



## Statement of Purpose - XLWales Holiday Club

**Registered Person/ Responsible Individual:** Clare Phillips/Julie Samuel

**Person in Charge:** Club manager – CIW has a list of suitable names

**Legal Structure:** Company Limited by Guarantee

### Aims and Objectives

The aim of XLWales is to provide quality, accessible school holiday childcare offering a range of play activities in a welcoming atmosphere, allowing parents/carers in the local community to return to work/education/training.

### Children for Whom Care is Provided

The club operates for children aged 3 – 12 years as stated in our admissions policy, and caters for up to 64 children, in line with our Care Inspectorate Wales (CIW) registration.

The club offers a child centred 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 is open between 8.30am and 5.30pm, Monday to Friday during all school holidays except Christmas and bank holidays.

### Staffing

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

CIW Registered Person/ Responsible Individual:	Clare Phillips/Julie Samuel
CIW Person in Charge:	Club manager
Named Deputy in case of absence of Person in Charge:	Club manager
Designated Safeguarding Person	Clare Phillips/Julie Samuel
Designated First Aider	Various Club staff

Volunteers 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 Address:

The club is based in Oystermouth Primary School, Newton Road, Mumbles, Swansea, SA3 4BE and has the use of the playground. The club is held primarily in the school gym but occasionally in the school hall if the gym is unavailable.

The club provides appropriate areas for a range of needs. The indoor space in the gym is a large play area, the school hall is a traditional, large hall and there is a large yard for outdoor play. Should the weather be inclement, there is a play space under cover under the gym.

First aid facilities are available as well as storage and administrative space. There is a suitable number of toilets available for use by the children attending the club, and a separate toilet for use by staff.



## Activities Offered

A wide variety of activities is offered. The club has a wide range of age appropriate equipment to allow for a variety of play experiences such as sporting/physical activity equipment, arts and crafts, construction toys, role play toys, and board games. We occasionally use iPads or Spheros to complete a challenge, but these are not available for general play. Activities are planned weekly by the managers and they offer plenty of opportunities for free play. Children will be encouraged to participate in the planning and evaluation of activities and ideas for equipment when it is being purchased.

## Languages Used

The main language of the club is English. A small percentage of children attend from schools that teach through the medium of Welsh.

If we have a member of staff who is Welsh speaking they will communicate with the children in Welsh if desired. Many of the staff are qualified teachers, nursery workers, teaching assistants who all have a knowledge of incidental Welsh.

## Club Routine

08.30-10.00	Children arrive, free play	13:15-13.45	Outdoor play.
10.00-10:30	Snack time, first part of film.	13.45-15.30	Second challenge.
10:30-11:00	Outdoor play.	15.30-16.00	Snack time, last part of film.
11:00-12:45	First challenge.	16.00-17.30	Outdoor play.
12:45-13:15	Lunch time, next part of film.	17.30	Club closes.

## Policies and Procedures

The club has a comprehensive set of policies and procedures. All policies and procedures are reviewed and updated on an annual basis, or as required, to ensure they continue to reflect the relevant legislation, standards and best practice. All staff are familiar with the contents of all policies and procedures and copies are available for parents/carers on request.

All parents/carers receive a parent information brochure when registering their child, which contains important information regarding policies and procedures held by the club. Copies of all club policies and procedures are available on request by email [holidayclub@xlwales.org.uk](mailto:holidayclub@xlwales.org.uk).

## Terms and Conditions

The terms and conditions for using the club are set out in our club policies and procedures. Parents/carers must sign this on the consent form before their child starts attending the club.

## Admissions policy

The club is open to any child. We have a detailed admissions policy which can be found on the website [www.xlwales.org.uk](http://www.xlwales.org.uk).

## Contact Information

Contact name:	Clare Phillips or Julie Samuel
Contact telephone number:	01792 324060
Contact address:	4 Highpool Lane, Newton, Swansea, SA3 4TT
Email address:	<a href="mailto:holidayclub@xlwales.org.uk">holidayclub@xlwales.org.uk</a>

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 club manager if you would like to make any suggestions.

However, from time to time a parent/carer or child may find it necessary to follow the complaints procedures. A copy can be obtained from the club manager.

### **Arrangements for dealing with an emergency**

The club has comprehensive emergency procedures. Details can be obtained from the club manager.

**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.**

XLWales holiday club is registered with Care Inspectorate Wales (CIW). Should you wish to contact them, the contact details are:

**Care Inspectorate Wales, Government Buildings, Picton Terrace, Carmarthen SA31 3BT  
Telephone: 0300 7900 126, Fax: 01267 245140**