



Prospectus

Two Counties Crèche Ltd
Civic Suite
County Hall
Croesyceiliog
Cwmbran
Torfaen
NP44 2XH

☎ (01633) 644699

www.2countiescreche.co.uk

Contents:

WHAT OUR PARENTS SAY	3
ABOUT US.....	4
WHY IS TWO COUNTIES CRECHE DIFFERENT?.....	5
HOW WILL TWO COUNTIES CRECHE BENEFIT MY CHILD?	5
OUR AIMS	5
WHAT FACILITIES DO YOU HAVE, AND WHAT ACTIVITIES WILL MY CHILD BE DOING?	6
THE ENTRANCE HALL	6
BABIES (3 MONTHS TO 12 MONTHS).....	6
TWEENIE 1 (12 TO 18 MONTHS).....	6
TWEENIE 2 (18 MONTHS TO 2).....	6
POPPETS (2 TO 3).....	7
PRE-SCHOOL (3 TO SCHOOL AGE).....	7
COMMUNAL AREA	8
OUTDOOR PLAY AREA	8
WHO WILL LOOK AFTER MY CHILD?	9
OUR STAFF	9
WHAT WILL MY CHILD'S DAILY ROUTINE BE?.....	10
WHAT WILL MY CHILD EAT?.....	11
HOW DO I KNOW MY CHILD WILL BE GETTING THE BEST CARE?.....	12
SECURITY	12
COLLECTION OF CHILDREN.....	12
SICKNESS	12
INCIDENTS AND ACCIDENTS	12
OUTDOOR WALKS	13
CHANGE OF CLOTHING.....	13
POSITIVE BEHAVIOUR AND NO SMACKING POLICY	13
MENU.....	13
PERSONAL HYGIENE	13
DRESS	14
EQUAL OPPORTUNITIES.....	14
WHEN IS THE NURSERY OPEN, AND HOW MUCH DOES IT COST?	15
FEES FROM 1ST MAY 2001	15
WHERE IS THE NURSERY LOCATED?	16
HOW DO I FIND OUT MORE INFORMATION?	17
HOW DO I APPLY?.....	17
TERMS AND CONDITIONS OF ACCEPTING A PLACE	18

What Our Parents Say

"Both of our children are so happy at the Crèche, they love it, and Forest School is a big hit."

"We are extremely pleased that the staff are affectionate to our child, it is horrible having to leave him to go to work, but comforting to know he will receive a cuddle when needed."

"My little boy is very happy at Crèche and this week asked if he could stay longer"

".. the Crèche is an excellent childcare facility and we are very lucky that our child was able to get a place. I have always found the staff very friendly and interested in my child's well-being."

"I would not have been able to cope as I did as a new Mum without the advice and guidance from the Staff".

"My child looks forward to "school" as he calls it and he really enjoys it. It has been invaluable in allowing me to continue my career whilst ensuring that my child is happy and fulfilled."

"As a Board Member I can have a direct say in how the Crèche is managed and with other parents make sure it provides the best care for the children. I would not have this opportunity at any other Nursery."

"Our daughter has always been happy to go to Crèche. That is probably the best measure of how good it is. "

(Comments made on parental questionnaires)

About Us

Thank you for your interest in Two Counties Creche - Private Day Nursery, We are an independent Private Day Nursery and our main aim is to provide the highest quality childcare employing qualified, experienced and caring staff. We are fully Social Services registered and are regularly inspected to ensure high standards are maintained.

We were established in 1999 by two parents looking for work-based childcare and so we are located in County Hall, Cwmbran. Most of our parents work for either Torfaen or Monmouthshire Councils (and both these Council's fully endorse the Nursery), however we are open to everyone.

The Nursery is registered for 64 full time child places, being able to cater for 12 babies, 24 Pre-school children and 28 children between these ages.

Your child will be looked after by fully qualified Nursery Nurses and experienced Nursery Assistants who are professional, friendly and caring. All of the staff are managed by Sue Longford, who a fully qualified nursery nurse with nearly twenty years experience of working with children. Sue and the staff are committed to providing a safe, happy and stimulating environment for all of the children to ensure that each child flourishes and develops skills to their full potential.

We are open from 8am to 6pm Monday to Friday and offer full time or part time places. Our premises have been adapted specifically to meet the children's needs and we offer a range of bright playrooms for activities – your child will be able to participate in diverse daily activities, according to their age group - these are posted outside each room for parents to look at. We also have a lovely, secure, outdoor play area with a rubber safety surface.

Whist many Nurseries, like us, offer excellent childcare, we have two important differences:

- We are not run to make a profit, but are run as a charity, so we are certain that you will find our fees are very competitive. It also means that all surplus money is put back into improving the Nursery
- Whilst the childcare is given by a qualified team of professionals, the Business is managed by parents of children at the Nursery, so the children's best interests (not profit) are always at the very heart of things.

This Prospectus is written specifically to answer the questions that you as parents want answered and we hope you find this useful.

Why is Two Counties Creche different?

Two Counties Creche is run by parents of children in the Nursery and whilst the children are cared for by qualified staff the Business is managed by volunteer parents. The Creche is a Limited Company (with a Board of Directors) and has charitable status. Sue, the Nursery Manager, is also a full member of this Committee which meets regularly to discuss how the Nursery can be continually improved.

These parent volunteers simply want to have a greater say into how their children are cared for and are willing to devote some of their spare time to help run the Nursery. They make the decisions on the policies and procedures, staff welfare, finance, marketing and fundraising. We are one of the only Nurseries offering you, as parents, the opportunity of becoming directly involved in how our Nursery is run.

Being a registered charity also means that all surplus money is put back into the Creche for the benefit of all the children, and because we do not have to make a profit our prices are lower than most other local Nurseries.

How will Two Counties Creche benefit my child?

Our Aims

At Two Counties Crèche we provide a safe, happy, caring, stimulating and educational environment for all children.

We aim to:-

- Treat each child as an individual, with equal care and concern, to meet their own needs and help them reach their full potential.
- Contribute to the all round growth and development of each child, physically, socially, intellectually and emotionally.
- Develop self confidence, self esteem and build solid relationships with other children and staff.
- Promote positive behaviour through setting clear boundaries, praise and encouragement.
- Provide endless opportunities to develop listening and communication skills.
- Have an open door policy where parents can discuss any issues with the Manager or staff member during the day.

What facilities do you have, and what activities will my child be doing?

We are based in a specially adapted, spacious premises that have been carefully designed to cater for the needs of children. Your child will be placed in a room with other children of approximately the same age; their activities are therefore carefully geared towards their abilities. These are displayed outside each play room for parents to see. In addition examples of the children's "artistic skills" are displayed on the walls all around the Nursery.

Your child will have their very own Development Chart, which will be filled in from when he/she starts at the Nursery and which records their progress with various activities. This will be available for you to view and discuss. This Development Chart will stay with your child throughout their time at the Nursery and will be given to you when your child leaves. In addition you will be invited to Parents Evenings to give further opportunities for you to meet the staff who care for your child and to discuss your individual needs more fully. However, the Staff will be happy to discuss your child with you at any time.

The Entrance Hall

This is a large area next to the Manager's office. Here you and your child will be greeted every day by the Nursery Manager, or other member of staff. Your child will have their own named peg on which they can hang their coat and bag.

Babies (3 months to 12 months)

The Baby Unit is separate from the rest of the nursery to provide a quieter and more restful environment. The babies have two play rooms, two sleep rooms, a baby changing room and a kitchen. The baby unit is fully air conditioned and we insist that anyone entering the Baby Unit removes their shoes to ensure that the floor is kept clean, ensuring that the highest hygiene standards are adhered to.

Your baby will have their own full sized wooden cot and bouncy chair. We also have mobiles, baby gyms, soft toys, wall mirrors and rattles to stimulate and entertain young babies. We try to keep to your individual baby's own routine with feeding, sleep times and playing times being what your baby is used to. We aim to take babies out for walks in the buggies when ever possible to give them fresh air. The Staff in the Baby Unit recognise the need for a loving, homely and cuddly environment for your baby and will ensure your baby will get this.

Tweenie 1 (12 to 18 Months)

This is a large airy playroom, decorated with favourite characters. Here, your child will be provided with toys to encourage first steps and bright colourful floor toys to develop their balance and co-ordination. There are large construction toys, activity toys, soft toys and books. Once your child is steady on their feet, we will take them out into the garden to play - starting off with just a short time and staying out for longer periods of time as they get older. Your child will also be encouraged to do painting, sticking and colouring but will also be given quiet time for naps and rest.

Tweenie 2 (18 months to 2)

A large and light playroom, decorated with children's' artwork and favourite characters. Your child will be able to play on a colourful slide and climbing frame, as this is the age that children get more adventurous. We have a large play kitchen with accessories that will give your child their first attempt at role play, by making food for the dolls for other children. Your child will be encouraged to socialise and make friends and gain confidence in talking to others. We provide books, shape sorters, activity toys, jigsaws, construction toys, musical instruments as well as more creative activities such as painting and sticking to help your child develop.

Poppets (2 to 3)

In this large play room we are able to do more messy type play, including painting, gluing, sand and water. Your child will be encouraged to sit down in a circle for singing and story times yet the routine here is very relaxed. We have a home corner, a large table where the children are encouraged to sit up and complete inset jigsaws or play with the Duplo, do a colouring or play with the train set. We will encourage speech development more for this age to help build your child's vocabulary and build their confidence in talking.

Pre-school (3 to school age)

Here, we have a much more structured and focused routine, to prepare your child for School; however the emphasis still very much on play.

We ensure that our activities are planned around the Government's '*Desirable Outcomes for Children's Learning*' which fall into six areas:

- Language, Literacy and Communication Skills
- Personal and Social Development
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

We will encourage your child to play, share and look after other children. Your child will sing many rhymes and songs with actions, and will participate in circle time twice a day to encourage them to talk and listen to others. They will do plenty of art and craft activities (which are displayed on walls and which get sent home). Your child will also sit for quiet stories and have more physical play outdoors. They will be helped to hold a pencil correctly and encouraged to learn colours, shapes, letters and numbers.

In addition your child would be invited to join Forest School. Our Nursery is the first in South Wales to participate in "Forest School". This is run by the Forestry Commission with assistance from Torfaen Countryside Services and is held within the grounds of County Hall, in a specially created safe and enclosed area.

Forest School will help your child to learn about the natural world focussing on a few small projects each week. It will help your child to develop their social skills and physical co-ordination and also provides fresh air, exercise and a lot of fun! Parental feedback suggests that the children absolutely love it.

Children in the Pre School Room attend Forest School once a week (clad in wellies and coats) and you will be invited along for special occasions. Spare clothes are required.

Communal Area

This is where your child will have their meals. Your child will be expected to sit in a high chair or at a table each meal time with other children where we encourage good table manners.

In this area your child will meet children of different ages; this is especially nice when brothers and sisters attend the Nursery as they meet up throughout the day.

We also have purpose built toilets and baby changing facilities.

Outdoor Play Area

We have a lovely outdoor play area, complete with colourful rubber play safety surface and a zoo full of wooden animals. We have a full and varied range of outdoor toys suitable for all ages. This area is fully enclosed and is used whenever possible.

Who will look after my child?

Our Staff are a dedicated and qualified team, managed by the Nursery Manger, Sue Longford. We know that the quality of childcare we provide is dependant on the quality of staff working at the Nursery, and that happy staff means happy children. All our Staff are registered with Social Services and have had security checks. In addition we recognise the need for our staff to be regularly trained in order that they provide the most up to date expert care. All our staff are under going a First Aid Course specifically aimed at children, we have a Training Plan in place and are working towards Investors in People.

Your child will be looked after by a fully qualified NNEB Nursery Officer, and will be assisted by experienced Nursery Assistants and Nursery Nurses.

If you have any concerns over your child the Nursery Officer or the Nursery Manager will always help.

Our Staff

Manager	Sue Longford	N.V.Q. III Child Care and Education N.V.Q. III Special Needs Endorsement
Deputy Manager	Nic Birt	N.N.E.B.
Nursery Officer	Nicola Hardie	N.N.E.B.
Nursery Officer	Theresa Grannell	N.V.Q. III Child Care and Education
Nursery Officer	Leigh Macey	N.N.E.B.
Nursery Officer	Lisa Eaton	N.N.E.B.
Nursery Nurse	Kelly Cromie	N.N.E.B.
Nursery Nurse	Sarah Evans	N.N.E.B.
Nursery Nurse	Shelley Filnn	N.N.E.B.
Nursery Nurse	Sara Gwilliam	N.N.E.B.
Nursery Nurse	Amanda Driscoll	N.N.E.B.
Nursery Assistant	Sheila Kitchener	
Nursery Assistant	Rhian Herbert	N.V.Q. II Child Care and Education
Nursery Assistant	Angharad Pierce	N.V.Q. II Child Care and Education
Nursery Assistant	Rachael Smith (Lunch Cover)	
Nursery Assistant	Eva Attfield (Lunch Cover)	
Nursery Assistant	Irene Thomas (Lunch Cover)	
Nursery Assistant	Debbie Smith (Lunch Cover)	

What will my child's daily routine be?

Each Room has it's own activities posted outside the door, but below is a typical day for the various groups.

8am *Free Play as Children Arrive*

9.15am *Singing*

9.30am Breakfast

10.00am *Circle Time (preschool)*

Morning Activity (Poppets)

Nappy Change followed by Constructive Play/

Activity Time (Tweenie 1 and 2)

10.30am *Activity Time (Pre School)*

11am *Outside Play (Poppets)*

11.30am *Story Time and Songs (Tweenie 2)*

Outside Play (Pre School)

12 noon Lunch

12.30pm *Television (Poppets, Tweenie1 and 2)*

1.00pm *Circle Time (Pre School)*

Story Time (Poppets)

Nappy Change and rest time (Tweenie 1 and 2)

1.30pm *Activity Time (Pre School and Poppets)*

Outside Play (Tweenie 2)

Rest Time (Tweenie 1)

2.30pm *Television/ Rest Time (Pre School)*

Outside Play (Poppets)

Activity Time (Tweenie 2)

Rest Time (Tweenie 1)

3.00pm *Outside Play (Pre School/ Poppets)*

Story Time and Singing (Tweenie 2)

3.00 - 3.45 Tea

3.30pm *Music and Movement (Pre-School and Poppets)*

Nappy Change (Tweenie 1 and Tweenie 2)

4.00- 6.00pm *Free Play until "Home Time" (All)*

The Babies room is less formal, and depends on the individual needs of the babies.

What will my child eat?

BREAKFAST A choice of cereal and milk, and Toast, with milk or water to drink

LUNCH (Below is a typical menu)

	Week 1	Week 2
Monday	Cheese and Potato Pie & Salad/ Baked Beans Iced Sponge and Milk	Turkey Meatballs in Tomato Pasta & Salad/Chips Strawberry/Apple Round with Custard
Tuesday	Golden Drummers & Creamed Potato and Vegetables Toffee Apple Crumble with Custard	Chicken Pie and Gravy & Boiled Potato with Vegetables Mini Doughnut and Milk
Wednesday	Roast Pork with Apple Sauce and Savoury Stuffing & Roast/ Boiled Potatoes with Vegetables Fruit Sundae and Squash	Roast Turkey with Savoury Stuffing & Roast/ Boiled Potatoes with Vegetables Lucky Dip Biscuit and Squash
Thursday	Burger and Gravy & Potato Wedges with Vegetables Chocolate Sponge and Custard	Baked Sausage & Smiley Potato Faces with Salad/ Baked Beans Honey and Orange Cake and Custard
Friday	Hot Dog, Chips and Salad Chocolate Roll and Fruit Drink	Chicken in a bun, Chips and Salad Vanilla Ice Cream and Strawberry Sauce

TEA A Choice of Sandwiches, Yoghurt/ Fresh Fruit and biscuits/ cakes with squash or water to drink.

How do I know my child will be getting the best care?

We have a range of Policies and Procedures in place to ensure that your child is well looked after in a healthy, safe and secure environment.

Security

The Nursery is alarmed and secure, meaning that people cannot enter, or leave, the premises except with the knowledge of the Staff. The Front door has a bell and people can only be admitted by a member of staff.

Collection of Children

You must come to the front door to bring and collect children.

You will be expected to inform the Nursery of the person(s) who will collect your children at the end of each session. Should you nominate a different person at any time, nursery staff must be informed when the child is brought to the start of the session and the new collector must identify himself/herself to the nursery staff.

The security of your child is paramount. We do not let any child go with someone we have not met beforehand. If you wish an Auntie, Grandparent or friend to collect your child, they must be introduced to our staff prior to the collection and may be asked to give a pre- arranged password.

Please try not to be late when collecting your child. It can cause such distress and insecurity to a little one who thinks he/she has been forgotten. In addition we do impose a financial penalty for children collected after the Nursery closes.

Whilst there is a car park near the Nursery you are asked to use marked bays only and not to block other cars (however short a time you think you are likely to be.)

Sickness

If your child is running a high temperature or suffering from a communicable illness we ask that they are kept at home. We do not have the facilities to care for sick children and do not want illness spread amongst the other children. If you are, unsure please check with your health centre.

If you wish staff to administer prescribed medicines at the nursery your written permission is required along with instructions and the correct dose that should be given in a suitable container.

If we are expecting your child to be in nursery and they are unwell, please can you ring to let us know they will not be attending. (Unfortunately, these sessions have to be paid for as staff costs are ongoing.)

If your child is taken ill whilst at Nursery you will be contacted and may need to collect your child.

Incidents and accidents

All children fall and bump frequently. Whilst great care is taken to prevent all accidents, bumps, cuts and grazes will occur. All accidents are recorded in an

accident book and you will be given an accurate description of what happened. As parent/ guardian, you will be asked to sign the book when you are satisfied with the entry.

Outdoor Walks

Occasionally, babies/children will be taken out of the nursery for a walk or to the library. The ratio will be no more than one member of staff to two children/babies and wrist straps will be used where appropriate. This will only be done with your consent and you will be asked to sign a form.

Change Of Clothing

You will be asked to provide a named bag with a change of clothes, nappies, creams, toiletries, sun block, comfort toys and any other personal items you wish your child to have access to. You are asked to ensure that all items are named, as it is impossible to keep track of unnamed items.

Positive Behaviour and No Smacking Policy

Naturally, at Two Counties Crèche we operate a no smacking policy. Good behaviour will be nurtured consistently by the staff and lots of praise and encouragement will be given to your child. Unacceptable behaviour will be discouraged by either withdrawing your child for a short time from the situation or by reasoning and explaining things to them, according to the age and stage of development of your child. You can be assured that your child will be dealt with in a sensitive, calm and consistent manner, and any incidents will be resolved as quickly and quietly as possible.

Menu

We will provide breakfast, cooked dinner, light snacks and tea for your child. The weekly menu is displayed outside the Pre-School room the daily menu is displayed inside the Entrance Hall.

We are able to cater for children with special dietary requirements, which you should specify on your application form. See Page 11 for a specimen Menu.

Personal Hygiene

Parents must provide all nappies. If you like to use a particular brand of wipes, you are asked to provide these for your child. If your baby has a sore bottom then please send the appropriate cream or lotion and staff will apply it as directed by you.

We encourage children to clean their teeth after dinner. We have a shelf in the bathroom for toothbrushes and each child will have their own beaker. We ask parents to provide the toothbrush and paste.

All children have their hands washed before and after every meal. In addition all children have their hands washed after messy activities or on returning from outdoor play.

When you identify that your child is ready to "toilet train" we will do all we can to help and support them, reinforcing your approach. When your child is ready for potty training, you are asked to bring your child in clothes that are easy to handle, as children often leave it to the very last minute before going to the toilet. (No tight

jeans, dungarees or fiddly buttons) At potty training time, we will also need extra spare clothes, as children frequently have accidents.

Pre-school children are encouraged to be more independent, this includes visiting the toilet, whilst under close supervision and to use the bathroom themselves to give them more independence in preparation for school.

Dress

You will be asked to bring a named bag of spare clothes for your child, just in case they need to change during the day. We do however, have spare clothes which your child will be dressed in if need be.

In the winter warm coats, hats and gloves are essential to enable your child to play outdoors.

In the warmer weather we do ask you to provide sun hats and sun cream as we make the most of the sunshine and play outdoors for longer periods of time.

In the Crèche, we like to do plenty of messy play. We encourage the children to use paint, glue and other things that can be very messy. We do provide nylon aprons but paint can still go a long way. Some colour paint will wash out very easily but dark colours can stain. For this reason we suggest that you do not to let your child wear best or favourite clothes.

Equal Opportunities

We operate an Equal Opportunities policy, which means that no one will be discriminated against, based on race, age, religion, gender, culture, background or ability.

When is the Nursery open, and how much does it cost?

Fees from 1st May 2001

We believe that we offer amongst the best value for money childcare in the local area. If you compare our fees with other Nurseries we are sure you will agree. The Crèche is open Monday to Friday 8am to 6pm.

Torfaen & Monmouthshire Council Employees

Others

Full Time Weekly Rate 8am to 6pm	£79	Full Time Weekly Rate 8am to 6pm	£90
Full Day Rate 8am to 6pm	£18	Full Day Rate 8am to 6pm	£20
Half Day Rate 8am to 1pm or 1pm to 6pm	£10	Half Day Rate 8am to 1pm or 1pm to 6pm	£11

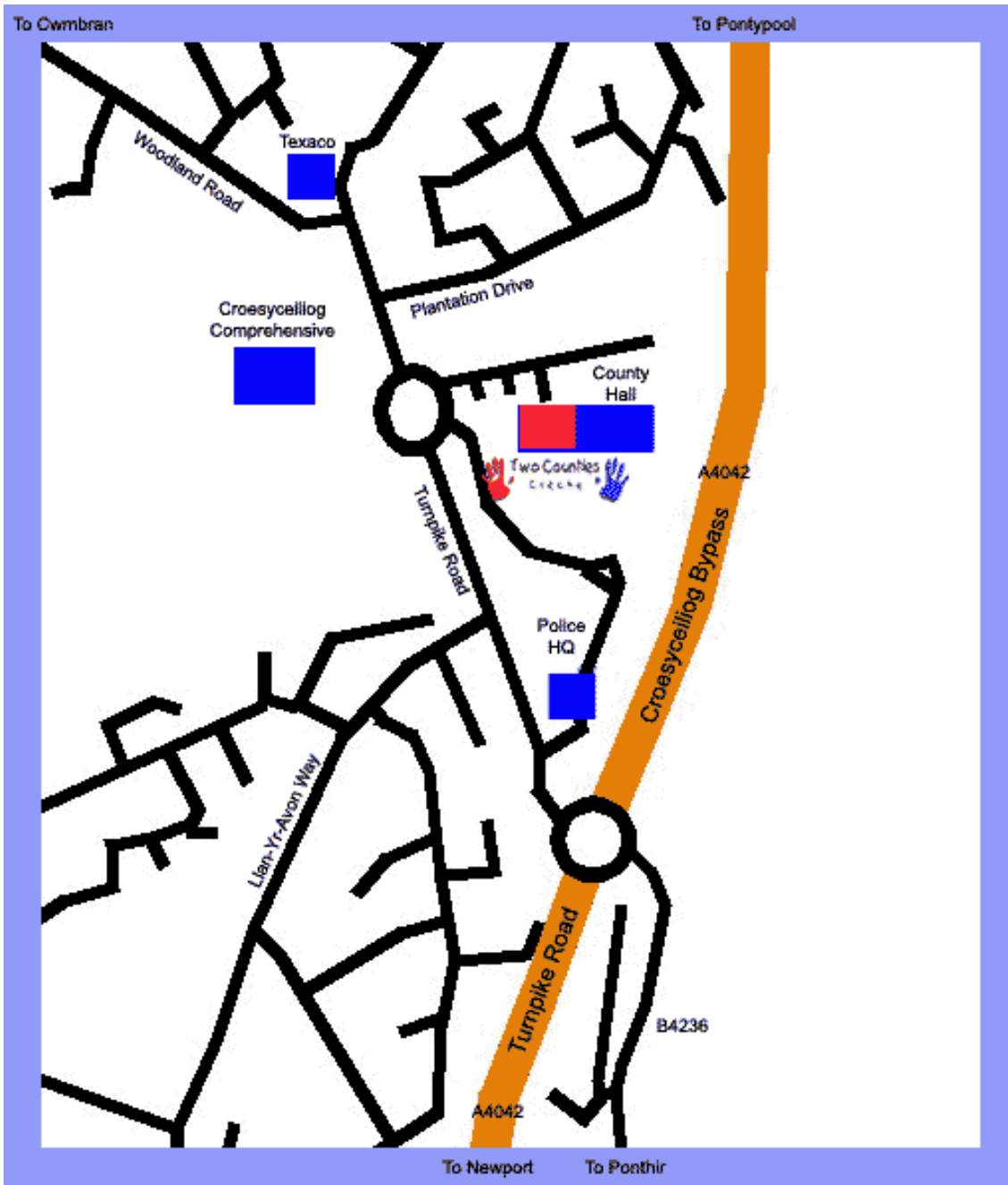
This includes (except young babies)

Breakfast
Lunch
Tea
Mid Morning and After Noon Snacks.

We ask that you pay four weeks in advance, and ask that you give four weeks written notice of your intention to relinquish a place. Given the competitive nature of our fees, full fees are payable when a child is absent.

Where is the Nursery located?

Two Counties Creche is situated in the Civic Suite at County Hall, Cwmbran. There is parking adjacent to the Nursery.



How do I find out more information?

For all other enquiries or to arrange to visit the Nursery please call Sue, the Nursery Manager on 01633 644699 or alternatively you can visit our website at:

www.2countiescreche.co.uk

How do I apply?

Complete the attached Application Form and return to:

**Sue Longford
Two Counties Crèche Ltd
Civic Suite,
County Hall,
Croesyceiliog,
Cwmbran,
Torfaen,
NP44 2XH.**

Terms and Conditions of accepting a place

Fees are payable one Month in advance. You will receive a bill at the end of each month, and will receive a receipt. If you work for either Torfaen County Borough Council or Monmouthshire Council you can choose to have the fees deducted directly from your salary.

Failure to pay on time may result in your child losing their place.

1 Month's notice is required in writing if you wish to withdraw your child from the Nursery or to reduce their hours

If you wish to increase your hours then one weeks notice should be given and this will be accommodated if there is a vacancy.

The fees are payable for 51 1/2 weeks of the year, with half fees for Christmas week. Fees are also payable for Bank Holidays.

In the unlikely event that you issue a payment by Cheque which will not be honoured by your bank, you will be responsible to pay in full any Bank Charges that are incurred by the Nursery.

Preference is given to parents on the waiting list who want full time or full day sessions.

If your child is absent from the Nursery for any reason the fees are still payable in full.

You may bring your child any time after 8am and must collect your child before 6pm. There is a rigid fine charged of £10 for each 15minutes after 6pm should you be late.

You will be asked to sign a Parental Consent Form if you wish to allow your child to be taken on visits outside of the Nursery.

We encourage the children to participate in a wide range of messy activities; the Nursery takes no responsibility if clothes accidentally get marked. You will be expected to provide a named bag with a change of clothes, sun block, comfort toys and any other personal items you wish your child to have. You will also be expected to provide all nappies and any special wipes or creams if you wish these to be used.

For your child's security if someone unknown to the Staff at the Nursery is to collect your child, you will be expected to make arrangements to introduce them to the Staff at the Nursery beforehand. We will not let any child leave with anyone unknown to a member of Staff.

If you wish the staff to give medication to your child you will be expected to sign a parental consent form to this effect.

You will be expected not to bring your child to Nursery if they are sick and you will be expected to collect a sick child as soon as possible, if contacted by the Nursery. You will be expected to provide contact numbers should the Nursery need to get in touch with you.

We take every care to prevent accidents, but children occasionally trip or bump themselves. We take no responsibility for accidental injuries received at the Nursery, however, all accidents will be recorded in an Accident Book and you will be informed. You will be asked to sign the book to confirm that you have been informed.

Naturally we operate a "no smacking" policy. Good behaviour will be nurtured by consistency from the staff, praise and encouragement. Unacceptable behaviour will be discouraged and reasoning or withdrawal will be used depending on the age of the child. All children are dealt with in a sensitive and calm manner to resolve incidents as quickly and quietly as possible.

We operate an Equal Opportunities policy, which means that no one will be discriminated against, based on race, age, religion, gender, culture, background or ability.

You will need to fully complete the application form and agree to these terms and conditions in order to be offered a place.

At Two Counties Crèche the safety of the children is paramount. All staff will notify the Manager/Management Board of any suspicious signs of child abuse.

Two Counties Crèche will always follow Torfaen County Borough Council child protection procedures.