



**Y PWYLLGOR ANSAWDD, DIOGELWCH A PHROFIAD
QUALITY, SAFETY AND EXPERIENCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	05 December 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Approval of Creche operational documentation
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Chief Operating Officer
SWYDDOG ADRODD: REPORTING OFFICER:	Jill Richards, Hotel Services

Pwrpas yr Adroddiad (dewiswch fel yn addas) Purpose of the Report (select as appropriate)
Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

<p><u>Sefyllfa / Situation</u></p> <p>Following recent Care Inspectorate Wales (CIW) inspections of the crèche childcare facility at Withybush Hospital it was identified that operational documentation was not prepared in line with controlled documentation guidance and so the governance aligned to the controlled documentation could not be assured.</p> <p>This report provides information on revised controlled documents for the setting.</p>
<p><u>Cefndir / Background</u></p> <p>The crèche management team have always maintained a suite of documents, including a Prospectus for Parents which contains the Statement of Purpose, a requirement of The Child Minding and Day Care (Wales) Regulations 2010. Care Inspectorate Wales inspection (October 2023) identified that the Statement of Purpose document did not reflect the running of the setting and so required updating.</p> <p>In reviewing the outcomes of the inspection, it was identified that the documentation in use did not comply with the Health Board's controlled documentation guidance and so governance could not be assured. Documentation needed to be aligned with Health Board guidance.</p> <p>Childcare provision is regulated by CIW and supported by the Childcare Development Team of the local authority (Pembrokeshire County Council). The Welsh Government National Minimum Standards for Regulated Childcare for Children up to the age of 12 years also apply to the setting.</p>
<p><u>Asesiad / Assessment</u></p> <p>Written documentation has been revised and now complies with Health Board Written Controlled Documentation processes.</p> <p>As part of the review process the following were approached to develop and sign off the sections under their specialities:</p> <ul style="list-style-type: none"> Diversity and Inclusion team

- Infection Control
- Safeguarding
- Information Governance
- Health and Safety management team
- Medicines Management
- Workforce team
- Catering and Dietetics
- Creche Scrutiny Group

The draft document was shared for global consultation to all staff members during the period 4 July 2024 to 25 July.2024. Four comments were received and considered and these comments, alongside feedback from those listed above have been recorded and collated.

An Equality Impact Assessment (EQIA) has been developed, which the Diversity and Inclusion Team are happy with and has subsequently been approved.

The document was approved by the Children & Young People Written Control Documentation Group.

The risk to the organisation is the lack of governance due to no formality of process or owning groups responsible for the documentation. The revised document addresses this and all stakeholders and Health Board Leads have been consulted on the content.

The Health Board's approved 190 Written control documentation policy confirms the process for the development, adoption, review, approval, publication and implementation of all written control documents. The document has been revised in conjunction with this policy.

Argymhelliad / Recommendation

The Quality, Safety and Experience Committee is requested to **APPROVE** the creche operational document.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.22 Approve policies and plans within the scope of the Committee, having taken an assurance that the quality and safety of patient care has been considered within these policies and plans.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply

Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Not Applicable
Rhestr Termau: Glossary of Terms:	CIW Care Inspectorate Wales
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd, Diogelwch a Phrofiod: Parties / Committees consulted prior to Quality, Safety and Experience Committee:	Children & Young Peoples WCD Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	e.g. financial impact or capital requirements: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Ansawdd / Gofal Claf: Quality / Patient Care:	e.g. adverse quality and/or patient care outcomes/impacts: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Gweithlu: Workforce:	e.g. adverse existing or future staffing impacts: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Risg: Risk:	e.g. risks identified and plans to mitigate risks: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template

Cyfreithiol: Legal:	e.g. legal impacts or likelihood of legal challenge: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Enw Da: Reputational:	e.g. potential for political or media interest or public opposition: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Gyfrinachedd: Privacy:	e.g. potential impact on individual's privacy rights or confidentiality and/or the potential for an information security risk due to the way in which information is being used/shared, etc: NO (if yes, please complete relevant section of the Integrated Impact Assessment Template available via the link below) Integrated Impact Assessment Template
Cydraddoldeb: Equality:	Equality impact assessment completed and signed off by the Equality Team YES <ul style="list-style-type: none"> • Has EqIA screening been undertaken? Yes/No (if yes, please supply copy, if no please state reason) • Has a full EqIA been undertaken? Yes/No (if yes please supply copy, if no please state reason) No negative impact identified

Withybush Hospital Crèche

Statement of Purpose and Prospectus for Parents/Carers

Governance information

Document number: 1264

Classification: Corporate

Supersedes:

Version number: 1

Date of Equality Impact Assessment: 17/10/2024

Approval information

Approved by: Quality Safety and Experience Committee (QSEC)

Date of approval:

Date made active:

Review date:

To be read in conjunction with:

[565 – Toy Decontamination Procedure](#) (Opens in a new tab)

[1088 - Information Rights Procedure](#) (opens in a new tab)

[172 -Confidentiality Policy](#) (opens in a new tab)

Owning group:

Children and Young Peoples Written Control Documentation Group

Date signed off: 29.11.2024

Executive Director job title:

Chief Operating Officer

Keywords

Childcare, Withybush Creche

Glossary of terms

Care Inspectorate Wales (CIW)

Performance Appraisal and Development Reviews (PADRs)

Employee Staff Record (ESR).

Accident and Emergency (A&E)

Childcare Learning and Development (CCLD)

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Introduction

We are pleased to introduce you to Withybush Crèche which is a full day nursery currently registered and inspected by Care Inspectorate Wales (CIW) and situated adjacent to the Withybush Hospital residential complex.

Our Team of well-trained, qualified staff provide a caring and secure environment for the children. We have the space, facilities, and experience to ensure that the children get the best possible start in life, we are an English-speaking Crèche with some incidental use of the Welsh language in a multicultural setting. We are registered for the age range of 0-12 years and can accommodate up to 22 children.

Child/Staff Ratio:	0-24 months	1-3 children
	24-36 months	1-4 children
	3-8 years	1-8 children
	8-12 years	1-10 children

It is important that children learn from an early age to share and interact with their peers. The staff's dedication will ensure that children get the stimulation they need to develop. We are able to offer the pre-school children the whole range of craft and play activities found in a nursery school setting. Parents/carers and prospective parents/carers are invited to visit by prior arrangement.

The Crèche is run on a day-to-day basis by the Team Leader and is supported by the CIW appointed Responsible Individual. The Responsible Individual is the person expected to demonstrate the ongoing compliance of the day care provision with the various requirements of statutory regulations and standards. There is a Deputy Team Leader, and the leadership team are assisted by Crèche Assistants in line with the correct staff/child ratio. All staff are subject to management supervisions every 12 weeks and annual Performance Appraisal and Development Reviews (PADRs). For full staffing information please see [Appendix Creche staffing](#)

Withybush Crèche delivers the 'Childcare Offer for Wales' for 3-4 year-olds.

Aims and Objectives

The Aims of our Crèche

We aim to provide a flexible service where all children are given equal opportunities and the chance to play, learn and develop in our bright and homely setting. We aim to maintain a high level of care and service through gaining feedback from parents/carers through the form of questionnaires. We also encourage parents/carers to discuss any concerns that they may have with a member of staff.

We encourage children to take part in all activities and make sure that there are always activities that are stimulating and encourage children to develop in all areas of development stages. Outdoor play is always encouraged due to its importance and benefits.

Our aim is to act consistently with legislation, policies and procedures and other Quality of Care standards from CIW regulations along with Health Board regulations as our employer and Crèche provider.

It is the aim of Withybush Hospital Crèche to provide customers with as flexible a service as possible in line with parents/carers working patterns throughout the Health Board and wider community. There is continuous monitoring of the service by the CIW and users of the facility are invited to complete service questionnaires on an annual basis.

Our Objectives

To meet all needs of the children in our care in a safe, clean, stimulating and homely environment.

- To ensure that every child is safe and feels valued.
- To deliver high standards of customer care.
- To ensure that children and their families always receive a warm welcome and to develop good relationships, offer help and support whilst also offering respect and trust.
- To follow all relevant government guidelines, demonstrated by the CIW inspection outcomes.
- To make sure the setting is always cleaned to a high standard and staff trained in food hygiene and infection control.
- To use our outdoor space as often as possible so that the children get fresh air and lots of free play. We provide wet weather clothes so we are able to go outdoors in all weather.
- Ensure that children can have quiet time in a relaxing space if they wish to.
- Encourage children to be independent.
- Promote healthy eating through the healthy pre-school scheme.
- Ensure that we offer equal opportunities to all.
- Be willing to work with parents/carers and other agencies to meet the needs of the child.
- Always maintain confidentiality while being open to communication between staff, children and parents/carers.
- To cater for the individual child's needs wherever possible.

Code of Good Practice

Withybush Hospital Crèche nursery understands that good practice is a combination of critical factors which include observing, assessing and record keeping.

We understand the child's progress, the child's needs, the child's development and the need to evaluate the child's learning.

Some of the good practice at the Withybush Crèche are:

- Children will feel secure, valued, respected, and confident and will develop a sense of achievement through learning which is pleasurable and rewarding – both within the setting and at home.
- The primary care of the parent/carer as educators is acknowledged and a partnership, based on shared understanding, mutual respect and discussion is developed.
- The physical environment supports learning with appropriate space, facilities, equipment and resources. It is organised with imagination and care and has due regard to health and safety.
- Children are encouraged to participate in a range of experiences which take account of and are appropriate to their developing physical, intellectual, emotional and social abilities.
- Guidance, praise and encouragement are applied in a consistent manner.
- The Crèche will have knowledge of the children's background, interests and earlier learning and apply it to achieve high standards.
- Children are encouraged to discuss, analyse and generally talk about their experiences.
- Children's progress will be assessed and recorded through frequent observation and discussed regularly with parents/carers.
- Each child will have their own key worker and they will be responsible for recording and monitoring development etc. Information will be kept secure and stored in accordance with Health Board Policy
- Strategies for early identification of children's particular needs are implemented and an appropriate referral is made, and support sought.
- There is good liaison and communication with parents/carers and with hospital departments in planning for individual children.
- The Crèche staff attend all in-house training which is suitable and available by the Health Board Learning and Development Department. This includes all mandatory E-Learning via the Employee Staff Record (ESR).

Our Vision

Our vision is that all children leave Withybush Crèche prepared for school, are confident and developed socially and emotionally and that we provide a safe, homely environment where children can play, develop friendships, learn and flourish.

A Place in the Crèche

Places at the Crèche will be allocated by the Team Leader. We are currently registered for 22 children at any one time and places will be allocated as soon as possible after request being received. If there is

no availability a waiting list will be in operation and as vacancies occur prospective 9989 will be informed.

Allocation of places are made as follows:

- Hywel Dda University Health Board Employees
- Emergency Service Employees
- General Public

Opening Times

The Crèche provides a service for Health Board employees as well as the general public. We currently open Monday to Friday between 6.30am and 5.30pm upon request for work commitments. We currently close for Bank Holidays and a week over Christmas. There is no charge for the days that the Crèche is closed.

Booking Forms

Bookings must be made giving as much notice as possible. Users of the Crèche are asked to give a minimum of 4 weeks' notice of their requirements in order to ensure appropriate staff notice and staffing levels can be maintained. Booking forms must be completed in all instances and if a request is made by telephone, it must be followed up by a completed booking form.

Parents/carers are liable for all booked hours. There will be no reduction of charges if the child is unable to attend because of sickness of up to three days or occasional days off. Should the sickness extend beyond three days, half the normal rate will be charged. No fee will be payable if the child is hospitalised. The Crèche Team will advise you.

Charges

Payment of crèche charges for all Health Board staff will be via Payroll deduction with parents/carers signing an authorisation slip for the cumulative total of hours payable each month. An e-voucher payment scheme is also in place. Other parents/carers may pay by cash, cheque or card payment to General Office or via a monthly invoice system. Direct payments to the crèche are not permitted.

For current charges see [appendix Current charges](#)

Annual Leave Retainer

A 50% reduction in charges is applied for holidays when parents/carers give ten working days' notice in writing. The retainer is averaged for shifts.

Inclusion

The Crèche and staff are fully committed to policies, procedures and practices which do not discriminate on the grounds of gender, disability, religion, ethnic origin, race, culture, age, sexual orientation, social class or other beliefs. The setting will ensure that the needs, (including physical, emotional and intellectual needs) and the religious beliefs of all children attending the Crèche are addressed. We give a positive commitment to equality and opportunity for all.

The Crèche offers a warm friendly welcome to all the children and families and by working in partnership with the parents/carers we can provide a caring environment where all children can learn and develop as they play.

Parents/carers Notice Board

This contains information for parents/carers of current activities/action plans etc.

Notice Period when Leaving the Crèche

We require one month's notice in writing to confirm when your child will be leaving Crèche. This allows us to allocate the place to a child waiting to attend.

Using the Crèche

Our Facilities

Our Facilities comprise

- Separate under two years unit
- Playroom
- Nappy changing room
- Kitchen
- Sleep room
- Toddler and pre-school unit
- Dining/table top area
- Home/shop corner
- Book corner
- Craft/wet play section
- Quiet area
- Children/staff toilet area
- Two outside areas for over 2s
- Garden area for the under 2s

Daily Routines

Breakfast	6:30am -8:30am
Free play and table-top activities/outdoor play	6:30am-9:30am
Story time/circle time	9:30am
Snack	10:00am
Free play – home corner/mark making area/quiet area/ construction toys/ car mat/ and water play	10:30am-11:30am
Tidy up and clean hands ready for lunch, quiet time/story/singing while we wait for lunch	11:30am
Lunchtime	11:45am-12:30pm
Quiet time/book time	12:30pm
Outdoor, table-top, craft activities (children also independently choose games, jigsaws and other activities throughout the day)	1:00pm
Afternoon snack	3:00pm-3:30pm
Free play, outdoor play	3:30pm-5:30pm

Examples of Activities

Group Activities:	Stories, Singing, Action Songs, Cooking, Gardening
Creative:	Painting (water based washable paint), Drawing, Modelling, Block Building, Sand, Wet Play, Tuff Tray Activities and messy play.
Quiet Time:	Reading, Looking at Books, Jigsaws.
Imaginative Play:	Home Corner, Shop, Dressing Up
Outdoor Play:	Ride-On Toys, Slide, Seesaw, Ball/Hoops, Space Hoppers, climbing frame etc.

Equipment and Toys

The toys and equipment at the Crèche will provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment provided will be risk assessed before use and:

- Be of high quality, educational and appropriate to the ages and stages of development of the children.
- Be sufficient to enable each child to participate in quality play activities.
- Be well laid out and well presented.
- Offer a variety and self-selection.
- Offer challenges to developing physical, intellectual, emotional, social, personal and language and numeracy skills.
- Feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Include a range of raw materials which can be used in a variety of ways and encourage an open-ended approach to creativity and problem solving.
- Enable children, with adult support, to develop individual potential and move towards required learning outcomes.
- Be adaptable as necessary to enable the participation of children with special needs.

Clothing

There are many activities in the Crèche which are important to your child's development but can get very messy. We provide aprons but, despite this, children still get messy.

Please mark or label your child's clothing to identify it. We will try to keep track of the items of clothing but when dealing with several children who have the same, or similar clothing, it can be difficult if they are not marked or labelled.

Please provide a bag for your child with a spare set of clothes daily. If your child is being potty trained several sets of pants, clothes and socks may be required. Please do not dress your child in clothes that they find difficult to get up/down etc. No dungarees, belts, tight trousers, popper vest or fitted bodysuits.

We have a very limited amount of spare Crèche clothes which can be used. If your child does wear these clothes home, please wash them and return to the Crèche as soon as possible.

Coats are hung in the Crèche Lobby – please put your child's name on all coats. We are not responsible for the loss or damage to children's belongings.

Clothing Hints

- Paints: The paint we use is water-based and should wash out. It is best to wash on a cool wash with soap powder, not biological powder.
- Glue: Wash in cool water with soap powder.
- Mud: Leave to dry, then brush off and wash in the normal way.

Daily Report

Each parent will be given a daily written report containing what the child's day has consisted of. Please see appendix Daily reports to parents/carers

Health, Welfare and Development

Settling in period

It is essential that children have a settling in period prior to their start date at Crèche. Some of the children will of course find it easier than others, and parents/carers are therefore asked to bring their child on a visit to Crèche and stay with them if needed before the start date. The Crèche Team Leader will assist the parents/carers and children with this period.

Children who are unwell

Please do not bring an ill child to the Crèche for the following reasons:

- We do not have the facility to offer the quiet isolation a child needs when poorly.
- They may have an illness that would spread to other children in the Crèche.
- They when feeling unwell may need individual care and attention.

It is difficult to lay down absolute rules for when a child should not be brought into Crèche. To save embarrassment either way, please consider carefully the following:

- Children who have diarrhoea and vomiting should not attend Crèche until symptom free for a clear 48 hours.
- Children who have fever should not attend Crèche.

- Children who have an illness such as measles, chicken pox, German measles, mumps, scarlet fever etc will be excluded from the Crèche until a set period has elapsed. The Crèche Team Leader will advise you and Infection Control and medical staff will be consulted as necessary.
- Children who have a discharge/infection of the eyes will be required to stay away until they have been treated. This complies with guidance as stated in the appendix [Infection Prevention and Control Guidelines for Childcare Settings V2 September 2019.pdf](#) a copy of which is held in the Crèche should you have any queries on this issue.
- Children who are receiving antibiotics need to stay away from the Crèche for at least the first 24 hours, and only return when well enough to do so.
- If a child has head lice, the Crèche must be informed immediately. Parents/carers will also be informed via the Daily Report that is sent home with the children. The name(s) of the affected child/children will remain anonymous.

Disabilities

The Crèche facilities and environment has been set up to enable the attendance of children with disabilities. Staff will be appointed if a one-to-one ratio is needed subject to prior discussion and service need.

Behaviour Management

Whilst caring for your child/children we recognise the importance of being able to manage children's behaviour in an appropriate way. Our aim is to work towards an environment where children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. [Appendix - Behaviour Management](#) gives further details.

Health and Nutrition

The Crèche aims to offer high quality childcare and we recognise the need to encourage healthy eating habits from an early age as this will help children to reach their full potential in terms of growth and development.

We provide well-balanced and nutritious meals and snacks for the children, and these are already included in your charges. We provide a healthy morning and afternoon snack, and a lunch is also included in the price.

Meal Provision

Our weekly menu will provide children in our care with a tasty and varied diet that fulfils their nutritional requirements for growth and development and that is appropriate to their ages. Menus have been devised by dieticians and are prepared by the Hospital Catering Department especially for the Crèche.

Milk and water are freely available during the day for the children to drink.

Foods will include all four food groups:

- A variety of bread, cereals, rice, pasta and potatoes.
- Fruit and vegetables.
- Milk and dairy products – all dairy food will be full-fat.

- Meat, fish, pulses and alternatives.
- All puddings provided are based on fruit and/or milk.

Processed products, such as fish fingers are served a maximum of one main meal each week. When these are provided, healthier cooking methods are used e.g. they are oven cooked or grilled rather than fried.

All the children in our care will have suitable food made available for them and we ask parents/carers to confirm their dietary requirements including cultural and religious requirements and food allergies/intolerances.

Crèche Hygiene Standards

General

Young children can be susceptible to infection. Many young children and babies together in the same environment, sharing toys, cots and cuddles are at particular risk, since many opportunities can exist for infections to pass from one to another. Cross-infection can occur from transmission in a variety of ways:

- Some occur by direct contact with infected people, animals, blood and other bodily fluids.
- Some arise by itself infection from the body's own germs eg bladder infections are common.
- Gastrointestinal Infections - (tummy upsets) usually arise from food poisoning, but sometimes result from faecal germs being carried to the mouth on unwashed hands.
- Airborne transmission of infection occurs - either germs are carried on skin scales as they are shed from bodies or by respiratory droplets expelled through coughing, sneezing or talking.
- Indirect Spread Infections – Transferred via unwashed hands to surfaces. Surfaces commonly involved are hand and foot contact surfaces and cleaning utensils. Germs transferred via surfaces to cooked food can multiply at room temperature. Germs can also transfer to wet cleaning cloths.
- Insects, other pests and pets act as vehicles for the transfer of infection.

It is important to strike a balance between creating a happy homely environment and ensuring that the risk of infections is reduced as far as possible.

Ensuring that staff are trained regularly and are able to carry out good hygiene practices as required under Hospital Policies and CIW Requirements.

To aid this, some common-sense measures are outlined below, combined with the implemented policy to exclude children from the Crèche when they show signs of infections to ensure the safety of the children and staff.

Hand Washing

Hand washing is the single most important infection control measure that can be taken. Always wash and dry hands thoroughly eg after changing nappies/toileting a child; after visiting the toilet yourself; after mopping up spillages (bodily fluids); handling soiled clothing and before handling food and drink. Gloves should be worn, when necessary (see below), but wearing gloves DOES NOT remove the need for hand washing. Gloves can have tiny perforations and bugs can get through these to your hands.

Use of Gloves and Aprons

Disposable nitrile gloves and aprons should be worn when changing any nappy to prevent the risk of hands and uniform becoming contaminated and then being passed onto another child. They should then be discarded, and hands must be washed before dealing with another child.

Disposable gloves and aprons should also be worn when cleaning up ANY spillages eg vomit, urine, faeces and blood. Gloves and aprons must be discarded as hygiene waste into the yellow tiger stripe waste bags.

Nappy Changing

The frequency of nappy changing required varies with the individual child. Nappies should be discarded immediately into yellow tiger stripe hygiene waste bags. Changing mats and surrounding area must be cleaned with hard surface sanitising wipes before reuse.

Spillages/Accidents

Most spillages in the Crèche are urine, faeces or vomit. Any visible spillages or contamination of the environment e.g.: on toys, in the toilet area, on the floor or carpets or on the changing surfaces should be dealt with as follows:

- Wearing gloves and plastic apron – flood the contaminated area with 1 x 20g sachet of Diffx dissolved in 5 litres of hand hot water (for floors) 1x 20g sachet of Diffx dissolved in 1 litre of water for surfaces. Leave for 5 minutes to dissolve before use with disposable cloths and mops.
- Wash the area with hot soapy water (plain hot water if on carpet), rinse and dry. Always ventilate area after being disinfected as the fumes can be an irritant to children and staff.

Toilets and Toilet Training

Although toilet bowls are highly likely to be contaminated with germs, the risk of transmission is usually low. Transmission may occur through direct contact with contaminated surface eg by touching the toilet, splashing or spraying during flushing.

Toilets should be checked and cleaned regularly throughout the day. Toilet training equipment (potties) should be emptied into the toilet and cleaned and disinfected after each use.

Gloves and aprons should be worn when toileting children and to carry out cleaning duties eg contaminated areas from spillages vomit etc. Mop heads should be discarded into clinical waste bags after use and hands should be washed after procedures.

Toys

With the range of children, toys are used at different times. Basic requirements are that the toys should be kept as clean as possible. Plastic toys which are chewed by small infants should be washed daily. Bricks for construction toys may only need to be washed at weekly interludes or when dirty. Refer to the Health Board [565 – Toy Decontamination Procedure](#) (Opens in a new tab)

Food Hygiene

Food is supplied by the Hospital Catering Department; very little food is prepared by Crèche staff. Staff are responsible for fridge and cupboard storage plus reheating food, prepared by parents/carers at home and brought in for babies under 10 months old.

Our Golden Rules for Food Handling

All food/bottles brought in by parents/carers must be covered, clearly labelled, dated and refrigerated immediately.

Hands must be thoroughly washed and dried before handling any food or associated equipment.

Green plastic aprons must be worn when dealing with any food/milk feeds and tabards must be worn for feeding.

Temperature of the refrigerators must be monitored daily.

Readings taken from the fridge thermometers should be logged on the fridge charts. Temperature must be below 5°C. Food should be thoroughly heated to at least 70°C and then allowed to cool.

Temperature probe to be used to check the temperature of the food and recorded on Food Temperature Chart.

Milk to be reheated in bottle warmers to correct temperature. No bottles to be heated in the microwave.

Kitchen work surfaces to be cleaned and disinfected immediately before use and immediately after use.

All crockery should be washed in the dishwasher.

Any equipment washed in hot soapy water should be air dried and not dried with tea towels.

A Clean Environment is Essential to Food Hygiene

Keep surfaces clean and dry.

Keep floors free of debris by sweeping and mopping regularly on a daily basis.

Make sure that the children's eating areas are always kept clean.

Bins used should always have a lid, cleaned and disinfected regularly.

Check use-by dates and avoid damaged food or packages.

Serve cooked food immediately, or cool and refrigerate within 1 hour – germs can multiply quickly if food is left to stand at room temperature.

Bedding and Clothing

Sheets and blankets are supplied from the Hospital Linen Department.

NO child should be placed on sheets or blankets already used by another child.

Dirty linen to be placed in the linen bags and sent to the Linen Department for laundering.

Children's clothes that have been soiled must be bagged up and sent home for the parents/carers to wash.

Safety

Accidents

The Crèche environment is made as safe as possible, and staff are trained paediatric first aiders, however, minor accidents can occur.

Parents/carers will be informed of all accidents and minor incidents at the Crèche and will be expected to sign the Accident/Incident Book as notification of information and treatment given to the child.

For most accidents, a plaster and reassurance is all that is needed and this will be administered on the spot by staff. In the unlikely event of a more serious accident, your child will be taken to Withybush Hospital Accident and Emergency (A&E) Department which is located very close to the Crèche, and you will be contacted immediately. Should you be unable to be with your child in A&E, we will remain with your child and do our utmost to comfort your child and keep you advised of the situation.

Medicine

If children need any form of medicine during their stay at the Crèche, the parents/carers will be required to sign the Medicine Book stating the last dosage/time given by them and instructions on dosage/time of medicine to be administered by Crèche staff. Parents/carers need to countersign on collection that medicine has been given.

All medicines must be clearly labelled with the child's name, dosage and any instructions and are kept securely away from the children in the medicines' cabinet. Any medicine which needs to be temperature controlled, will be stored in an airtight plastic container in the milk fridge. Staff have a separate fridge for personal items and other food items.

Child Protection and Safeguarding

We will create and maintain an environment in which children are safe from abuse and neglect and in which any disclosure and /or suspicion of abuse and neglect is promptly and appropriately responded to.

Child safety and welfare is the paramount priority of the Crèche staff. Staff will maintain competence in child safeguarding training in accordance with the Intercollegiate Document: Safeguarding Children and Young People: Roles and Competencies (2019) and are able to access the Health Board Corporate Safeguarding Team Monday – Friday 09.00 – 17.00 hrs for advice and support and the relevant Local Authority Children Services out of hours.

Staff are aware of potential signs of children at risk of abuse and neglect and aware of their responsibility to report concerns in accordance with the Wales Safeguarding Procedures (2019) without delay.

All staff appointed by the Crèche, both paid and voluntary, will be subject to an enhanced DBS Check in order to assess their suitability to work with children prior to commencement of any hours worked.

Fire and Emergency Evacuation

The Crèche is fitted with an automatic fire and smoke detection system linked into the main communications centre at Withybush Hospital.

Parents/carers will be reassured to learn that weekly fire alarm testing is carried out at the Crèche in line with the Weekly Fire Testing Procedure.

The Hywel Dda Fire Safety Officer carries out evacuation exercises and all staff attend the mandatory annual fire training courses. Staff have received training in the correct use of extinguishers and fire-fighting equipment.

For an evacuation exercise, Crèche staff and children will proceed to the far end of the fence in the back yard.

In the event of a fire or suspected fire within the Crèche, staff will raise the alarm and the children will be escorted to the waiting room in the Rheumatology Department until parents/carers can be contacted to collect.

Risk Assessment

Workplace Inspection Checklists of the premises are undertaken regularly. A full risk assessment has been carried out on all aspects of the Crèche. This process will continue in line with Health Board policy. Should the assessment identify any risk to children or staff, these will be rectified as soon as possible.

Safe conduct on outings

We recognise that children learn a great deal from going on outings and walks.

Parents/carers must sign a Permission Slip for their child to go on outings and walks.

We provide appropriate equipment e.g. pushchairs/reins etc.

The correct adult/child ratios are always adhered to and will not exceed CIW regulations at any time.

Lost/Missing Children

It is our intention to keep children safe at all times and to avoid a situation whereby a child is missing.

The Crèche will ensure that the premises are safe and that the children will not be able to leave the premises without a member of staff or another adult authorised by the parent/carer. Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside. There is a process to follow in the event of a missing or lost child. See [appendix Arrangements for the Management of Lost or Missing Children](#) for further details.

Confidentiality

Withybush Crèche work with children and their parents/carers who all sometimes share confidential information with staff. To ensure that all those who work in the Crèche can do so with confidence, confidentiality will be respected in line with the Health Board's [172 -Confidentiality Policy](#) (opens in a new tab. It is a legal requirement for the Creche to hold information about the children and parents/carers using the Creche and the staff working at the Creche. All records will be stored in accordance with Data Protection legislation.

Parents/carers can request access to their own children's files and records kept by the Crèche in accordance with the provisions under UK GDPR, this request is called a Subject Access Request, however you will not be able to access information about any other child. Staff must adhere to the Health Board's [1088 - Information Rights Procedure](#) (opens in a new tab) when any request for access to information occurs.

Staff will not discuss individual children with anyone other than the Parents/carers, unless there is a legal obligation to provide information for example in child protection or safeguarding concerns. There may also be exceptional circumstances where yours or your child's personal information is disclosed particularly in life or death situations. Students who are on placement and new employees at the Crèche adhere to and sign the Health Board's [172 -Confidentiality Policy](#) (opens in a new tab) prior to commencing their placement.

The safety and well-being of the child will always be of paramount importance and confidentiality will be managed in accordance with the All Wales Child Protection Procedures.

Students on Placement

Withybush Crèche provides an ideal placement for students on childcare courses.

When students are accepted on placement, the following will be followed:

- Prior to starting, the students will follow the Health Board and College Procedures regarding Occupational Health Fitness Procedure, Confidentiality Procedure and DBS Enhanced Disclosure Checks.
- Permission must be sought from the Crèche Team Leader before written observations are undertaken.
- Any information known by students, about children, families or other adults in the setting must remain strictly confidential.
- No names will be used during any recorded observations and should be checked by the Team Leader when completed.
- Students are not to open the Crèche doors for anybody, only the Crèche Assistants may do so.
- Students must not administer medicine to any child.
- Students will be supervised at all times, especially if changing nappies or toileting children.

Collection/Non-Collection of child

Only persons nominated on the Starter Form will be allowed to collect a child at the end of the session. Parents/carers need to give adequate warning if there is a change to the normal pattern. In this instance staff will ask the parent/carer to provide a password to both Crèche staff and to the nominated person to collect the child.

In the event of a child not being picked up at end of their session, and after all efforts to contact all nominees has failed, the Crèche will refer the situation to CIW for instruction.

APPENDIX - STAFFING ARRANGEMENTS

Our Crèche team consists of

Claire Lohse - Responsible Individual

Kate Phillips - Team Leader, BA Early Childhood (Hons), NVQ Level 3 in CCLD, Playwork Level 3

Tom Preece - Deputy Team Leader - NVQ Level 3 in CCLD - PGCE

Over 2s Team Childcare Practitioner

Sharon Ford - NVQ Level 3 in CCLD

Katie Nicholas - NVQ Level 3 in CCLD, Playwork Level 3

Rachel Harries - NVQ Level 3 in CCLD, Playwork Level 3

Charlotte Mapp - NVQ Level 2 in CCLD

Under 2s Team

Lucyann Reynolds - NNEB in Childcare, Level 3 NVQ in CCLD, Playwork Level 3

Emily Wicks - NVQ Level 3 in CCLD

Gemma Williams - NNEB in Childcare, NVQ Level 3 in CCLD, Playwork Level 3

Bank Staff

Claire Robinson

Janet Carter - NNEB in Childcare

Zoe Clout - NVQ Level 2 in CCLD

Danielle Smith - NVQ Level 2 in CCLD

Staff: Child Ratios

Under 2s - 3:1 Adult

2-3 Year olds - 4:1 Adult

3-7 Year olds - 8:1 Adult

8- 12 Year Olds - 10:1 Adult

All staff members have completed the 12 hour Paediatric First Aid Course and Safeguarding Level 2. The Team Leader has completed Level 3 Safeguarding in November 2024..

The staff stay within their units and with the same teams so that there is continuity for the babies and children to allow strong relationships to be formed between children and staff. Each child that attends the crèche has their own key worker. The key worker will make regular observations and plan activities based around the child's own interests. Through observations the key worker can identify areas in which the child may need a little more support and decide on the next steps in order to help the child progress. These observations and progress checks are recorded in individual children's development folders.

All staff are encouraged to participate in training that will further enhance their knowledge and make sure that their practice is up to date. Children benefit from these significantly.

APPENDIX - CURRENT FEES

	½ day Session 5 hrs min £	6 hrs Session £	8 hrs Session £	Full Day – 10 hours Session £
Example	£22.50	£27.00	£36.00	£45.00

Prices

- £4.50 per hour

Late pick up or early drop off charged to the nearest/next full hour

APPENDIX - Arrangements for the Management of Lost or Missing Children

These arrangements support the 'Safe Conduct on Outings' and will be used in exceptional circumstances where a child either becomes lost whilst on a group outing or leaves the group's premises unaccompanied.

A senior member of staff will be alerted, and enquiries made as to when the child was last seen and where.

The safety and security of the other children must be maintained and at least one adult will remain with these children.

At least one staff member will search the premises and any outside space in the immediate vicinity.

If the child is not found within 10 minutes, then the Parents/carers will be notified along with the Police, Health Board Security Officer and Porters will assist with the search. CIW would also be notified.

The search will continue, and staff will keep in touch with one another via mobile phones if possible. Personal mobile devices must not be used for communicating with parents/carers.

When the situation is concluded, a full enquiry will take place and appropriate steps and actions taken to ensure that all measures are in place to prevent a similar situation arising. All relevant documentation will be completed.

APPENDIX - Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. Our aim is to work towards an environment where children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the group's conduct and the behaviour of the children will be discussed and agreed in the Crèche and explained to all newcomers – both children and adults.
- All staff in the Crèche will ensure that the rules are applied consistently so that the children have the security of knowing what is expected from them and can therefore build up useful habits of behaviour.
- All staff will provide a positive role model for the children regarding friendliness, care and courtesy.
- Crèche staff will praise and endorse desirable behaviour, such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- Negative behaviour – most children at certain stages of development demonstrate behaviour that is negative. Children may demonstrate negative behaviour verbally or physically eg biting/swearing. We recognise that children may demonstrate this behaviour because they are still exploring their emotions and understanding of what is socially accepted.

When children behave in an unacceptable or negative way

- Techniques intended to single out and humiliate individual children such as naughty chair, will not be used.
- Children who behave in an unacceptable or negative way will be given one-to-one adult support in seeing what was wrong and working towards a better pattern of behaviour.
- Where appropriate, this might be achieved by a period of 'Time Out' with an adult.
- In any case of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of unacceptable/negative behaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.
- Staff will not shout or raise their voices in a threatening way.
- Staff at the Crèche are aware and respect a range of cultural expectations regarding interactions between people.

- If behaviour results in an injury to another child/adult eg bite or damage to property, the incident will be recorded in the accident/incident book.
- All behavioural problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the Crèche in partnership with the child's parents/carers using objective observation records to establish an understanding of the cause. Parents/carers will be invited to meet with the Crèche Team Leader and an appropriate action plan will be decided together. If the situation persists, outside agencies plus Health Board policies may be contacted to offer constructive, confidential advice.
- Staff will be aware that some kinds of behaviour may arise from a child's special needs and appropriate support arrangements will be agreed with parents/carers.
- The Crèche is aware that bullying even at this age needs to be addressed. The staff are always vigilant and report everything to the Team Leader. Action is taken to resolve the problem as soon as anything is noticed.

Applying the appropriate behaviour management actions outlined above is the responsibility of all staff within the Crèche setting. The overall responsibility for behaviour management issues lies with the Creche Team Leader or their designated Deputy.

APPENDIX – INFECTION PREVENTION & CONTROL GUIDELINES FOR CHILDCARE SETTINGS

[Infection Prevention & Control Guidelines for childcare settings – version 2 September 2019 \(opens in a new tab\)](#)

APPENDIX – DAILY REPORT TO PARENTS/CARERS



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

My Day

Date: _____

Today's Activities...

Meals All Most Some Little None

Time	Type of food/drink	Amount

Toileting

Sleep

Notes from carer...

Mood Today...

	<input type="checkbox"/>	Happy
	<input type="checkbox"/>	Content
	<input type="checkbox"/>	Quiet
	<input type="checkbox"/>	Sad
	<input type="checkbox"/>	Unsettled
	<input type="checkbox"/>	Upset

Notes from home...

www.crhut.co.uk

Equality Impact Assessment (EqIA) Screening Template

When to complete an EqIA Screening

An EqIA Screening Template must be completed when reviewing, changing and developing procedures/ proposals/ projects/ policies. This is a first step and is used to consider whether there are any negative impacts that may arise.

Purpose of an EqIA Screening Template

The purpose of this short exercise is to ensure that you have shown appropriate due regard when considering the impact for people with protected characteristics in your decision making. The screening process is designed to help you consider the circumstances and to inform evidence-based decisions.

If the proposal is of a significant nature and it is apparent from the outset that a full EqIA will be required, then it is not necessary to complete this Screening Template, you can proceed to complete the full [EqIA](#).

If no negative impacts are identified following completion of the EqIA screening then it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded in this document.

On completion of the Screening Template:

- Ensure that all the white boxes within the screening are completed.
- Ensure that the Procedure/ Project/ Proposal/ Policy owner has signed and dated the Screening Template.
- Send a copy of the completed template along with the related policy or project proposal to Inclusion.hdd@wales.nhs.uk for the Diversity & Inclusion Team to review.
- Each Screening Template will be reviewed by the Diversity & Inclusion Team and feedback will be provided to the Procedure/ Project/ Proposal/ Policy owner. This may include recommendations for further action to inform robust decision-making.

Support

For further support please visit the [EqIA Sharepoint](#) or contact:

Email: Inclusion.hdd@wales.nhs.uk

Tel: 01554 899055

Director and Directorate	
Service Area	

Title of Procedure, Project, Proposal, Policy being screened:	Withybush Creche
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Description of the Procedure/ Project/ Proposal/ Policy being screened (including key aims and objectives)

This policy is being introduced to ensure corporate governance over the Creche facility operated at Withybush Hospital, and run by Withybush Hospital. This has not been available up until now, and there is no pre – existing version of this policy.

The aims and objectives of this policy are:

To outline the minimum standards of care and service provision, expected from the Health Board, and external bodies , namely the Care Inspectorate Wales (C.I.W.), and Pembrokeshire Local Authority (L.A). It will also serve to establish clear roles and responsibilities and lines of accountability in the event of incident, accident or failure to provide said services in line with the minimum standards.

To ensure that there are robust systems in place for the management, monitoring, and development of the staff regarding the maintaining and updating of relevant qualifications, and of the physical environment regarding Health and Safety, Infection Control and standards of cleanliness.

The policy outlines the relevant legal and regulatory requirements (e.g. National Minimum Standards for Regulated Childcare), and includes the statement of purpose for the setting, which is required by the C.I.W. and is updated as and when any changes occur.

Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)

This policy is based upon the Welsh Government National Minimum Standards for Regulated Childcare for Children up to 12 Years Old, and the Social Care Wales Childminding and Daycare Regulations 2010.

The Statement of Purpose (S.O.P.) is compiled by the Creche Team Leader, and scrutinised by The Responsible Individual. The L.A. representatives also review it regularly.

Assess which protected characteristics will potentially be affected by the proposal in the table below (please ✓ the relevant box to confirm positive, negative or no impact).

If at any point a negative impact has been identified (actual or potential), you do not need to proceed with the completion of this form, as a full EqlA must be undertaken: [Equality Impact Assessments \(EqlAs\) \(sharepoint.com\)](http://sharepoint.com)

Age					
Is it likely to affect older and younger people in different ways or affect one age group and not another?					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This SOP does not impact a certain age group, though it is aimed at those of creche age it does not positively or negatively affect them.					
Disability					
Is it likely to affect those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes?					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This SOP is fully inclusive of all disabilities, children attending the creche are assessed as individuals and care is adapted around their needs.					
Gender Reassignment					
Is it likely to affect those who either:					
<ul style="list-style-type: none"> • Have undergone, intend to undergo or are currently undergoing gender reassignment. • Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth 					
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
Justification of impact identified: This policy is inclusive of all genders, regardless of a persons assigned sex at birth.					
Marriage / Civil Partnership					

Under the Equality Act, the characteristic of Marriage and Civil Partnerships is only protected in the workplace/ employment. Is it likely to affect those who are married or in a Civil Partnership? This means someone who is legally married or in a civil partnership.				
Positive Impact	<input checked="" type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This SOP has a positive impact on Marriage and Civil Partnership, it supports childcare arrangements meaning there could be more flexibility in working hours and employment opportunities.				
Pregnancy and Maternity Is it likely to affect those who are pregnant or have recently had a baby? Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave.				
Positive Impact	<input checked="" type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input type="checkbox"/>
Justification of impact identified: This SOP could have a positive impact on those who have had a baby but are not on maternity leave as it supports them with childcare.				
Race / Ethnicity Is it likely to affect people of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, Gypsies/Travellers, asylum seekers and migrant workers?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This SOP is fully inclusive of all race and ethnicity, there are bilingual staff and the care of each child will be adapted according to their needs.				
Religion or Belief Is it likely to affect people who have a religion or belief? The term 'religion' includes a religious or philosophical belief.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This SOP is fully inclusive of all religion and belief, the care of each child will be adapted to their needs.				
Sex Is it likely to affect people who are mostly male or female. Where it applies to both equally does it affect one differently to the other?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This SOP does not have an impact on sex, everyone is treated the same regardless of their sex.				
Sexual Orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or either.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This SOP does not have an impact on sexual orientation, everyone is treated the same regardless of this.				
Armed Forces Community Consider whether this impacts on members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through 'unfamiliarity with civilian life, or frequent moves around the country and the subsequent				

difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.’

For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see:

[Armed-Forces-Covenant-duty-statutory-guidance](#)

Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
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Justification of impact identified:
This SOP will have no impact on the Armed Forces Covenant Duty, as members of the armed forces will be allocated spaces in the same way as all other applicants.

Socio Economic Duty
Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.

For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resources please see:

[more-equal-wales-socio-economic-duty](#)

Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
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Justification of impact identified:
This SOP will have no impact Socio Economic Duty. All parents/carers have the opportunity to apply for 30 hour childcare, and tax free child care.

Welsh Language
Is it likely to impact on opportunities for people to use the Welsh language? The Welsh language should be treated no less favourably than the English language.

Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact	<input checked="" type="checkbox"/>
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Justification of impact identified:
This SOP will have no impact on the Welsh Language as we have a Welsh speaking member of staff, and a member of staff with capacity to understand and speak some Welsh. There has been no previous request from parents/carers for interaction through the medium of Welsh only.

If a negative impact has been identified, you are not required to complete this form as a full EqlA must be undertaken. A full EqlA template and guidance can be found on the following link: [Equality Impact Assessments \(EqlAs\) \(sharepoint.com\)](#)

Screening Completed by:	Name	Claire Lohse
	Title	Assistant Operations Manager - Facilities
	Contact details	WGH – Ext 4273 claire.lohse@wales.nhs.uk
	Date	17/10/2024
Screening Authorised by: (Directorate level owner of the procedures/ proposals/ projects/ policy)	Name	
	Title	
	Contact details	
	Date	
Guidance has been provided by Diversity & Inclusion Team:	Name	
	Title	
	Contact details	
	Date	

Diversity and Inclusion Team additional Comments:	
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Please note: The D&I team will save a copy of the completed form for reference. If any changes are made after the date of review, it is the directorate's responsibility to update the EqIA and inform the D&I team.