



Childcare Inspection Report on

Clwb Ty Wendy Cyf.

**Safle'r Gelli
Bethel Road
Caernarfon
LL55 1DU**

Mae'r adroddiad hwn hefyd ar gael yn Gymraeg

This report is also available in Welsh



Date Inspection Completed

02/05/2019

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Ratings	What the ratings mean
Excellent	These are services which are committed to ongoing improvement with many strengths, including significant examples of sector leading practice and innovation. These services deliver high quality care and support and are able to demonstrate that they make a strong contribution to improving children's well-being
Good	These are services with strengths and no important areas requiring significant improvement. They consistently exceed basic requirements, delivering positive outcomes for children and actively promote their well-being.
Adequate	These are services where strengths outweigh areas for improvement. They are safe and meet basic requirements but improvements are required to promote well-being and improve outcomes for children.
Poor	These are services where important areas for improvement outweigh strengths and there are significant examples of non-compliance that impact negatively on children's well-being. Where services are poor we will take enforcement action and issue a non-compliance notice

Description of the service

Clwb Tŷ Wendy Cyf, out of school club, operates from Ysgol y Gelli, in Caernarfon, Gwynedd and is registered to provide care for a maximum of 32 children under the age of 12 years. The responsible individual is Wendy Evans and persons in charge are Anne-Marie Williams and Shalina Forde. The opening hours are Monday – Friday, 1500 – 1800 hours (during term time). The service operates bilingually and is working towards providing the Welsh Language ‘Active Offer’.

Summary

Theme	Rating
Well-being	Good
Care and Development	Adequate
Environment	Adequate
Leadership and Management	Adequate

1. Overall assessment

Children are happy and settled and communicate their needs confidently. Staff have a friendly and welcoming approach to care giving. The indoor environment is clean and the outdoor environment offers a spacious play area for children to develop their physical skills positively. Leaders manage the service appropriately with some areas requiring improvement to meet requirements.

2. Improvements

Since this inspection, the responsible individual has submitted an improved risk assessment and statement of purpose, confirmed the nail bar activity is no longer in operation, submitted activity planning for the month ahead and template for recording a daily health and safety check. The responsible individual has also informed Care Inspectorate Wales (CIW) they have contacted the local authority environmental health department to gain advice about preparing food in the school hall, has confirmed that a coat rail and coat hangers are now in use for children to store their personal belongings and confirmed re-cycling bins are now in use to help children learn about caring for their environment and highlight the benefits of re-cycling. They have presented to CIW evidence of supervision undertaken with staff.

3. Requirements and recommendations

We have advised the responsible individual that improvements are needed in relation for leaders to make sure that staff are monitored to ensure they apply their learning from training into practice (Regulation 29). To ensure all the required information in the children's personal records are collated and the responsible individual records her own attendance while at the service (Regulation 30) in order to meet the legal requirements. A notice has not been issued on this occasion, as there was no immediate or significant impact for children using the service. We expect the responsible individual to take action to rectify this and it will be followed up at the next inspection.

We have made recommendations in relation to developing children's learning opportunities, improving methods of assessing risk and tailoring all policies and procedures specifically for this service.

1. Well-being

Good

Summary

Children communicate confidently and are familiar with the daily routines. They interact effectively with one another and those caring for them. Children are offered opportunities to direct their own play during both indoor and outdoor activities successfully. They are developing their independence well; however, further opportunities would enhance the development of their self-help skills.

Our findings

Children communicated and expressed their needs well throughout the session. For example, children approached staff with ease and requested to play with the parachute. This was given to them without question and children excitedly showed us how they actively made a den with it. During outdoor play children told us about the different games they had invented, one child explained clearly the rules for the game '*Wake up Granny*' and their friends laughed and told us it was a good game to play.

Children are familiar with the routine at the service and this gave them a sense of security. For instance, on entering the play area they accessed the hand washing facilities to wash their hands before sitting down to have their snack. They spoke about looking forward to playing outdoors after snack time but explained they would need to tidy up first. Children told us they liked the staff as they were friendly and '*just great*'. They were made to feel comfortable and relaxed as their likes and dislikes were taken into consideration well.

A calm and relaxed atmosphere aided children's interactions to be positive. Children helped one another during outdoor play to collect the grass cuttings to make a large heap to represent a local castle. Other children enjoyed helping staff to carry resources from storage for outdoor activities. They co-operated well and took turns to shoot a football into goal. Children used good manners and made requests politely.

Children were able to explore their environment freely and make choices to follow their own interests. They enjoyed drawing pictures and used a variety of cutters to make different shapes with play dough creatively. Children were accomplishing most tasks for themselves well. However, further opportunities could be provided to develop children's independence, for instance, children were served their snack by staff when they could serve themselves.

Children actively cleared up after snack time, putting their rubbish in the bin, handing their plates to staff and stacking the chairs before going outdoors to play. Some children enjoyed playing independently; one child was immersed in role play, as they dressed up as a chef in the home corner and used a wide variety of props and utensils effectively. This helped to enhance their play and learning experience.

2. Care and Development

Adequate

Summary

Staff promote healthy practices well and have a friendly and welcoming approach to care giving. They follow most policies and procedures appropriately. Staff manage interactions positively, however, activity planning requires improvement to provide better learning outcomes for children.

Our findings

Staff provide children with healthy snacks and drinking water is available throughout the session to keep them hydrated. They follow hygiene procedures appropriately themselves, washing their hands and cleaning tables before snack and table top activities. Staff understand and implement most of the policies and procedures for the service appropriately. Staff had completed safeguarding training, but were not confident in applying learned knowledge into daily practice. For instance, staff were not clear on the procedures to follow if there was an allegation made against another staff member.

Staff promote safety appropriately, for example, they have completed first aid training suitable for the age ranges of children being cared for. They record accident and incidents and these are signed by both staff and parent consistently. Fire safety checks and fire drills have been conducted and these are recorded. Staff encourage outdoor play well, developing children's physical skills suitably while being active in the fresh air.

Staff manage interactions fairly and consistently and have a warm and friendly approach to care giving. They praise all children for their efforts with positive language and this makes children feel good about themselves.

Staff implement some of the principles from the foundation phase curriculum appropriately and this enables children to follow their own interests and make suitable choices. Staff do not provide sufficient opportunities for children to develop their learning about their wider society, benefits of re-cycling and practicing to use their senses. Staff organised activities on the day taking account of children's requests and meeting their needs acceptably but consideration to some planning would help towards enriching children's play and learning experiences.

Staff encouraged children to develop their co-ordination and numerical skills as they physically jumped along the snake and ladder floor activity. Staff supported children actively to develop their motor skills while playing a skittle game as they practiced their throwing skills using beanbags. Staff spoke to children throughout their activities about colours, numbers, distance, size and height as they pedalled their vehicles at different speeds, drawing pictures and building towers in the construction area. This helped to develop children's language and vocabulary skills positively.

Summary

Leaders ensure children are cared for in a secure and clean environment. There is sufficient space and facilities to meet the needs of children. Leaders ensure children have access to toys, resources and furniture which are age appropriate and in good condition.

Our findings

Leaders had a system to manage access to the premises appropriately and keep a record of visitors. Not all risk assessments identified the potential risks to children and what measures were in place to manage those risks. Leaders told us that visual health and safety checks were being conducted but these were not recorded. The person in charge made sure all staff followed hygiene practices suitably, for example, they had established consistent cleaning routines. The outdoor play area was enclosed and spacious offering children opportunities to play on the grass and practice pedalling their go-carts on the school yard. Leaders had ensured staff were aware of their responsibilities in relation to providing appropriate supervision to ensure children's safety.

Leaders had ensured the layout and design of the environment promoted children's independence positively and it was well maintained. Owing to moving premises recently on the school site, the service was currently using the cylch meithrin classroom for preparing and serving snack. The responsible individual informed us she was going to contact the local authority environmental health department to gain advice about a food preparation station in their new premises of the school hall. Leaders informed us they had not organised a designated space for children to store their personal belongings in the school hall and benches were used for children to store their coats and bags, which, was not suitable.

Leaders had ensured furniture and toys were appropriate for the stage and development of children and resources were easily accessible. This helped to create a sense of belonging. Toys and equipment were of good quality and there was a wide range of props to develop imaginary play in the indoor environment. For example, the home corner consisted of a variety of props to care for baby dolls, dressing up clothes, soft toys and cooking utensils. Natural, sustainable toys were not promoted and there was a lack of resources to reflect our wider society and promote equality well. Outdoor play equipment was limited. Leaders were in the process of making an attractive reading corner and books were of good quality encouraging children to read them.

4. Leadership and Management

Adequate

Summary

Leaders manage the service appropriately but some improvements are required to meet requirements. They have evaluated the service and collated the views of those using the service. Leaders manage staff and resources suitably but improvements are required to ensure all staff have a sound understanding of all procedures to keep children safe. Partnerships with parents and hosting school are positive.

Our findings

Leaders ensured policies and procedures were in place and most of these were implemented appropriately. However, the responsible individual had not made sure these policies were all tailored specifically for this service, for example, name of the service was not consistent on all documentation as was the date of review. The statement of purpose included most of the required information but further information was needed about how leaders and staff deal with emergencies. Leaders had completed parts one and two of the self-assessment of service statement and their public liability insurance was up to date.

Leaders ensured they evaluated the service appropriately and they had drawn on the comments of those using the service to identify what works well and what requires improvement. Leaders told us that one of the areas they wanted to develop was resources for outdoor play and told us they were actively seeking funding to do so.

We inspected three staff files and these contained the required information to meet requirements. Leaders and staff informed us supervision was available for them to discuss their welfare, practice related issues, development and training needs. The responsible individual told us she would evidence this by presenting a record of these to CIW.

Leaders made sure staff had defined roles and responsibilities. Their training was current and new staff members were awaiting training. However, leaders had not ensured during supervision that staff had a sound understanding of how to apply their knowledge from training into daily practice, for example, staff were not confident about the correct procedures to take in relation to safeguarding and child protection matters.

Leaders had ensured Disclosure and Barring Service (DBS) certificates were up to date. Staffing ratios were met on the day and staff were deployed appropriately. A record of children's and staff attendance was presented. However, the responsible individual had not recorded her own attendance. We inspected two children's records and these contained most of the required information apart from each child's home postcode. Leaders manage and support staff appropriately but some areas require improvement to meet requirements.

Leaders are building positive partnerships with parents and the hosting school. They had provided a notice board to keep parents informed. Parents we spoke to told us they were happy with the care provided and their children were happy and settled.

5. Improvements required and recommended following this inspection

5.1 Areas of non compliance from previous inspections

None

5.2 Recommendations for improvement

Leaders should consider:

- Planning and developing learning opportunities for children to understand about recycling, discover the world around them and practice using their senses through using natural and sustainable resources and toys;
- improving the method of assessing risk to ensure all potential risks to children are identified and highlight what measures are in place to manage those risks and
- tailoring all policies and procedures to relate specifically for this service.

6. How we undertook this inspection

This was a full-unannounced inspection undertaken as part of our normal schedule of inspections.

One inspector visited the service on Thursday 02 May 2019 from 1508 – 1845 hours and Tuesday 07 May 2019 from 1510 – 1735 hours.

We,

- inspected a sample of documentation and policies;
- observed practice; we did not use the SOFI2 inspection tool as children were confidently talking to us highlighting their preferences;
- inspected the areas used, toys and resources;
- spoke to children, staff, person in charge, three parents and responsible individual and
- provided feedback to the responsible individual by telephone on Thursday 16 May 2019 at 1000 hours.

Further information about what we do can be found on our website:

www.careinspectorate.wales

7. About the service

Type of care provided	Children's Day Care Out of School Care
Responsible Individual	Wendy Evans
Person in charge	Shalina Forde Ann-Marie Williams
Registered maximum number of places	32
Age range of children	Under 12 years
Opening hours	Monday to Friday during term time between: 1500 - 1800 hours
Operating Language of the service	Welsh
Date of previous Care Inspectorate Wales inspection	26 November 2015
Dates of this inspection visit(s)	02 & 07 May 2019
Is this a Flying Start service?	No
Is early years education for three and four year olds provided at the service?	No
Does this service provide the Welsh Language active offer?	This is a service which is working towards providing an 'Active Offer' of the Welsh language and intends to become a bilingual service.
Additional Information:	

Date Published – Monday, 24 June 2019