

CWLWM NEWSLETTER – AUTUMN TERM 2023





# Cwlwm Newsletter – Autumn Term 2023

Welcome to the Cwlwm Autumn Term Newsletter where you will find useful information for the early years, childcare, and playwork sector.



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# 1. National Minimum Standards (NMS)

## Introduction

Childcare and playwork settings which run for more than 2 hours per day for children up to the age of 12 years, or for more than 5 days each year must follow the National Minimum Standards (NMS) and associated childcare regulations to operate.

The standards and regulations are in place to help ensure children are cared for in a secure and appropriate environment with suitably qualified staff.

The regulatory body responsible for ensuring that these standards are upheld by childcare and play work settings is Care Inspectorate Wales (CIW).



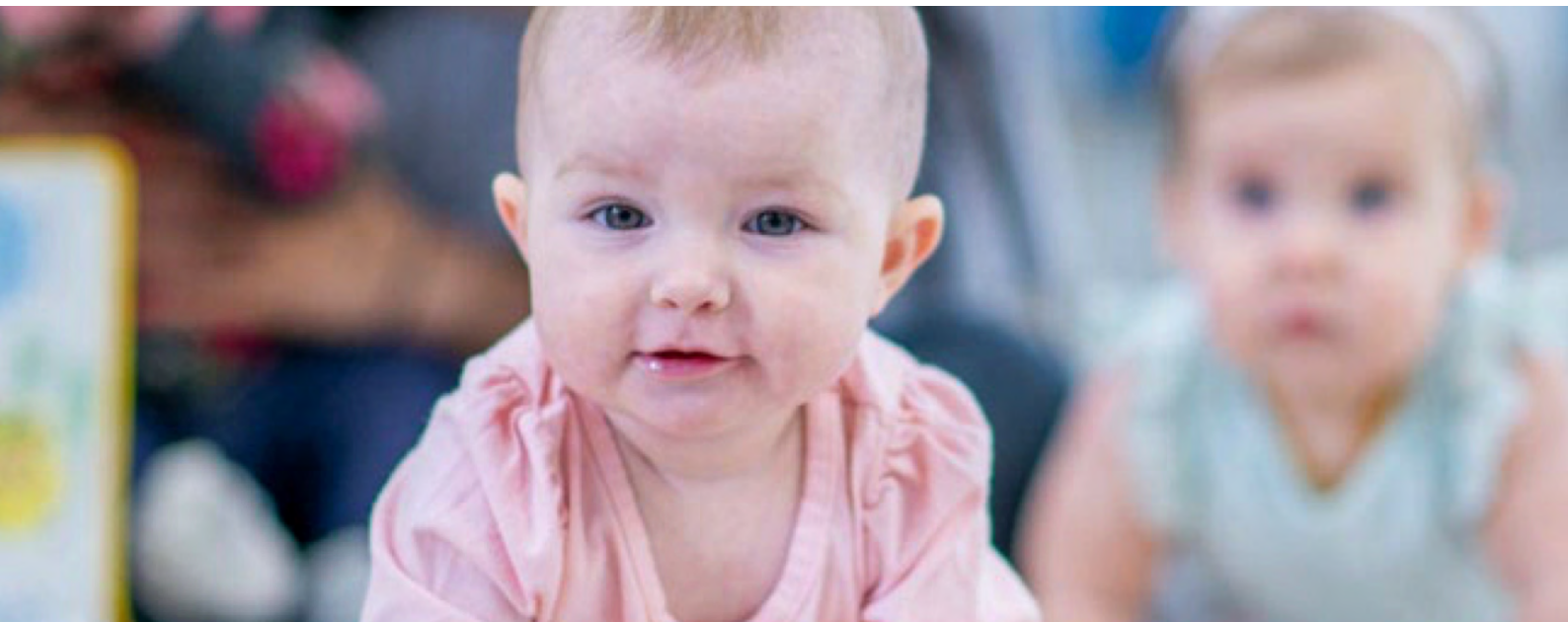
## What are the National Minimum Standards (NMS)?

The [National Minimum Standards](#) (NMS) apply to all registered childcare and play work settings.

### The National Minimum Standards cover eight areas:

- Information on service
- Planning for individual needs and preferences
- Empowering service users, encouraging lifestyle choices
- Quality of care
- Staffing
- Conduct and management of the services
- Complaints, protection and notifications of significant events
- The physical environment

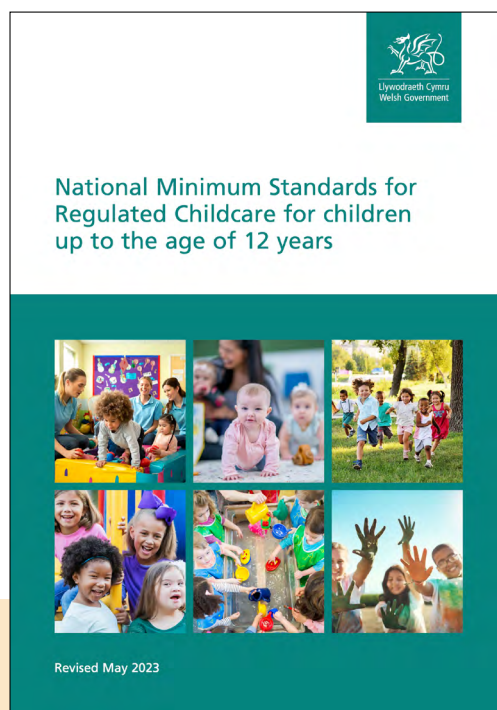
CIW monitors, inspects and publishes reports to ensure that childcare settings in Wales uphold the minimum standards and provide high quality childcare. CIW assesses each setting based on the national standards, looking at well-being, care and development, environment as well as leadership and management. CIW's inspection reports help parents / carers make informed decisions about childcare and early years education and ensure each setting is held to a high standard.





Listed below are the 25 standards covered by the NMS. Please see the [NMS document](#) for a full breakdown of the minimum required standards under each heading.

- Standard 1: Information (about setting)
- Standard 2: The Contract
- Standard 3: Assessment
- Standard 4: Meeting individual needs
- Standard 5: Records
- Standard 6: Working in partnership with parents
- Standard 7: Opportunities for play and learning
- Standard 8: Nurture and well-being
- Standard 9: Behaviour
- Standard 10: Healthcare
- Standard 11: Medication
- Standard 12: Food and drink
- Standard 13: Suitable person
- Standard 14: Organisation
- Standard 15: Staffing ratios
- Standard 16: Equal opportunities
- Standard 17: Financial procedures
- Standard 18: Quality
- Standard 19: Complaints
- Standard 20: Safeguarding
- Standard 21: Notifications of significant events
- Standard 22: Environment
- Standard 23: Equipment
- Standard 24: Safety
- Standard 25: Overnight Care



## Why review the NMS?

During 2022-23, Welsh Government [consulted](#) with sector to seek views on proposed changes to the Standards. Further to the consultation, a [Summary of Responses](#) followed in early 2023, which showed respondents were broadly in favour of the changes proposed.

## What are the key changes to the NMS?

Where needed, the [NMS standards](#) have been revised to be clearer, and/or updated to reflect current references to guidance. New standards have also been developed or amalgamated as appropriate. More significant changes which were made to certain standards are highlighted for ease of reference below. Please refer to the [NMS document](#) for further information.

Where further information was needed, additional guidance was included as annexes in the NMS to support some of the standards as appropriate. A glossary was also included to provide clarity to some commonly used terms.



- **Paediatric First Aid training requirements (Standard 10: Healthcare)** – the requirements for first aid in registered childcare settings have been strengthened and clearer information about course content in a supporting annex has been provided. The requirements for first aid training will differ, depending upon the service you provide. A lead in time of 18 months until the end of November 2024 is provided to enable providers to meet the new qualification requirements.

- **Safeguarding (Standard 20: Safeguarding)** – clarity within standard 20 of the requirements regarding safeguarding has been provided and indicated in the supporting annex, the appropriate training for different roles in the sector. A lead in time of 18 months until the end of November 2024 is provided to enable providers to meet the new training requirements.



- **Child minders working with assistants (Standard 13: - Suitable person (CM))** – guidance setting out the responsibilities and role of registered child minders working with a child minding assistant and the relevant training an assistant must undertake has been provided. This includes the requirement for assistants to have successfully completed an appropriate course recognised in the Social Care Wales’s Qualification Framework.

**Annex A – NMS Guidance for Child minder Assistants** provides additional criteria which must be met by childminders who work with an assistant.

- **Childcare qualifications for day care providers (Standard 13: Suitable person (DC))** – the standard has been amended to allow 20% of staff in full day care settings and 10% of staff in sessional or open access settings who are working towards a qualification to be included in the staff qualification ratios.
- **Supernumerary member of staff (Standard 15: Staffing ratios)** – the specific standard relating to the supernumerary staffing requirement in settings registered for more than 20 children has been removed. Other staffing standards have strengthened to reinforce management arrangements and to make clear that additional staff and management resources will be required to undertake managerial roles if this impacts on required adult:child ratios.

## What do settings need to do next?

- 1** Replace any electronic or hard copies of the 2016 edition of the NMS with the updated May 2023 version (being the latest version).
- 2** Check how the changes impact your business and take the necessary steps to meet the new requirements.
- 3** Review your policies, procedures and practices that will be affected by the changes such as safeguarding, first aid, additional needs, equal opportunities and your operational plan.

**Your umbrella organisation can provide support with changes you may need to make.**

### National Minimum Standards Questions and Answers

Cwlwm partners are collating an NMS Q&A document that will be published on Cwlwm's website and individual partners' websites in due course.





## Case studies



### The impact of Playwork qualifications on the quality of care and meeting the National Minimum Standards (NMS)

#### Summary

Cwb yr Enfys is a Welsh medium after school and holiday club located in Ysgol Gymunedol Peniel, Carmarthenshire for children aged 4-11 years, offering a stimulating environment where children can engage in various play activities. The holiday club over the summer and after school club from the autumn are full with a waiting list.

As part of their commitment to high-quality standards, staff at the club achieved Playwork qualifications, delivered through Clybiau Plant Cymru Kids' Clubs, enabling them to enhance the quality of their provision, meet the National Minimum Standards and fulfil the registration requirements of Care Inspectorate Wales (CIW). An additional five members of staff are hoping to access the Level 2 Playwork qualification to increase their capacity, given the amendments of the NMS to include a proportion of staff working towards qualifications..

## Background

The refreshed National Minimum Standards set out the childcare/ playwork qualifications requirements for day care providers clearly and have been amended to allow 20% of staff in full day care settings and 10% of staff in sessional or open access settings who are working towards a qualification to be included in the staff qualification ratios. This means that it's an optimum time to find out about the qualifications accessible to you and embark on CIW registration to enhance affordability for families as well as the quality of care.



Clwb yr Enfys recognised that suitable Playwork qualifications would equip their staff with the necessary skills and knowledge to create a high-quality play environment to enhance children's play and development and meet regulatory requirements. They sought assistance from Clybiau Plant Cymru Kids' Clubs and two staff members accessed the fully funded Level 3 Award in Transition to Playwork qualification. The qualification included a wide range of topics including the Playwork Principles, safeguarding, health and safety, behaviour management and effective communication. It was delivered through online classes, workbooks and mentoring sessions, ensuring that staff members could engage with the material in a flexible manner.

## Funding and Support

The qualification was fully funded through Cwlwm's CYMell Project via Welsh Government to encourage and support the increase of qualified Welsh language playworkers in the sector. Clwb yr Enfys were also able to receive additional financial support through the project that helped them overcome barriers to meeting registration requirements including a bursary to pay staff to attend



Welsh language qualifications and a grant to support registration costs. Clybiau Plant Cymru Kids' Clubs' Development Officers were also able to support the registration process.

Funded Playwork qualifications and CIW support are also available for English medium clubs from Clybiau Plant Cymru Kids' Clubs and some local authorities provide grants to support settings' development and/or meet capital needs.

## Impact

### **Clwb yr Enfys were able to:**

- Enhance the quality of care. The training had a transformative effect on the club's overall provision. Staff members developed a deep understanding of the Playwork Principles, enabling them to create engaging and inclusive play environments. This in turn, fosters children's holistic development, increasing their well-being, and facilitating positive interactions among peers.
- Become more confident and proficient in delivering play provision, thereby enriching the Welsh language play experiences of the children in their care.
- Align its practices with the National Minimum Standards as staff members gained a comprehensive understanding of the regulations and guidelines, ensuring compliance in areas such as child protection, safeguarding, and staff-to-child ratios.
- Meet the registration requirements of Care Inspectorate Wales. It enhanced the staff's competence, allowing them to confidently address the inspection criteria, policies, and procedures required for CIW registration.





## Future Plans

Having recognised the benefits of Playwork training, Clwb yr Enfys has made a commitment to ongoing professional development. They continue to engage with Clybiau Plant Cymru Kids' Clubs, with an additional five members of staff hoping to access the Level 2 Playwork course through the CYMell project. The responsible person and owner of this setting is also eager to participate in further training and utilise the organisation's resources to enhance their knowledge and practice.





## Case study

# Toadhall Montessori Nurseries, Cardiff Case study on key changes to National Minimum Standards

Following the announcement of the updated [National Minimum Standards](#) (NMS) in May 2023, NDNA Cymru looked at how the key changes to the Paediatric First Aid training requirements (Standard 10: Healthcare) linked to Millie's Mark by NDNA.

As we know, following the consultation last year and the feedback, one of the changes was to strengthen the Paediatric First Aid training. To allow providers to adhere to the new qualification requirements they have up until the end of November 2024 to complete the training.



Annex B within the NMS outlines clear information on the course content, which you will need to renew every 3 years. However, it is recommended that paediatric first aiders undertake annual refresher training. Providers are required to display certificates and a list of staff who have a current Paediatric First Aid/ Emergency Paediatric First Aid Certificates.

Increasing the number of staff who are trained in Paediatric First Aid could reduce the likelihood of accidents and raise confidence around safety awareness for children in childcare.

Providers should be mindful of the layout of the environment to ensure that in an emergency that trained staff can act quickly and appropriately, whilst taking into account the number of children and staff on the premises each day.

Toadhall Montessori Nurseries, Cardiff recently embarked on NDNA [Millie's Mark](#), whereby all the staff have ensured they are fully up-to-date with the First Aid training.



***'The benefits for staff having and renewing First Aid qualifications gives staff the confidence when dealing with any situations or crisis that may arise in the correct way,' stated Toadhall Montessori Nurseries.***



Toadhall Montessori Nurseries signed up to NDNA's [Millie's Mark](#) as they wanted to all their parents/carers to feel confident in leaving their children within a safe and secure environment ,knowing that all staff are trained in Paediatric First Aid and senior staff are trained in Emergency First Aid at work.

**As a Millie's Mark setting, the setting receives:**

- Mentor support
- Confidence audits to use with their team
- Due-diligence factsheet
- Example template of a Lone worker policy and risk assessment staff audit
- Training matrix templates to complete.



Millie's Mark will be awarded on completion, as a special endorsement to Toadhall Montessori Nurseries evidencing that they will have gone above and beyond the minimum requirements by having 100% of staff trained in paediatric First Aid. Also, ensuring that everything learned during the course is kept alive and in the forefront of practitioners' minds so that they are confident, ready and capable. The Millie's Mark acknowledges that children's safety is at the forefront of practitioners' minds when caring for children.

[Toadhall Montessori Nurseries](#), Cardiff, stated:



**The benefits of Millie's Mark is that it enables all children to be cared for in the correct way if and when First Aid is needed, making the children feel safe and happy within their nursery environment.**



Here, the staff in Toadhall Montessori Nurseries, Cardiff show the children how to apply Cardiopulmonary resuscitation (CPR).



Nurseries and other early years settings across Wales can now sign up for Millie’s Mark, an award for best practice in Paediatric First Aid.

Sandy Clayton from Toadhall Montessori Nurseries in Cardiff, who took part in the Millie’s Mark pilot in Wales, said:



*There are many benefits for staff, parents / carers and the children. Giving confidence to parents to leave their children in a safe secure environment, but also for the staff to feel capable to deal and cope in an emergency.*

For further information on the Millie’s Mark visit our website

<https://www.milliesmark.com/>





## Case study

# Cylch Meithrin Ffrindiau Bach yr Eos, Penparcau, Aberystwyth

## Adult:child ratio

Cylch Meithrin Ffrindiau Bach yr Eos provides full-day care for children aged 2 years to school age. The Cylch is situated in a newly built building and provides a range of services. The building exists of 2 main rooms, a free flow outside area, a kitchen, a foyer and toilets.

The Cylch has 24 children attending daily and 7 staff are employed at the Cylch which meets the daily adult:child ratios.

Even though the correct number of staff work in the Cylch to meet the ratios, there are times when staff have to take children to the toilets to change their nappies, which takes them out of the room's ratio. This is due to the nature of the building where the toilets are in a separate area. As the front door to the Cylch is on a corridor outside of the main room, a staff member must leave the main room to answer it.

Staff and the committee are aware that during these times, the adult:child ratio within the room where children are being cared for isn't always correct. It is impossible to take 4 children with you to change one nappy, or to take a group of children to answer the main door.

The Cylch discussed the following options as ways to address this situation, even though these are far from ideal:

1. Employing an additional member of staff as a float (the changes to the NMS would allow us to include a member of staff that was working towards a qualification or a non-qualified)
2. Recruiting a volunteer to work daily.

Considering all possible options, it became obvious that it would not be possible for the Cylch to appoint an additional member of staff as a float, as this wouldn't be financially viable, and also a struggle due to the current recruitment crisis across the sector. Recruiting a volunteer to offer daily support was also considered challenging as it was felt that this was a significant commitment.

As a result, it was accepted that taking a member of staff out of the room for short periods of time was inevitable, as children need to have their nappies changed and staff have to open the door to visitors or parents. The Cylch had to learn how to manage that short-term risk.

Due to this situation not quite meeting the NMS regarding ratios, CIW were contacted for guidance.

Measured guidance was received which did not expect the impossible from the Cylch but gave the flexibility to do the best within the current situation. As a result, the Cylch have:

- written a risk assessment identifying times when a member of staff may be taken out of the room for a short period of time to either: change a nappy or answer the door,
- considered the qualifications and experience of all staff, ensuring that any inexperienced member of staff has the support of qualified, experienced staff in the room when one member of staff is out of the room,
- changed their Statement of Purpose to note that there may be short periods of time where a member of staff will be taken out of the ratio and that this risk is noted and managed through our risk assessment.

Of course, the changes to the supernumerary (where there is no longer a requirement) have made a big difference to the Cylch, as they can increase the number of children attending per session to 24 and not have to have a supernumerary member of staff. The Cylch have identified times during the week when the ratios allow for the manager to carry out administrative work in the office.



Children’s safety is central to the above planning. Staff regularly discuss how well things are working and are always open to identifying better and more efficient ways to manage their day. The Cylch we will never be able to change their building, but being aware of the risk and managing that as best as they can give them confidence and ensure the safety of the children. There is always a way!



## Childminder assistants and the revised NMS

PACEY Cymru have taken a closer look at what the changes to the National Minimum Standards for Regulated Childcare (NMS) mean for those working, or looking to work, with a childminder assistant in Wales.



A childminder assistant can be an employee or a volunteer in a paid or unpaid role who works with children under a registered child minder. It would not include a student on placement in a childminding setting.

In our [Blog: NMS and childminder assistants in Wales](#) we have provided some frequently asked questions in relation to childminder assistants including [General questions; Training requirements; Operational information \(assistants working alone and ratios\); Recruitment, induction, supervision and appraisal](#) and [Records and insurance requirements](#).

Working under the supervision of, and in partnership with a registered childminder, a childminding assistant can play a valuable role to support providing high quality care to the children, appropriate learning experiences, and to help ensure their safety and wellbeing.

As a childminder, if you have increased demand, want to expand the number of childcare places you can offer or are looking for help during busy times, employing an assistant can help. Whilst considering the benefits to your service and the children you care for, when employing an assistant, it is important to understand your responsibility to ensure that any assistant is a suitable and competent person for the role.

The required training is just part of how you can support your assistant to understand your role and both of your responsibilities when caring for children. It may be the first accredited childcare training they have completed and is a recognised Unit at Level 3. Whilst it may take time and commitment to complete, the knowledge and understanding gained will support you in delivering high quality childcare, reassures parents and carers and promotes professionalism in your service.

If you are considering taking on an assistant or need to access training for a current assistant, please also contact your local Early Years and Childcare team to discuss your plans. If you have any queries and would like to discuss employing an assistant further, please email PACEY Cymru on [paceycymru@pacey.org.uk](mailto:paceycymru@pacey.org.uk) or telephone 02920 351407.

## Useful Links

- [Home | Care Inspectorate Wales](#)
- [Qualification framework for social care and... | Social Care Wales](#)
- [National minimum standards for the welfare of children - GOV.UK \(www.gov.uk\)](#)
- [National Minimum Standards for regulated childcare | GOV.WALES](#)



## 2. New Resources: A suite of Early Childhood Play, Learning and Care (ECPLC) resources for schools and settings



As part of the Early Childhood Play, Learning and Care approach for 0-5 year olds in Wales, a new suite of resources has been published by Welsh Government to support practitioners in childcare and play settings and schools in providing quality early childhood play, learning and care. Please follow the link for more information:

<https://hwb.gov.wales/curriculum-for-wales/early-childhood-play-learning-and-care-in-wales/>



## 3. WeCare Wales

**WeCare Wales is supporting the next generation of our childcare workforce. By dispelling myths and showcasing career progression routes, we hope to attract more people with the right skills and values to work in care in Wales.**

**Gofalwn** | **WeCare**  
**.cymru** | **.wales**

### Free training

We are offering an **Introduction to childcare** for people interested in working in the sector. The two-day online programme is available for anyone living in Wales. The training covers the essentials needed to start working with children such as communication, safeguarding and working practices:

[WeCare.wales/training/](https://www.wecare.wales/training/)





## Did you see our new TV advert?

<https://www.youtube.com/watch?v=IEtOunuTWxo>

Our recent recruitment campaign was seeking more childcare and play workers.

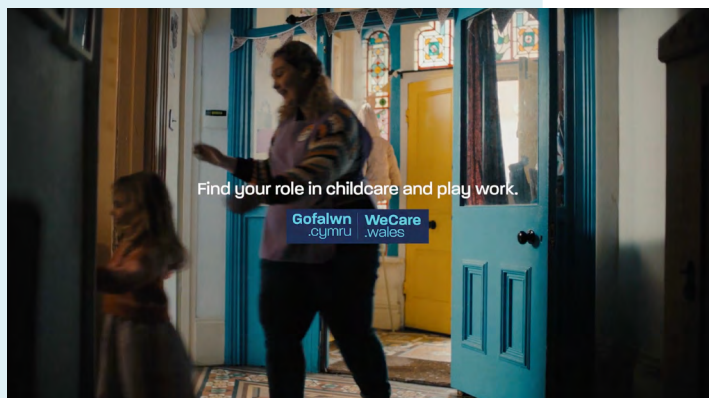
Why not create your own recruitment campaigns by using our assets?

Access our adverts, case study videos and images by entering the following username and password:

[WeCare.wales/stakeholder-toolkit/](https://www.wecare.wales/stakeholder-toolkit/)

Username: Stakeholders

Password: Toolkit\_WeCare!



Can't find what you're looking for? Contact us at [contact@wecare.wales](mailto:contact@wecare.wales)





## Supporting employers

Do you have vacancies to fill? If so, why not advertise them for free on the WeCare Wales jobs portal? We promote our jobs portal on TV, social media, through print and digital advertising!

If you would like your job vacancy to appear free of charge on the portal, please register and create a profile on our website:

[WeCare.wales/submit-job](https://www.wecare.wales/submit-job)

Have you thought about offering an apprenticeship programme in your setting?

The WeCare Wales website has information about the value of apprenticeships and the benefits of recruiting apprentices into your workforce:

[WeCare.wales/apprenticeships/](https://www.wecare.wales/apprenticeships/)



## Can you help us?

We are looking for people who can motivate and inspire people to make a difference by considering a career in care. **WeCare Ambassadors** can be at any career level but must be confident, committed, and good communicators. This role is voluntary and requires employer's support:

[WeCare.wales/ambassadors](https://www.wecare.wales/ambassadors)



[www.cwlwm.org.uk](http://www.cwlwm.org.uk)

The Cwlwm partnership consists of the following organisations:



**CLYBIAU PLANT CYMRU KIDS' CLUBS**

Bridge House, Station Road, Llanishen, Cardiff CF14 5UW  
Tel: 029 2074 1000 E-mail: [info@clybiauplantcymru.org](mailto:info@clybiauplantcymru.org)



**EARLY YEARS WALES**

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