www.cwlwm.org.uk

cwlwm

Considering providing wraparound childcare?

This guide gives information to those considering setting up new childcare provision or extending to include wraparound care and has been produced by Cwlwm (see table at end for details of Cwlwm partners). There are many ways wraparound care can be provided.

The formal definition of Wraparound childcare is a service provided by settings registered with Care and Social Services Inspectorate Wales (CSSIW) who provide childcare for children usually aged, 3 or 4 years old. This is for children who attend a school or setting part time for their early education place and then require childcare before and/or after this[1].

These services can be provided by independent childcare providers or by registered childcare provision within schools. There is also **good practice** to be found where independent childcare providers have worked with schools to offer this service.

Why is wraparound childcare needed?

For many parents, the availability of high quality, affordable childcare is vital so that they can work or access training. Childcare providers and schools have an important part to play in facilitating this as they are often at the heart of the community. Wraparound childcare provides a **flexible model that meets these needs of families**. Wraparound childcare may be accessed within a Pre-School Playgroup, a Cylch Meithrin, a Day Nursery or at a Childminder or through development of provision in Out of School childcare clubs. The introduction of the Childcare Offer by the Welsh Government will see an increase in demand for wraparound services from working families.

Benefits:

Wraparound childcare helps to:

- Ensure continuity of care for the child and family
- Support transition for children into full time education
- Support working families to start/continue to work/ train.
- Support business sustainability for childcare settings

Working in Partnership with:

Llywodraeth Cymru
Welsh Government

July 2017

[1] In practice this term is often more widely used by the sector for childcare that takes place around a part time funded Foundation Phase education session, funded Flying Start session or other privately paid for childcare sessions. This does NOT include extra-curricular activities such as sports clubs, music lessons or other activities.

www.cwlwm.org.uk

Yn gweithio mewn partneriaeth â:

Llywodraeth Cymru
Welsh Government

July 2017

What you need to know about providing wraparound care

Generally childcare that operates for more than 2 hours per day for children up to the age of 12 years is required by law to register with the Care and Social Services Inspectorate for Wales (CSSIW) and must comply with the relevant regulations and the National Minimum Standards for Regulated Child Care.

The first step in developing a wraparound childcare service or extending your current services to include wraparound childcare is to identify whether this type of childcare is needed or wanted by the families in your local community. There are a number of ways in which you can determine this, including:

- Contact your local Family Information Service who will have a recent Childcare Sufficiency Assessment report (CSA) which will support you in identifying local need and will support you to get a picture of childcare provision locally
- If you are a current registered childcare provision or school consider use of a questionnaire to parents asking them about their childcare needs to gain further evidence of need and record requests from parents to provide such a service.
- Contact your relevant **Cwlwm childcare umbrella organisation** for information or further support and guidance in developing this service (see contact details at end of this guide) who may also be able to facilitate contact between childcare providers and schools. Business Wales can also provide support with business planning.
- Consider the benefits of working in partnership with other childcare settings or schools to complement services you/they provide.
- Schools looking to establish new wraparound childcare services should first consider the provisions currently available within the local community. This can help to strengthen local community childcare provision, ease the burden of developing new provisions and avoid displacing current childcare provision. Please see our separate leaflet on '*A closer look at establishing wraparound on a school site*' for further information.

A full set of up to date childcare policies and procedures are required when any new childcare setting is being established. Existing policies and procedures will need to be revised for any settings extending services. For guidance and support on developing these, please contact the relevant Cwlwm childcare umbrella organisation.

Key areas for consideration when developing wraparound childcare

Staffing

Those managing and working in registered childcare settings in Wales must have the appropriate childcare qualifications in line with the National Minimum Standards for Regulated Childcare (NMS). The NMS also state clearly the adult to child staffing ratios required for childcare settings. Anyone thinking of providing a wraparound service needs to ensure they comply with these.

It is also important to consider robust recruitment, induction and supervision for any employed staff. Guidance and support for this can be found on the Social Care Wales (formally Care Council for Wales) website.

Premises

It is important to ensure that you consider the use of suitable premises for any childcare services. As an example consider how the following CSSIW requirements could be met and remember the number of children allowed within the provision is determined by the space available.

- Access to appropriate toilet facilities
- Outdoor play space
- Storage of materials and resources owned by the childcare setting
- Access to a suitable food preparation area
- Security measures

You also need to consider any requirements that may affect the service you offer as these have specific requirements in addition to the ones outlined by CSSIW. This includes for example the requirements of Local planning, Fire Service and Environmental Health.

Funding, Fees and Sustainability

In order to develop and maintain an effective and sustainable childcare provision, a robust business plan should be in place, which should also include detailed financial planning.

Fees should be the main source of income for the setting. These can be privately paid by parents or funded through other sources for example Foundation Phase or Flying Start. Ideally they will generate sufficient income to cover all the costs of providing the service. The fee level will be determined by the costs of running the service including staff wages and other ongoing revenue costs, however local needs should also be taken into account e.g. number of working families, income levels, availability of alternative childcare (including family). Please see contact section for organisations that can support with your business plan.

To supplement fee income (and help to keep the costs of providing the service down), some childcare settings undertake fundraising events and apply for external grant funding where relevant, though ideally settings should not be reliant on this. **N.B.** privately managed organisations are unable to apply to the vast majority of grant schemes due to their business structure.

Where the setting is registered with CSSIW, working families may be eligible to receive financial support through UK Government initiatives. There is further information on this also on the Welsh Government website 'Help Paying for Childcare'

Next Steps

If you would like any more information, or would like to move forward with your plans, please use the contact details below for those referred to within this guide.

It is worth considering the benefits of becoming a member of one or more of the relevant Cwlwm childcare umbrella organisations. Benefits of membership vary between organisations but can include access to training and Continuous Professional Development (CPD) opportunities, support and guidance, representation of members at a national level, networking opportunities, regular updates and communications, appropriate as well as competitively priced insurance and advertising of vacancies on their websites. Details for Cwlwm childcare umbrella organisations can be found below and also on the Cwlwm website www.cwlwm.org.uk

Contact Details – Cwlwm Childcare Umbrella Organisations

Organisation	Telephone	Email and Website
Mudiad Meithrin: Supporting Welsh medium Pre-school provision for children aged 2-5 years	01970 639639	post@meithrin.cymru www.meithrin.cymru
Clybiau Plant Cymru Kids' Clubs: Supporting out of school childcare for children aged 3-14	029 2074 1000	www.clybiauplantcymru.org
National Day Nurseries Association (NDNA Cymru): Supporting full day childcare nurseries and the early years and childcare workforce	01824 707 823	wales@ndna.org.uk www.ndna.org.uk
Professional Association for Childcare and Early Years (PACEY Cymru): Supporting all those working in childcare and early years with a focus on registered childminders in Wales.	0845 880 1299	paceycymru@pacey.org.uk www.pacey.org.uk
Early Years Wales: Supporting Pre-school provision for children aged 2-5 years	029 2045 1242	info@earlyyears.wales www.earlyyears.wales

Useful Contacts

Business Wales	https://businesswales.gov.wales/
Care and Social Services Inspectorate Wales (CSSIW)	0300 7900 126 www.cssiw.org.uk
Social Care Wales	https://socialcare.wales
Family Information Services (FIS)	http://gov.wales/topics/people-and-communities/people/children-and-young-people/parenting-support-guidance/help/familyinformationservices/
HM Revenue & Customs(HMRC)	www.gov.uk/government/organisations/hm-revenue-customs

www.cwlwm.org.uk

www.cwlwm.org.uk

cwlwm

Ystyried gofal cofleidiol ar gyfer plant?

Bwriad y canllaw yma a grëwyd gan bartneriaid Cwlwm (gweler y tabl i weld gwybodaeth am y partneriaid) yw rhoi gwybodaeth i'r rheiny sy'n ystyried agor, neu ehangu darpariaeth gofal plant i gynnwys gofal cofleidiol. Mae amryw o ffyrdd i ddarparu gofal cofleidiol.

Y diffiniad ffurfiol o ofal cofleidiol yw gwasanaeth sydd wedi ei ddarparu gan leoliadau ac sydd wedi cofrestru gydag Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru (AGGCC) sy'n cynnig gofal i blant sydd fel arfer yn 3 neu 4 oed. Mae hyn ar gyfer plant sy'n mynychu ysgol neu leoliad yn rhan-amser ar gyfer eu lleoliad addysg gynnar, ac yna sydd angen gofal plant cyn a/neu ar ôl hyn[1].

Gall y gwasanaethau hyn gael eu cynnig gan weithwyr gofal plant annibynnol neu gan ddarpariaeth gofrestredig o fewn ysgolion. Mae yna **ymarfer da** i'w weld pan mae gweithwyr gofal plant annibynnol yn cyd-weithio gydag ysgolion i gynnig y gwasanaeth.

Pam fod angen gofal plant cofleidiol?

I lawer o rieni, mae argaeledd gofal plant fforddiadwy ac o ansawdd yn hanfodol er mwyn iddynt allu mynd yn ôl i'r gwaith neu i fynychu hyfforddiant. Mae gan ddarparwyr gofal plant ac ysgolion rôl bwysig i ddarparu'r gwasanaeth hwn gan eu bod yn aml iawn yng nghalon y gymuned. Mae gofal cofleidiol yn darparu **gwasanaeth hyblyg sy'n cwrdd â gofynion teuluoedd**. Mae'n bosib mynychu gofal cofleidiol drwy Gylchoedd Chwarae - Cyn Ysgol, Cylch Meithrin, Meithrinfa Ddydd, drwy warchodwr plant neu drwy ddatblygiad darpariaeth mewn Clybiau All-Ysgol. Bydd cynnydd yn y galw am ofal cofleidiol gan deuluoedd sy'n gweithio wedi i'r Llywodraeth gyflwyno'r Cynnig Gofal Plant.

Buddion:

Mae gofal cofleidiol yn cynorthwyo i:

- Sicrhau dilyniant mewn gofal ar gyfer y plentyn a'r teulu
- Cefnogi'r cyfnod pontio'r plentyn i addysg llawn amser
- Cefnogi teuluoedd sy'n gweithio i gychwyn/ail-gychwyn gweithio
- Cefnogi cynaladwyedd busnes ar gyfer lleoliadau gofal plant

Yn gweithio mewn partneriaeth â:

Llywodraeth Cymru
Welsh Government

Gorffennaf 2017

[1] Fel arfer, mae'r term yn cael ei ddefnyddio gan y sector am ofal plant sy'n cymryd rhan o amgylch addysg rhan amser sydd wedi ei ariannu'n rhannol gan gyllideb y Cyfnod Sylfaen, gan Dechrau'n Deg neu sesiynau gofal plant sydd wedi cael eu talu'n breifat. NID yw'n cynnwys gweithgareddau allgyrsiol megis clybiau chwaraeon, gwersi cerdd neu weithgareddau eraill.

www.cwlwm.org.uk

Yn gweithio mewn partneriaeth â:

Llywodraeth Cymru
Welsh Government

July 2017

Beth sydd angen gwybod am ddarparu gofal cofleidiol

Yn gyffredinol ac yn gyfreithiol, mae gofal plant sy'n gwasanaethu am fwy na 2 awr y dydd i blant hyd at 12 mlwydd oed angen cofrestru gydag Arolygaeth Gofal a Gwasanaethau Cymdeithasol Cymru (AGGCC) a rhaid cydymffurfio gyda'r rheoliadau perthnasol a reoleiddir gan y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant.

Y cam cyntaf mewn datblygu gwasanaeth gofal cofleidiol ar gyfer plant neu i ehangu ar wasanaeth presennol i ddarparu gofal cofleidiol yw adnabod os oes angen y math yma o wasanaeth ar deuluoedd yn eich ardal. Mae amryw o ffyrdd i ddarganfod hyn, yn cynnwys:

- Cysylltwch â changen Gwasanaethau Gwybodaeth i Deuluoedd lleol, bydd ganddynt gopi diweddaraf o'r Asesiad Digonolrwydd Gofal Plant (CSA) a fydd yn eich cynorthwyo i adnabod os oes galw yn eich ardal, ac i weld pa wasanaethau lleol sydd eisoes yn bodoli
- Os ydych yn ddarparwr gofal plant cofrestredig, neu yn ysgol, ystyriwch ddefnyddio holiadur yn gofyn i rieni am eu hanghenion gofal plant, a chofnodi'r ymatebion hynny er mwyn ennill mwy o dystiolaeth fod angen darparu gwasanaeth o'r fath.
- Cysylltwch ag un o **sefydliadau ymbarél** gofal plant Cwlwm am wybodaeth a chyngor mewn datblygu'r gwasanaeth (gweler manylion ar ddiwedd y canllaw hwn), byddent hefyd yn gallu hwyluso'r cyswllt rhwng y darparwyr a'r ysgolion. Yn ogystal, gall Busnes Cymru darparu cefnogaeth cynllunio busnes.
- Ystyried y buddion o gyd-weithio gyda lleoliadau gofal plant eraill neu ysgolion i wella'r gwasanaeth rydych chi/nhw yn ei gynnig.
- Dylai ysgolion sy'n ystyried cynnig gwasanaeth gofal cofleidiol o'r newydd ystyried pa ddarpariaethau eraill sydd ar gael yn lleol. Gall hyn gryfhau darpariaethau gofal plant lleol, lleihau baich o ddatblygu darpariaethau newydd ac osgoi amharu ar ddarpariaethau gofal plant sydd eisoes yn bodoli. Gweler y daflen ar *"A closer look at establishing wraparound on a school site"* am wybodaeth bellach.

Mae angen polisïau llawn a gweithdrefnau cyfredol ar gyfer unrhyw leoliad gofal plant newydd. Bydd angen addasu'r polisïau a gweithdrefnau presennol os yw'r gwasanaeth yn ehangu. Am gymorth a chyngor ar ddatblygu'r rhain, cysylltwch â'r sefydliad ymbarél gofal plant Cwlwm perthnasol.

Prif bwyntiau i'w hystyried wrth ddatblygu gofal cofleidiol

Staffio

Mae'n rhaid i rheiny sy'n rheoli a gweithio mewn darpariaethau gofal plant cofrestredig gael cymwysterau gofal plant addas sy'n cyd-fynd a'r Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant (NMS). Mae'r NMS hefyd yn nodi'n glir y gymhareb staffio oedolion a phlant fydd angen ar gyfer y lleoliad gofal plant. Mae'n rhaid i unrhyw un sy'n ystyried cynnig gofal cofleidiol gydymffurfio gyda'r rhain.

Mae'n bwysig ystyried fod angen recriwtio cadarn, anwytho a goruchwylio ar gyfer pob aelod o staff. Mae cyngor ac arweiniad ar gael ar wefan Gofal Cymdeithasol Cymru (Cyngor Gofal Cymru gynt).

Lleoliad

Mae'n bwysig eich bod yn ystyried defnydd addas o'r lleoliad ar gyfer unrhyw ofal plant. Er enghraifft, ystyriwch sut mae'r gofynion AGGCC isod yn cael eu cyflawni, a chofiwch fod maint y lleoliad yn dylanwadu ar y nifer o blant sy'n cael mynychu.

- Mynediad i gyfleusterau toiled addas
- Ardal chwarae tu allan
- Man storio deunyddiau ac adnoddau sy'n berchen i'r ddarpariaeth gofal plant
- Mynediad ar gyfer ardal paratoi bwyd addas
- Mesurau diogelwch

Yn ogystal, mae'n rhaid ystyried unrhyw ofynion a all effeithio'r gwasanaeth rydych yn ei gynnig, gan fod y rhain yn ofynion ychwanegol i'r rhai sydd wedi eu hamlinellu gan AGGCC. Mae hyn yn cynnwys gofynion cynllunio lleol, Gwasanaeth Tân ac Iechyd Amgylcheddol, er enghraifft.

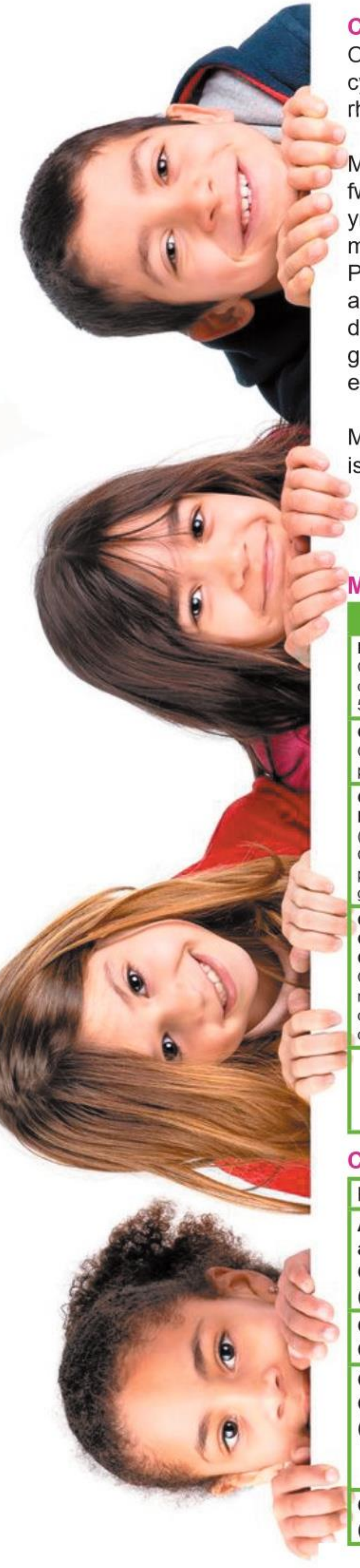
Cyllid, Ffioedd a Chynaladwyedd

Er mwyn gallu datblygu a chynnal darpariaeth gofal plant effeithiol a chynaliadwy, rhaid cael cynllun busnes yn cynnwys cynllun cyllidol manwl.

Dylai ffioedd fod yn brif incwm y busnes. Gall y rhain cael eu talu yn breifat gan y rhieni, neu yn gyllid gan ffynonellau eraill megis y Cyfnod Sylfaen neu Dechrau'n Deg. Yn ddelfrydol, dylai'r rhain greu digon o incwm i ddarparu'r gwasanaeth. Penderfynir ar y ffioedd drwy ystyried costau cynnal y gwasanaeth, yn cynnwys cyflogau staff a chostau cyllidol eraill, er hyn, mae'n rhaid ystyried gofynion lleol, megis y nifer o deuluoedd sy'n gweithio, lefelau incwm, argaeledd gwasanaethau gofal plant eraill (yn cynnwys teuluoedd). Gweler yr adran gysylltiadau am fanylion cwmnïau a all eich cynorthwyo i greu cynllun busnes.

Er mwyn ychwanegu at incwm (a lleihau costau rhedeg y gwasanaeth), mae rhai darpariaethau gofal plant yn cynnal digwyddiadau codi arian a phan yn berthnasol, ymgeisio am grantiau allanol, ond yn ddelfrydol dylai darpariaethau ddim bod yn ddibynnol ar y rhain. Oherwydd strwythur busnes cwmnïau preifat, nid yw'n bosib iddynt ymgeisio am nifer o gymorthdaliadau.

Gall teuluoedd sy'n gweithio fod yn gymwys ar gyfer cymorth ariannol drwy fentrau Llywodraeth Prydeinig os yw'r ddarpariaeth wedi ei gofrestru gyda'r AGGCC. Mae mwy o wybodaeth am hyn ar wefan Llywodraeth Cymru 'Cymorth i dalu am ofal plant'



Camau Nesaf

Os hoffech fwy o wybodaeth, neu am symud ymlaen gyda'ch cynlluniau, defnyddiwch y manylion cyswllt isod ar gyfer y rheiny sydd wedi eu cynnwys yn y canllaw hwn.

Mae'n werth ystyried y buddion o ymaelodi gydag un neu fwy o sefydliadau ymbarél gofal plant Cwlwm. Mae buddion ymaelodi yn amrywio ym mhob sefydliad ond all gynnwys mynediad at hyfforddiant, cyfleoedd Datblygiad Personol Parhaus (DPP), cyngor ac arweiniad, cynrychiolaeth o aelodau ar lefel cenedlaethol, cyfleoedd i rwydweithio, diweddariadau a chyfathrebiad rheolaidd, yswiriant addas gyda phris cystadleuol a chyfleoedd i hysbysebu swyddi ar eu gwefannau.

Mae manylion cysylltu ar gyfer partneriaid Cwlwm ar gael isod, ac ar wefan Cwlwm, www.cwlwm.org.uk

Manylion Cysylltu – Partneriaethau Cwlwm

Sefydliad	Ffôn	E-bost a gwefan
Mudiad Meithrin: Cefnogi darpariaethau cyn-ysgol cyfrwng Cymraeg i blant rhwng 2 a 5 oed	01970 639639	post@meithrin.cymru www.meithrin.cymru
Clybiau Plant Cymru Kids' Clubs: Cefnogi gofal plant all-ysgol ar gyfer plant rhwng 3 – 14 oed	029 2074 1000	www.clybiauplantcymru.org
Cymdeithas Genedlaethol Meithrinfeydd Dydd (NDNA Cymru) (NDNA Cymru): Cefnogi meithrinfeydd dydd gofal plant a'r blynyddoedd cynnar a'r gweithlu gofal plant	01824 707 823	wales@ndna.org.uk www.ndna.org.uk
Cymdeithas Broffesiynol ar gyfer Gofal Plant a'r Blynyddoedd Cynnar Cymru (PACEY Cymru): Cefnogi'r rheiny sy'n gweithio ym maes gofal plant a'r blynyddoedd cynnar gan ffocysu ar ofalwyr plant cofrestredig yng Nghymru	0845 880 1299	paceycymru@pacey.org.uk www.pacey.org.uk
Bynyddoedd Cynnar Cymru Cefnogi darpariaethau cyn-ysgol ar gyfer plant rhwng 2 - 5	029 2045 1242	info@earlyyears.wales www.blynyddoeddcynnar.cymru

Cysylltiadau Defnyddiol

Busnes Cymru	https://businesswales.gov.wales/
Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru (AGGCC)	0300 7900 126 www.cssiw.org.uk
Gofal Cymdeithasol Cymru	https://socialcare.wales
Gwasanaethau Gwybodaeth i Deuluoedd (FIS)	http://gov.wales/topics/people-and-communities/people/children-and-young-people/parenting-support-guidance/help/familyinformationservices/
Cyllid a Thollau EM (HMRC)	www.gov.uk/government/organisations/hm-revenue-customs

www.cwlwm.org.uk