



Guide to compiling a
Statement of Purpose
Children and Families (Wales)
Measure 2010

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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Part 1: Information about the Statement of Purpose

1. What is a statement of purpose?

- 1.1. The statement of purpose is a key document. It is developed primarily for you, the regulator (CIW), parents / carers and commissioners. It sets out the vision for the service and your aspirations for meeting the needs of the children you care for. It should clearly demonstrate that you fully understand their needs and demonstrate how, particularly through leadership and management, staffing arrangements, activities, routine, facilities and environment, you will do your best to promote the best possible outcomes for the children.
- 1.2. The information in your statement of purpose must be accurate and kept up to date.

2. Who is the statement of purpose for?

- 2.1. The statement of purpose is a legal requirement. If you make an application to register a service with us you have to include a statement of purpose as part of your application. This will tell us:
 - a) details about you;
 - b) where the service is located;
 - c) the type of the service you provide;
 - d) the aims and objectives of the service; and
 - e) how the service will be provided.
- 2.2. While the statement of purpose can be used to provide information to anyone who may have an interest in your service, its primary use under the Children and Families (Wales) Measure 2010 is to provide a benchmark for you, the regulator, parents / carers and commissioners to measure how the service is performing.
- 2.3. When considering your application to register, we will need to be satisfied that your service will make proper provision for the well-being of children and is able to meet the standards required in the regulations. The statement of purpose will be a key source of evidence used by us to inform decisions to grant or refuse applications for registration and variations to registration.
- 2.4. Following registration, we will consider whether the service is being provided in line with the statement of purpose at every inspection.

3. When does the statement of purpose need to be amended?

3.1. You should amend your statement of purpose when you make changes which result in it no longer accurately describing the service you provide and/or how it is provided. You should review your statement of purpose at least annually or when changes are being made to the service, such as a change in hours of opening or maximum numbers. An updated copy should be provided to the CIW as soon as possible, whenever practicable at least 28 days before the change is to take effect.

4. The legal context for the statement of purpose:

Under The Child Minding and Day Care Regulations (Wales) 2010 a statement of purpose must be submitted as part of an application to register. Regulation 15 sets out the information which must, as a minimum, be included within the statement of purpose. In addition, Standard 1.2 of the National Minimum Standards provides further detail.

Part 2: Statement of Purpose Template

Section 1: About the provider (Contact Information)

| | |
|---|---|
| Service provider | <i>This should be the name of registered provider</i> |
| Address of service provider | <ul style="list-style-type: none"> • Where the applicant is an organisation, this should be the address of the organisation's principal or registered office • Where the applicant is an individual, this should be the individual's correspondence address; |
| Legal entity. This section is only relevant to Day Care providers. For Child Minders the legal entity will always be the Child Minder. See registration guidance for further information | Individual <input type="checkbox"/> Joint Registered Persons <input type="checkbox"/> |
| | Corporate body: Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Charitable Company <input type="checkbox"/> Charitable Incorporated Organisation (CIO) <input type="checkbox"/> Local Authority <input type="checkbox"/> Local Health Board <input type="checkbox"/> Other corporate body <input type="checkbox"/> |
| | Unincorporated Body: Partnership <input type="checkbox"/> Committee <input type="checkbox"/> Charitable Trust <input type="checkbox"/> Other unincorporated body <input type="checkbox"/> |
| Responsible individual(s) or Registered Person(s) | <i>This should be the name of the person designated to oversee the service for the organisation (RI) or the name of the person who is responsible as an individual (RP)</i> |

| | |
|---------------------------|---|
| Person in Charge | <i>This should be the name of the person who will be in day to day charge of running the service.</i> |
| Name of service | |
| Address of service | <i>The address from where the service is operating.</i> |
| Contact details | <i>This should include the name of the child minder, RP or RI, name of the Person in Charge, contact details including address, telephone number and / or email address</i> |

Section 2: For child minders only: Composition of own family & whether the registered person (child minder) is a foster carer

In this section you should give details:

- *About your family, i.e. any children, their ages, any other household members 16 years and older who are living at the premises.*
- *Clearly state whether you are a foster carer or not*

Section 3: Details of pets or other animals on the premises (if applicable)

If you have any pets or other animals on the premises you should record the details here, for example:

- *what type of animal(s)*
- *are their vaccinations up to date*
- *where will they be kept*
- *how will you ensure the children are kept safe from any pets/ animals while in your care*

Section 4: Aims and objectives of the service

You should state what the aims and objectives of your service are and how you intend to achieve them, for example:

- supporting children to achieve the best possible outcomes through care, learning and play*
- supporting children to feel valued, safe, healthy and confident*
- ensuring the quality of care you offer is continuously improving and that children and parents / carer's voices are heard*

Section 5: Details about the children for whom care is provided

This section should include details about:

- *The maximum number of children you wish to care for at any one time*
- *The ages of the children you wish to care for*
- *The sex of children you wish to care for*

Section 6: Range of needs of relevant children to be met

You need to describe:

- *The range of needs your service is able to meet*
- *How you will try to meet those individual needs and abilities through the promotion of equality and diversity*
- *How you will ensure all children and their families are treated with respect*
- *How you will track children's progress and consult parents*
- *Any experience you may have of caring for children with additional needs*

Section 7: Language(s) used

Languages that are used at the service. Include:

- *Main language used*
- *Any incidental language used*
Any languages taught to children

Section 8: Opening hours

Include information about:

- *The service opening hours (including the days and times that you are open).*
- *The procedure for collecting children from the service and what will happen if parents are late / unable to collect their child.*

Section 9: Staffing (if applicable)

In this section, the information should be about childcare & play staff OR any child minding assistants. For example you need to include:

- *details about any child minding assistants including their duties and responsibilities*
- *confirmation if you intend to provide a placement for any apprenticeships / students / volunteers*
- *confirmation that your staff are suitably qualified and experienced to care for children up to the age of 12 years*
- *information about the adult to child ratio relevant to your service (as noted in the National Minimum Standards for Regulated Child Care, e.g. child minder – Standard 15.7 or day care – Standard 15.12).*

Section 10 – Full details of provision including:

- **Facilities available** – Describe indoor and outdoor areas, toys and play equipment that will be available to the children.
- **Services offered** – Describe the type of service that you are offering, e.g. meals and snacks, pick up / drop off services to local schools, half day, full day or after school care etc.
- **Activities offered** – Describe the play and learning activities that will be offered to children and how these will be regularly reviewed.
- **Routines** – Include an example of a daily routine

Section 11: Terms & Conditions

In this section, you need to write a summary of your terms and conditions. This could include:

- *Fees*
- *Holiday arrangements*
- *Sickness / Illness arrangements*
- *Admissions / Settling in arrangements*
- *A brief description about the contract between you and the parents / carers*

Section 12: Dealing with complaints

In this section, you need to:

- *Explain briefly how you will deal with complaints verbally and in writing including, information about how to contact the CIW must be included, i.e. address, telephone number and / or email address.*

It is not sufficient just to refer to your Complaints Policy and Procedure; you must include a summary of the details as noted above.

Section 13: Dealing with emergencies

In this section, include for example:

- *A summary of the fire evacuation procedure*
- *Accident or medical emergency*

It is not sufficient just to refer to your Accident & Emergency Policy and Procedure; you must include a summary of the details as noted above.

Section 14: Reviewing the Statement of Purpose

In this section, you need to include:

- *Details of arrangements to review the Statement of Purpose at least annually and informing the CIW of changes to the service*

Annex 1: Relevant Registration Regulations for Statement of Purpose

Childminding and Day Care Regulations (Wales) 2010: Regulations 15 and 27.

Regulation 15.

(1) The registered person must compile in relation to the child minding or provision of day care for which the person is registered, a statement on paper

("the statement of purpose") which must consist of:

- (a) a statement of aims and objectives;
- (b) a statement as to the age-range, sex and number of children for whom care is intended to be provided by the registered person and as to the range of needs that the person intends to meet;
- (c) a statement as to the facilities and services to be provided or made available to relevant children;
- (d) a statement as to the activities to be provided and as to the language or languages through which the activities will be provided; and
- (e) a statement of the terms and conditions upon which care is provided to relevant children when the registered person acts as a child minder or provides day care, as the case may be.

(2) Subject to paragraph (3) the registered person must ensure that he or she acts as a child minder or that day care is provided, as the case may be, in a manner which is consistent with the statement of purpose.

(3) Nothing in paragraph (2) or in regulation 37 requires or authorises the registered person to contravene or not to comply with:

- (a) any other provision of these Regulations; or
- (b) the conditions for the time being in force in relation to the registration of the registered person under Part 2 of the Measure.

(4) The registered person must:

- (a) keep under review, and, where appropriate, revise the statement of purpose; and
- (b) whenever practicable notify the appropriate office of any such revision at least 28 days before it is to take effect.

Regulation 27

The registered person must ensure that there is at all times, having regard to:

- (a) the statement of purpose and the number and needs (including any needs arising from any disability) of the relevant children.

Children and Families (Wales) Measure 2010: Part 2, Section 24 and 26.

24 Applications for registration: child minding

(1) A person who proposes to act as a child minder may make an application to the Welsh Ministers for registration as a child minder.

(2) An application must:

- (a) give any prescribed information about prescribed matters;
- (b) give any other information which the Welsh Ministers reasonably require the applicant to give.

26 Applications for registration: day care for children

(1) A person who proposes to provide day care for children on particular premises may make an application to the Welsh Ministers for registration as a provider of day care on those premises.

(2) An application must:

- (a) give any prescribed information about prescribed matters;

(b) give any other information which the Welsh Ministers reasonably require the applicant to give.

National Minimum Standards: Standard 1, Outcome 1.2

1.2 A Statement of Purpose has been compiled as set out in the regulations and information is given to prospective parents, orally and in writing, about the service provided.

Annexe 2 – [Registration Guidance](#)