**Childcare Business Support Case Study**

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| **Summary**  **Heya Bina Holiday Club, Cardiff -** Supporting the development of a new Out of School Childcare Club in Cardiff |

**Name and type of Club: Heya Bina Holiday Club, Holiday Club.**

**Local Authority Area: Cardiff**

Heya Bina Holiday Club is a fully inclusive holiday club which seeks to provide childcare for families within the Cathays area in Cardiff with a focus on Islamic themed play activities. The service is open to all children. Faith play based activities are provided alongside a wide range of other activities which children have free choice to access.

After the initial discussion between the founder of Heya Bina Holiday Club, Amy, and Clybiau Plant Cymru Kids’ Clubs Childcare Business Development Officer, Becky, it was decided that the first step was to try to find a venue. Becky suggested that Amy reach out to the local Mosque. This proved positive as not only was there an appropriate room they could provide but the management were more than happy to support the provision. Becky supported Amy in preparing the policies and completing the application to Care Inspectorate Wales (CIW).

One area that Amy was very keen to pursue was being a paperless business. This meant that all policies and forms would be online using “the cloud”. We discussed procedures for how the Club could retrieve information they would need during Club hours with backups if they struggled with internet access. Becky then supported Amy to write the policy for the paperless system, looking into the research and ensuring the policy included important procedures on protecting the data while using the cloud.

The application was submitted to CIW who came back with minimum amendments. They informed Amy that her application and policies were so thorough that there wasn’t much to discuss.

Amy and Becky have worked closely together to ensure setting up the new business has gone smoothly particularly during these unprecedented times. The final step is waiting for CIW to remotely inspect the building. We are all confident that, Covid restrictions allowing, the Club will be up and running within the next few months.

Speaking about the support received from Becky, Amy has stated:

“The support I have received from Rebecca has been wonderful. Covid threw a spanner in the works but Rebecca worked tirelessly especially in the weeks before submitting documentation to CIW. Numerous phone and Zoom meetings took place even though she battled working from home plus home schooling! I enjoyed it on one occasion when her son popped in to say hi. I was really appreciative about how quickly Rebecca responded with amendments for cloud storage. Looking forward to continuing membership with Clybiau Plant Cymru Kids’ Clubs and opening my setting in the very near future when safe to do so.”

**Astudiaeth Achos Cefnogi Busnesau Gofal Plant**

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| **Crynodeb**  **Clwb Gwyliau Heya Bina Caerdydd –** Yn cefnogi datblygiad Clwb Gofal Plant Allysgol newydd yng Nghaerdydd |

**Becky Hall, Swyddog Datblygu Busnesau Gofal Plant, De Ddwyrain Cymru**

**Enw a’r math o Glwb:** **Clwb Gwyliau Heya Bina, Clwb Gwyliau**

**Awdurdod Lleol: Caerdydd**

Mae Clwb Gwyliau Heya Bina yn glwb gwyliau cwbl gynhwysol, sy’n ceisio darparu gofal plant i deuluoedd yn ardal Cathays, Caerdydd gyda ffocws ar weithgareddau chwarae ar thema Islamaidd. Mae’r gwasanaeth yn agored i bob plentyn. Darperir gweithgareddau’n seiliedig ar ffydd ochr yn ochr â dewis eang o weithgareddau eraill y mae plant yn dewis eu cyrchu, neu beidio, o’u gwirfodd.

Ar ôl y drafodaeth gychwynnol rhwng sylfaenydd Clwb Heya Bina, Amy, a Swyddog Datblygu Busnesau Gofal Plant i Clybiau Plant Cymru Kids' Clubs, Becky, penderfynwyd mai'r cam cyntaf oedd ceisio dod o hyd i fan cyfarfod. Awgrymodd Becky i Amy y dylai ymholi yn y Mosg lleol. Bu hwn yn gam cadarnhaol, nid yn unig am fod ganddynt fan cyfarfod addas y gallent ei ddarparu, ond hefyd am fod y rheolwyr yn fwy na pharod i gefnogi’r ddarpariaeth. Cefnogodd Becky Amy i baratoi’r polisiau ac i gwblhau’r cais i Arolygiaeth Gofal Cymru (AGC).

Un maes yr oedd Amy’n awyddus iawn i’w ddilyn oedd bod yn fusnes di-bapur. Golygai hyn y byddai’r holl bolisïau a’r ffurflenni ar-lein gan ddefnyddio’r “cwmwl”. Fe wnaethom drafod gweithdrefnau’n ymwneud â sut y gallai’r clwb adennill gwybodaeth y byddai ei hangen arnynt yn ystod oriau’r clwb drwy’r defnydd o ffeiliau wrth-gefn petaent yn ei chael yn anodd cyrchu’r rhyngrwyd. Cefnogodd Becky Amy i ysgrifennu polisi ar y system di-bapur gan sicrhau bod y polisi’n cynnwys gweithdrefnau pwysig ar ddiogelu data tra byddent yn defnyddio’r cwmwl.

Cyflwynwyd y cais i AGC, a ddaeth yn ôl â nifer bychan iawn o welliannau. Dywedasant wrth Amy fod ei chais a’i pholisïau mor drwyadl fel nad oedd fawr i’w drafod.

Mae Amy a Becky wedi cydweithio’n agos â’i gilydd i sicrhau bod sefydlu’r busnes newydd wedi bod yn broses arbennig o lefn, yn enwedig ar yr adeg ddigynsail hon. Y cam olaf fydd disgwyl i AGC archwilio’r adeilad o hirbell. Rydym oll yn hyderus y bydd y clwb ar ei draed ac yn weithredol o fewn yr ychydig fisoedd nesaf, os caniateir hynny gan gyfyngiadau Covid,

Wrth siarad am y gefnogaeth a gafodd gan Becky, dywedodd Amy:

“Mae’r gefnogaeth yr wyf wedi ei derbyn gan Rebecca wedi bod yn ardderchog. Fe wnaeth Covid darfu ar bopeth, ond gweithiodd Rebecca’n ddiflino, yn enwedig yn ystod yr wythnosau cyn cyflwyno dogfennau i AGC. Bu cyfarfodydd niferus dros y ffôn ac ar Zoom, er ei bod hi’n ceisio ymdopi â gweithio o gartref ac addysgu gartref! Fe wnes fwynhau pan wnaeth ei mab ymuno â ni unwaith i ddweud helo. Gwerthfawrogais yn fawr pa mor gyflym yr ymatebodd Rebecca o ran gwelliannau i’r storio ar gwmwl. Rwy’n edrych ymlaen at barhau â’m haelodaeth o Clybiau Plant Cymru Kids' Clubs ac agor fy lleoliad yn y dyfodol agos iawn pan fydd hi’n ddiogel i wneud hynny.”