



Childcare Inspection Report on

Cylch Meithrin Llansawel

**Neuadd Llansawel Hall
Llansawel
Carmarthen
SA19 7JH**

Mae'r adroddiad hwn hefyd ar gael yn Gymraeg

This report is also available in Welsh



Date Inspection Completed

08/07/2019

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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

Cylch Meithrin Llansawel operates from a porta cabin on the grounds of the village hall in Llansawel. They are a full day care service operating every Monday to Thursday for a maximum of 17 children. The sessions run from 8:30am to 12.45pm for children aged two to four years old. Care is provided through the medium of Welsh. The responsible individual and person in charge is Emma Davies.

Summary

| Theme | Rating |
|--|----------|
| <u>Well-being</u> | Good |
| <u>Care and Development</u> | Adequate |
| <u>Environment</u> | Good |
| <u>Leadership and Management</u> | Adequate |

1. Overall assessment

Children at this service have a strong voice and enjoy their play and learning. They are engaged in activities and have opportunities to follow their own interests. Staff work well together and are adequate in keeping children safe and healthy. Leaders keep appropriate records and offer children a mostly safe, clean and welcoming environment. There are policies and procedures in place.

2. Improvements

We, Care and Social Services Inspectorate Wales (CIW) received an updated risk assessment following the inspection visit.

3. Requirements and recommendations

We notified the provider of the following non-compliance:

- Suitability of Workers: This is because not all documentation was in place in relation to suitability of workers. One staff file was missing the following: photo and two references;
- The Statement of Purpose: This is because it did not contain the following information, as required by regulation: staffing, facilities, activities, routines and arrangements to review the statement of purpose and inform CIW of changes to the service.

We have made some recommendations and these are detailed at the back of the report.

1. Well-being

Good

Summary

Children have a strong voice and their choices, ideas and views are listened to. They are well settled and have formed good relationships with children and staff around them. They are familiar with their routine and can express themselves confidently. Children engage in activities, play and co-operate with each other, sharing resources and experiences. They follow their interests and have opportunities to develop independence skills with support if needed.

Our findings

All children were settled at the service. They were beginning to develop friendships and nearly all children were well behaved. They co-operated and included their friends in their play. For example, when playing in the garden corner indoors, children called each others names and laughed at each other. Outdoors, children looked at the planting tubs with one child telling another, "Co hwnna" (look at that). Children developed strong and positive relationships with staff including sitting close to them during carpet time and including them in their play as they built a tower using the construction blocks.

Children made choices and decisions including whether they took part in activities, where to play and what to play with. They participated in planning activities using mind mapping and their ideas were acted upon. For example, the children's ideas were used to inform the termly planning. Children listened and followed instructions given to them during free play activities as well as structured activities, for example placing and gluing leaves onto card to create a mini beast.

Children actively enjoyed and expressed enthusiasm and excitement during singing and outdoor activities. Children engaged in activities and developed their curiosity through their play. For example, whilst playing outdoors with the water and the funnel. Children happily participated in activities throughout the visit. Children showed they were developing as some attempted to write their name on their art work, whilst others counted independently in Welsh. We heard a child count independently to six in as they handed out the cushions for circle time. Another child proudly showed their mark making on a chalk board. We also heard children name the days of the week, discuss the weather and their feelings during circle time. Most children recognised their names on place mats during snack time. Children used good manners throughout the visit.

Children showed familiarity with the routine, helping themselves to clean paper and placing it on the easel, tidying up before snack time and sitting on the cushions during circle time. They experienced opportunities to develop independence including toileting, pouring their drink at snack time, putting on coats and recycling food waste with assistance given if needed.

2. Care and Development

Adequate

Summary

Staff adequately promote the children's health, safety and well-being through the processes and daily checks they have in place. Staff encourage positive behaviours and successful interactions. They work sufficiently to promote the children's play, learning and development using the children's choices and interests to inform their planning. Staff consistently use Welsh throughout the session.

Our findings

Staff generally kept children safe and healthy. There were relatively good safety processes in place and staff followed these. There is a level 5 food hygiene rating. Risk assessments tick lists were completed daily. During the visit, we found that staff members did not hold a valid first aid certificate and these had expired in June 2019. The National Minimum Standards state there should be one qualified staff member for every 10 children. The leader told us that they have organised first aid training for September 2019.

Not all staff showed a good understanding of safeguarding when given a scenario of how they would deal with a safeguarding issue. Staff promoted safety and well-being reminding children "Eistedd ar pen ôl ti fel bo ti ddim yn cwmpo" (sit on your bottom so that you don't fall) and stepping in to help when appropriate. Good hygiene practise was encouraged for the children and overall the staff followed the same practices however, staff did not wear an apron or gloves to prepare food and children washed hands before going to sit on the floor for carpet time, rather than immediately before snack time. We did not see all staff members wash their hands before assisting children during snack time. During nappy changing, an apron was not worn and the changing mat was not sanitised between all changes. The staff member did not wash their hands in-between changes and gloves were kept on to re dress children following changing a soiled nappy. Children were encouraged to wash their hands after nappy changing. We did not see the tables being cleaned with an anti bacterial cleaner before lunch and children's food bags were not stored in a refrigerator. The leader told us that parents had been informed about storage of lunch boxes.

Staff encouraged positive behaviour from the children, "Cwla lawr nawr" (cool down now) Staff consistently praised children verbally, "Ti'n ferch fawr. Good girl" (You're a big girl. Well done) Staff encouraged children to count as they handed out the cushions for circle time. Staff praised a child for mark making on a chalk board, "Ti wedi bod yn ysgrifennu? Da iawn ti." (Have you been writing? Well done.)

Staff showed warmth and kindness towards the children, kneeling to their level when speaking or listening to them and enhancing their play. Staff consistently used Welsh with the children. Staff used children's mind maps to gather ideas for their planning of activities within themes and these were displayed on the wall. Staff worked well together during the visit. There was no weekly plan in place to view during the visit, however the leader informed us that this was stored on the laptop.

3. Environment

Good

Summary

Leaders ensure a clean, child friendly and secure environment. There is an extensive range of equipment, toys and resources available and some are easily accessible by the children. Some areas are cluttered with resources. Processes and records for keeping children safe and healthy are used and kept up-to-date. Leaders have identified some risks and daily checks are undertaken. Premises are well maintained and decorated with Welsh language displayed. The layout and design promotes the children's independence and develops a variety of skills.

Our findings

The environment is safe, secure and well maintained indoors and outdoors. The main playroom was well laid out following the Foundation Phase and was accessible for all children, however some areas were heavily cluttered. Storage and equipment was at the children's height allowing them to access equipment, toys and resources independently. Most resource drawers were labelled with a visual clue as to their content. The rooms were clean and well maintained. Staff members cleaned and tidied the rooms after each activity and at the end of the session. The door of the porta cabin was locked and a door bell was used to allow people to enter. A visitors' book was in place and was actively used to record any visitors' presence.

Leaders had ensured that there were colourful displays on the wall and that children's work was on display. The service was furnished throughout with child sized furniture that enabled children to access toys and equipment. A small area containing cushions, mats and books was available for children to relax if they wanted to.

A wide range of resources were available which promoted physical, numeracy and language development as well as a collection of natural and real life resources. The outdoor environment was enclosed and was an integral part of the learning environment. The outdoor area was well resourced with a shed/home area, which was currently a flower shop, a mud kitchen, a planting area, water and sand play along with a plastic climbing frame. There was access to other areas within the grounds of the hall including a grassed playground area.

Leaders keep a record of equipment testing up-to-date. Children and staff had performed fire drills with the most recent drill in June 2019. Risk assessments were in place, however

activities and the outdoor area had not been risk assessed. We received an updated risk assessment for the outdoor area following the visit.

4. Leadership and Management

Adequate

Summary

Leaders at Cylch Meithrin Llansawel ensure that the service is correctly staffed. They ensure that children's needs are met and that staff are provided with some training opportunities. The Cylch have good links with the local community and ensure parent involvement in fund raising events. Some essential paperwork is not available or not fully completed.

Our findings

The statement of purpose contained most of the necessary information; however it did not fully comply with regulatory requirements and the national minimum standards as it did not include the following information: staffing, facilities, routines and arrangements to review and inform CIW of changes to the service. Policies and procedures were in place and leaders ensured that most policies adopted from a recognised organisation were implemented. The required documentation in respect of each child attending the service was mostly in place, however we viewed one child's file without parental permission for medication, visits and digital images. The staff worked effectively because they knew each other well and were familiar with their dedicated tasks. Good communication was heard between staff members throughout the inspection, stating what they would do next and this ensured that they worked effectively as a team.

Leaders had reviewed the service annually and created an action plan, however there was no report in place including parent, staff and children's views. The views of parents were sought through a questionnaire as the children finished at cylch meithrin. The leader told us that staff and children share their views regularly through discussion. The leader told us that staff views are recorded during staff meetings, however children's views are not formally recorded.

Parents had responded positively in the questionnaires, however not all of these were dated. Responses included, "Gofal ardderchog a staff gweithgar a chroesawgar. Byddaf yn drist iawn pan fydd fy mhlentyn yn gadael i fynd i'r Ysgol. Mae e wedi cael dechreuad ardderchog i'r byd addysg." (Excellent care with active and welcoming staff. I'll be very sad to see my child leave and go to school. He's had an excellent start to his education.) as well as "Llansawel cylch is excellent. The staff are amazing."

Staff files evidenced that some checks had been carried out and that staff were suitably qualified. However, leaders had not sought references for one member of staff and there was no proof of identity/photograph that are required by regulations. We were forwarded proof of one staff member's references following the visit. Some staff members had

received supervisions along with appraisals, however a staff member carried out supervisions on the person in charge and not a member of the committee. There was not an organised system in place for this.

Staff and children were recorded on the same daily register and staff sign in and out with actual times.

Both the person in charge and assisting staff members held current and valid Disclosure and Barring Service checks. Following the visit, we were forwarded evidence of a current check that was ongoing as one certificate was expiring the week following the visit.

We spoke to parents and carers at the service who spoke very positively about the cylch and the staff. They were all happy with the information they had received about the cylch and felt well informed about the development of their child. One parent told us, "They're really good with everything." Returned questionnaires were mostly positive. We saw that the cylch had established working partnerships with the local authority's speech and language therapist as well as a strong link with the community. Leaders told us that they work closely with the local community and arrange various fundraising events within the village, including bingo and quiz nights.

5. Improvements required and recommended following this inspection

5.1 Areas of non compliance from previous inspections

None

5.2 Recommendations for improvement

Following our inspection, we recommend that:

- leaders provide one to one supervisions for all staff members, including bank staff;
- leaders further develop the quality of care review to include a report with the views of parents, staff and children;
- feedback questionnaires are dated;
- areas are de cluttered indoors;
- leaders further develop risk assessments to include activities;
- hygiene practise is improved within hand washing, food preparation and nappy changing;
- all staff are fully aware of the procedure to follow within safeguarding;
- at least one person per ten children is qualified in first aid;
- planning of activities is in place prior to the activities taking place and
- all children's permissions are signed for by parent/carer.

6. How we undertook this inspection

This was a full inspection undertaken as part of our normal schedule of inspections. One inspector undertook an unannounced visit on 8 July 2019 for a period of approximately five hours. Feedback was provided to the responsible individual over the telephone on 10 July 2019.

We:

- inspected a sample of documentation and policies during the visits;
- observed practice during the visit to capture evidence of children's engagement and the care being provided by staff and
- spoke to the staff, children and parents/carers.

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

www.careinspectorate.wales

7. About the service

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|--|---|
| Type of care provided | Children's Day Care Full Day Care |
| Responsible Individual | Emma Davies |
| Person in charge | Emma Davies |
| Registered maximum number of places | 17 |
| Age range of children | 2-4 years |
| Opening hours | Monday to Thursday 8:30-12:45, during term time only |
| Operating Language of the service | Welsh |
| Date of previous Care Inspectorate Wales inspection | 12 January 2017 |
| Dates of this inspection visit | 08 July 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 service provides the Welsh Language 'Active Offer'. It provides a service that anticipates, identifies and meets the Welsh language and cultural needs of people who use or may use the service. |
| Additional Information: | |

Date Published 30/08/2019