority is the happiness and safety of each child – our homely and happy environment offers the best possible care, and the chance for each child to learn and to develop to its full potential. The setting offers toys and resources of the highest standard, appropriate to the children's needs, development and ages. Children over the age of 2½ are introduced to activities which promote the age 3-7 Foundation Phase (the national early years curriculum) in order to ensure the best possible start to their education. We plan our outdoor play areas carefully, in order to create opportunity and place emphasis on outdoor activities.

Qualified and experienced staff are responsible for ensuring that each child receives appropriate, tender care. Each child's individual needs and development is taken into consideration, including the need to socialise, learn and play.

MANAGEMENT COMMITTEE

Role	Name	Contact
Chairperson	Nia Duggan	Through Meithrin
Treasurer	Suzanne Hunt	Through Meithrin
Secretary	Nicky Bell Fryer	Through Meithrin

STATEMENT OF PURPOSE

Aims and Objectives

Cylch Meithrin Llangelynnin aims to provide quality Welsh-medium sessional and early years care to boys and girls between the ages of 2 ½ and school nursery age.

Number of Children

The Cylch has the right to accept 15 boys and girls.

Opening Hours

The provision will be open for sessions for Meithrin Mwy children from 11:15am to 3:00pm (this will include supervised lunch) and they will be joined by Meithrin children from 1:00pm to 3:00pm, Monday to Friday, for 39 weeks of the year, excepting Bank Holidays and school holidays appointed by the county council in which the cylch is located.

Registered Person/ Responsible Individual - Dawn Heginbotham

Staff

Our service is provided by dedicated and qualified staff. We arrange in-work training to make sure that they have the knowledge and skills necessary to provide the highest standards of education and care.

Name	Role	Qualification / Working Towards
Dawn Heginbotham	Leader / Person in Charge	NVQ Level 4 CCLD
Carol Williams	Permanent Assistant	NVQ Level 3 CCLD
Kelly Fedrick	Assistant	NVQ Level 3 Playwork

In the absence of the Leader, the permanent Assistant will become the Person in Charge and will take responsibility under the Safeguarding Policy and for the running of the session.

Registration

Cylch Meithrin Llangelynnin is registered with the Care Inspectorate Wales (CIW) to admit 15 children.

The address for their nearest Office:

CIW North Wales Region
Welsh Government Office

Sarn Mynach
Llandudno Junction
Conwy
LL31 9RZ

Phone: 0300 7900126

E-mail: AGC@llyw.cymru / CIW@gov.wales

Cylch is also governed by and Inspected by Estyn. Our last Inspections by CIW and Estyn were 5+ years ago. We also work closely with the Early Years Link Teachers Team from Conwy Local Education Authority.

Charitable Status

We are Registered as an ICO – Charity No 1190472. Our Trustees are:-

Dawn Heginbotham
Suzanne Davies
Nia Duggan
Elly Jones-Hughes.

Admission

The Cylch conforms to the registration conditions set out by the Children's Act 1989 regarding the age and number of children permitted. A copy of the policy is available from the Cylch. Parents must have completed the registration forms and contract forms prior to their child/children beginning at the Cylch.

No child will be released to an adult unless they are identified on the child's collection form. Staff must be fully advised about any changes to the expected routine when the parent(s) brings the child to cylch.

As of 30 January, Cylch has 12 children on our Register, 10 of whom are Meithrin Mwy and attend the attached Primary Scholol (Ysgol Llangelynnin), with a further two children due to start with us during February.

Funded Early Education.

Funding may be available for children in the term following their third birthday – further details are available from the Cylch. We accept children under the 30-Hour Childcare Scheme, currently available to eligible families of children from 3 years of age.

As of 30 January, we have eight children whose families have taken advantage of the 30-Hour Childcare Funding, and four families who pay for the fees themselves. This Scheme has been hugely beneficial, not only to the financial situation of the Cylch but it has also offered families the chance to enrol their children on more sessions with Cylch than they maybe otherwise would have done.

Language

The Cylch operates through the medium of Welsh, but children from any linguistic background are welcome to join us. The Cylch follows the Immersion methodology.

The Cylch is working with Croesi'r Bont, the Welsh Language Education branch of Mudiad Meithrin. Although the Pandemic has limited face to face contact with our Support Officer, contact has been maintained via telephone updates and emails and we are looking forward to welcoming our Support Officers back to Cylch from February, if restrictions allow.

Child Protection

In accordance with Cylch Meithrin Llangelynnin's Child Protection/Safeguarding Policy, we draw your attention to the fact that our staff have a duty to convey any suspicion of child abuse to Social Services, NSPCC or the Police.

Excerpt from the Policy:

If the Leader/staff suspects that a child is being abused, owing to signs of physical abuse, behavioural indicators or an accusation from the child, then the Cylch's Leader will directly inform the Duty Officer of the local Social Services and/or the Police or NSPCC. It is the Leader's responsibility to confirm this in writing within 48hours. They will also inform the Cylch's Registered Person and CIW.

Additional Needs

Cylch Meithrin Llangelynnin is committed to providing appropriate support which meets the needs of each child. We collaborate with the Conwy Referral Scheme and the County's Early Education team to ensure that all boys and girls using our service can access it with ease.

Facilities

Facilities offered to children and their families include:

- A room designed to create a motivational and purposeful environment
- A kitchen to provide snacks for the children
- Designated Meithrin toilets
- Use of the big hall
- The chance to play outside
- A chance to play on local playing fields

Resources

The Cylch has a variety of high-quality equipment designed to promote learning through play. The Cylch offers a homely and welcoming atmosphere, designed to promote children's development.

Activities

Cylch Meithrin Llangelynnin's priority is the happiness of each child. Care is provided in a secure and encouraging environment, where children can take

advantage of a wide range of activities and play experiences designed to teach and develop them to their full potential.

The Cylch is an Early Education provider and follows the Foundation Phase principles in order to ensure that each child has the best possible start to their care and education. The Cylch will be inspected by Estyn and CIW for the purpose of quality assurance.

There are opportunities for children to:

- Play and socialise with other children
- Learn through play, indoors and out of doors
- Read stories, sing and dance

Cylch staff are looking forward to the changes that we face with the new Curriculum. Training is already under-way, and we are in regular contact with our Early Years Link Teacher who is providing invaluable help and advice in helping us to prepare.

Healthy Eating

We will provide a drink of milk or water to your child during the session, as well as a healthy and nutritious snack.

Our Leader holds a Level 2 Qualification in Early Years Nutrition – updated in January 2022.

Parents / Carers

The Cylch supports the principle of seeking the parents'/carers'/children's opinion about the service provided, in order to ensure that it is always of the highest standard. We will review the service twice during the academic year, and there will be an opportunity for parents to participate in the process by completing the Service Evaluation Questionnaire.

Covid restrictions permitting, we will also hold a parents' evening once a year, in order to share information with families regarding childrens' activities, and to give you them the opportunity to discuss their child's development and achievements within the Cylch Meithrin.

Medical Emergencies

Should a child require emergency medical treatment and should the Cylch be unable to contact the parent/s or other emergency contacts, then the Cylch will make the necessary arrangements to safeguard the child.

By signing the childcare agreement and the registration form, parents/carers authorise the Cylch to make any emergency medical arrangements necessary in the event of an emergency.

Compliments and Complaints Procedure

We welcome comments which enable us to improve our services. Parents/carers are informed of the compliments and complaints procedure before their child begins the Cylch.

Any complaints about any aspects of our work should be made, verbally in the first instance, to the Cylch's Leader. Should this not resolve the problem, then a more formal complaint may be made by writing to the Chairperson, who for this Cylch is Nia Duggan, at the above address; or else by writing the CIW at the address above.

The Cylch has received no complaints in the last 10+ years.

Health and Safety

The Cylch conforms to Health and Safety legislation requirements by doing everything that is practically possible to ensure the health and safety of everybody in the Cylch, e.g. sun protection, asthma, inspecting equipment, food hygiene etc.

The Cylch ensures that at least half of its staff possesses a relevant First Aid Certificate, and that they attend training regularly.

We arrange a yearly inspection of all electrical equipment, including fire extinguishers.

Emergencies

Should there be an emergency in the Cylch we will act to ensure the safety of all children, and then contact their parents directly to come and collect them.

There may be certain situations in which it is necessary to close Cylch Meithrin Llangelynnin at short notice. Should this occasion arise, staff will contact the parents/carers named on the Child Registration Form (P1), giving as much notice as possible.

Should we need to close owing to an emergency during the provision itself, staff will contact parents/carers using the emergency contact phone numbers provided. Staff will stay with children until they are collected.

Parents/carers will be contacted with a confirmation of the date of re-opening the provision.

Accidents

The Cylch Meithrin has an Accident Book and an Incident Book. If a child, worker or visitor to the Cylch is involved in an accident or serious incident, this must be reported to the Health and Safety Executive Body and CIW, in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) guidelines.

Bad Weather Arrangements

The Cylch Leader will contact the Chairperson early in the morning. The decision as to whether or not the Cylch will close will be dependent on whether or not the county decides to close schools, and whether staff members can reach the school. If the decision is taken to close the Cylch, then the Leader will contact parents via text, Facebook or phone call to inform them.

Should poor weather strike whilst the children are at the cylch, then the Leader must take the decision whether to close, keeping the following in mind:

Is it safe for parents to collect their children?

Can staff make it home from work?

Contact the parents as above.

GENERAL INFORMATION 2020 TO 2022

This has been a difficult time for the Cylch, who first of all wish to express their gratitude to the following people and organisations:

Meithrin families, for their continued support during the pandemic

Meithrin staff, for making the children feel welcome upon their return to Cylch and for their hard work ensuring that the children feel safe and secure in what has been a most uncertain time

The Meithrin Early Years Link Teacher, for maintaining contact and being a source of support both professionally and personally to Meithrin staff

Mudiad Meithrin and Croesi'r Bont staff, for supplying knowledge and a range of resources to help the staff and children

Conwy Council staff, within the Early Years sector, for keeping the staff and Committee updated on the ever changing rules and regulations.

Cylch Meithrin Llangelynnin regrettably had to close their doors twice during the first year of the Pandemic. This decision was taken purely on a financial basis, as many families had decided to withdraw their children from the service and it was not viable to stay open. As can be seen from the Balance Sheet, the Cylch relied heavily on Grants to maintain their income, and is still in receipt of Grant income, using this to "rebuild" and to make sure that the children we look after receive the best care we are able to give them. Total grants received from Local and Welsh Government sources were £21000. This meant that other sources of funding came from fees which was only £2660.

The financial situation for 2021/2022 has stabilised and we are expected to be financially secure for the 2022/2023 financial year, so long as we do not have any extended periods of closure. The Job Retention Scheme was instrumental








in helping us to reopen Cylch in September 2020 and again helped us reopen in February 2021. We received £4500 under this scheme in the 2020-2021 financial year.





We have a large number of children on the Register this year, and have a minimum of six children needing places from September 2022, many of which will be funded under the 30-Hour Childcare Scheme.

Staff are currently undergoing training on the requirements of the new Curriculum and will shortly be entering the transition phase. Additional funding has been made available to help with the cost of training and in the purchase of new resources and staff are positive about the future changes. Mandatory and optional training is currently being provided with all courses apart from First Aid being online, and staff are currently receiving training on the new ALN Code.

RHESTR O BOLISIAU CYFREDOL CYLCHOEDD MEITHRIN (Mawrth 2021)

LIST OF CURRENT POLICIES FOR CYLCHOEDD MEITHRIN (March 2021)

POLISI / POLICY	
Awgrymw'n i chi gael gwared ar hen bolisiau a enwir isod, a mabwysiadu'r rhai newydd yn eu lle i'ch Cylch. <i>We advise that you replace the old policies listed below and adopt the revised versions for your Cylch.</i>	
CAMDDEFNYDD ALCOHOL A CHYFFURIAU (2018) <i>MISUSE OF ALCOHOL AND DRUGS (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
AMDDIFFYN RHAG YR HAUL (2013-COVID) <i>SUN PROTECTION (2013-COVID)</i>	Cadw - Dim newid <i>Keep - No change</i>
 ANIFEILIAID YN Y LLEOLIAD (2019) <i>ANIMALS AT THE SETTINGS (2019)</i>	Cadw - Dim newid <i>Keep - No change</i>
ASTHMA (2019-COVID) <i>ASTHMA (2019-COVID)</i>	yn lle'r Polisi Asthma 2013 <i>replaces the 2013 Asthma Policy</i>
 BRECHU YMARFERWYR (2021) <i>PRACTITIONER VACCINATION (2021)</i>	Newydd - I'w hychwanegu <i>New - To add</i>
BYW'N IACH: BWYTA'N IACH A CHADW'N HEINI (2019-COVID) <i>HEALTHY LIVING: HEALTHY EATING AND KEEPING FIT (2019-COVID)</i>	yn lle'r Polisi Byw'n Iach a Chadw'n Heini 2013 <i>replaces the 2013 Healthy Eating and Keeping Fit Policy</i>
 CADW PLANT RHAG CRWYDRO / PLENTYN AR GOLL (2017) <i>PREVENTING CHILDREN FROM WANDERING / LOST CHILD (2017)</i>	Cadw - Dim newid <i>Keep - No change</i>
CANMOL A CHWYNO (2018) <i>COMPLIMENTS AND COMPLAINTS (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
CHWYTHU'R CHWIBAN (2013) <i>WHISTLEBLOWING (2013)</i>	Cadw - Dim newid <i>Keep - No change</i>
CLOI'R CYLCH - DIGWYDDIAD O ARGYFWNG (2019-COVID) <i>LOCKDOWN POLICY - IN EVENT OF EMERGENCY (2019-COVID)</i>	Newydd Medi 2019 <i>New Sep 2019</i>
 CLUDO A THROSGWLWYDDO PLANT (2017-COVID) <i>TRANSPORTING AND TRANSFERRING CHILDREN (2017-COVID)</i>	Cadw - Dim newid <i>Keep - No change</i>
 CYDRADDOLDEB AC AMRYWIAETH (2020) <i>EQUALITY AND DIVERSITY (2020)</i>	Diweddariad - angen newid <i>Update - need to change</i>
 CYFRINACHEDD A DIOGELU DATA (21.08.2019-COVID) <i>CONFIDENTIALITY AND DATA PROTECTION (21.08.2019-COVID)</i>	Diweddariad - angen newid <i>Update - need to change</i>
 CYNHWYSIANT A CHYFLE CYFARTAL (2020-COVID) <i>INCLUSION AND EQUAL OPPORTUNITIES (2020-COVID)</i>	Diweddariad - angen newid <i>Update - need to change</i>
DELWEDDAU DIGIDOL (Lluniau a Fideos) (2018) <i>DIGITAL IMAGES (Pictures and Videos) (2018)</i>	Cadw - Dim newid <i>Keep - No change</i>
DERBYN (2013)	Cadw - Dim newid

ADMISSIONS (2013)	Keep – No change
DI-FWG (2019)	Diweddariad – angen newid
SMOKE-FREE (2019)	Update – need to change
DIOGELU PLANT PLANT (2021-COVID) CHILD SAFEGUARDING (2021-COVID)	yn lle'r Polisi Amddiffyn Plant 2017 replaces the 2017 Child Protection Policy
	
E-DDIOGELWCH (2017)	Cadw – Dim newid
E-SAFETY (2017)	Keep – No change
GADAEL A CHASGLU PLANT (2017-COVID)	Cadw – Dim newid
LEAVING AND COLLECTING CHILDREN (2017-COVID)	Keep – No change
	
GWEITHIO AR EICH PEN EICH HUN (2017-COVID)	Cadw – Dim newid
LONE WORKING (2017-COVID)	Keep – No change
	
POLISI GWIRFODDOLI (2020)	Newydd
VOLUNTEERING POLICY (2020)	New
YR IAITH GYMRAEG (2019)	yn lle'r Polisi Yr Iaith Gymraeg 2013
THE WELSH LANGUAGE (2019)	replaces the 2013 Welsh Language Policy
IECHYD, DIOGELWCH A LLES (2017)	Cadw – Dim newid
HEALTH, SAFETY AND WELFARE (2017)	Keep – No change
MEDDYGINIAETH (2020)	Diweddariad – angen newid
MEDICATION (2020)	Update – need to change
NEWID CLWT/CEWYN (2017-COVID)	Cadw – Dim newid
NAPPY CHANGING (2017-COVID)	Keep – No change
	
SALWCH, AFIECHYDON HEINTUS A DAMWEINIAU (2017-COVID)	Cadw – Dim newid
ILLESS, INFECTIOUS DISEASES AND ACCIDENTS (2017-COVID7)	Keep – No change
	
STAFFIO (2013)	Cadw – Dim newid
STAFFING (2013)	Keep – No change
YMDDYGIAD CADARNHAOL (2017)	Cadw – Dim newid
POSITIVE BEHAVIOUR (2017)	Keep – No change
YMWYBYDDIAETH AMGYLCHEDDOL (2019)	Newydd – l'w hychwanegu
ENVIRONMENTAL AWARENESS (2019)	New – To add
POLISI CAU'R CYLCH DROS DRO (2020)	Newydd
TEMPORARY CLOSURE OF CYLCH POLICY (2020)	New
POLISI PROFION ASYMPTOMATIG AR GYFER COVID-19 (2021)	Newydd – l'w hychwanegu
ASYMPTOMATIC COVID-19 TESTING POLICY (2021)	New – To add

BALANCE SHEET**2019/20 2020/21**
ACTUAL ACTUAL**INCOME DETAILS**

MM Grant	0	3931
Sust Grant CCBC	3000	3000
3yF Grant CCBC	1500	2385
30 Hr Grant (WG)	10185.42	2670.78
JRS Grant (furlough)	0	4505.85
Training Grant	130	30
Helping Hands	0	0
Fees	3761.6	2668.6
Fundraising	0	0
Donations	12.3	0
Other	10	4623.63
INCOME TOTAL	18599.3	23814.9

EXPENDITURE DETAILS

Bank (BT)	368.17	396.11
Salaries	14659.05	14938.04
Rent	534	0
MMReg and Payroll	530	220
Equipment	300.1	43.55
Food	307.8	91.04
Fundraising	0	0
F'r Activity	0	0
Refund of fees	39.2	0
Other	821.09	737.39
EXPEND TOTAL	17559.4	16426.1
YEAR SURPLUS	1039.91	7388.73
CASH AT YEAR START	2099.94	2788.53
CASH AT YEAR END	2788.53	10177.3

ACTUAL BANK BALANCE	10913.37
PETTY CASH DEBIT	175.39
ACTUAL CASH AT YEAR END	10738