



# Childcare Inspection Report on

**Clwb Carco**

**Ysgol Gymraeg Pwll Coch  
Lawrenny Avenue  
Cardiff  
CF11 8BR**

**Mae'r adroddiad hwn hefyd ar gael yn Gymraeg**

**This report is also available in Welsh**



**Date Inspection Completed**

27/06/2019

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<b>Ratings</b>	<b>What the ratings mean</b>
<b>Excellent</b>	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
<b>Good</b>	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.
<b>Adequate</b>	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.
<b>Poor</b>	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 Carco Pwll Coch is registered with Care Inspectorate Wales (CIW) to provide out of school care for 48 children between the ages of 4 to 11 years. The service operates from 3.15 to 5.45pm each day during the school term and is based within Ysgol Pwll Coch in Leckwith, Cardiff. It operates as part of the Clwb Carco organisation and Ross Dingle has been appointed as the responsible individual and the person in charge. This is a Welsh language service.

## Summary

Theme	Rating
<a href="#">Well-being</a>	Good
<a href="#">Care and Development</a>	Good
<a href="#">Environment</a>	Good
<a href="#">Leadership and Management</a>	Adequate

### 1. Overall assessment

Children enjoy and learn from a good range of interesting activities and experiences. They are well settled and relaxed in their surroundings and engage well with other children and the staff who care for them. Staff have good knowledge about the children's needs and provide nurturing, supportive care. The club is well supported by the provider and there are good relationships with the school within which the service is placed. There is a good ratio of staff to children and this ensures that children's needs are consistently well met. The environment is welcoming, attractive and well-resourced both inside and outdoors. Staff recruitment processes must be strengthened.

### 2. Improvements

This is the first inspection since registration.

### 3. Requirements and recommendations

We found that the service was non-compliant with Regulation 28, Schedule 2. Part 1 (2) (11) (g) as two members of staff had only one reference to determine their suitability rather than the two required. We have not issued a noncompliance notice as the person in charge arranged for second references at once and sent them to us.

We made some good practice recommendations which are outlined in the report and summarised in section 5.2.

# 1. Well-being

**Good**

## Summary

Children receive a good quality service which provides a diverse range of stimulating opportunities. They arrive full of enthusiasm and show clear satisfaction about how they spend their time at the club. Children form positive and warm relationships within the group and feel welcome and at home. They receive consistent and supportive care and look forward to attending.

## Our findings

Children make their own decisions about how they spend their time at the club and are able to direct their own play. They are consulted about the activities available and regularly contribute suggestions and ideas about all new purchases of resources. Children are confident to initiate games and activities and approach staff for support as needed. They are encouraged to voice their opinions and contribute to ideas about the running of the club. We observed children and staff engaged in friendly, supportive conversations and it was clear that staff listen to children and that their views are considered at all times.

Children value their time at the service and enjoy the opportunity to meet friends and relax with them at the end of the school day. We heard children sharing information about their friends and families with staff and it was clear they feel comfortable and relaxed. Children from a wide age group use the service and some younger children regard older children as role models.

Interactions between children are generally supportive and friendly. Children told us they like meeting up with children who are not in their class at school. They feel they belong to the club because they have a voice in how it is organised and take part in decisions that affect them and this is important to them. They are treated with respect and courtesy and in turn, children are cooperative and helpful.

Children choose from an extensive and varied range of activities which are stimulating and interesting. During the summer months, most children enjoy playing outside on the large field adjacent to the club premises. This provides children with very good opportunities for physical play and games. Children also use the outside areas to engage in water and messy play. A number of children are content to spend the time with friends sitting on floor cushions, chatting and playing board games or sitting together at a table engaged in craft activities.

Children have good opportunities for developing self-help and independence skills. They are supported to take part in some risky play activities and are involved in devising risk assessments and problem solving. Staff and children showed us the fire pit, which they had

used to toast marshmallows. This was done after all aspects of safety were considered by children and staff and all understood their responsibilities and actions to keep safe.

## 2. Care and Development

**Good**

### Summary

There is a good range of appropriate health and safety procedures in place to ensure the well-being of children. Healthy lifestyles are promoted and staff understand their responsibilities to keep children safe. Safeguarding training must be prioritised for all staff.

### Our findings

There are effective appropriate health and safety procedures in place to ensure the well-being of children. Most staff have undertaken first aid and food hygiene training. All staff receive information about child protection during their induction and read the child protection policy. The person in charge has completed child protection training and ensures the policy and procedures are kept up to date. Staff have not completed child protection training as part of the role at the club, although they have done this in their other roles. Staff understand their responsibilities with regard to recognising any child protection concerns. We discussed with the person in charge that an audit is needed to verify the knowledge and skills of all staff in this area and training is provided as needed.

Although staff have good systems in place to maintain clean surfaces, we noted children were not given plates at snack time. Children mostly sat on the floor holding food in their hands. We saw some children putting food on the floor beside them. As this is likely to be a potential risk of contamination, we discussed the need for children to sit at a table with plates to avoid infections. Records of children's allergies are kept and are easily accessed by staff.

There is a behaviour management policy in place which staff follow to provide consistent care and guidance to children. All staff are experienced and have a good understanding of child development and how this influences children's behaviour. Staff act as positive role models and are respectful, courteous and kind to each other and to children. We heard staff promoting positive behaviour by giving children praise and encouragement. Children told us that they thought that staff acted fairly and they could approach them if they wanted advice. Staff told us children's behaviour follows that expected by the school where they are encouraged and supported to be self-disciplined. Children value the opportunity to discuss and draw up the rules of behaviour within the club. Children with additional learning needs are included in all activities and extra staffing is arranged as required.

Staff encourage children to express their individuality and to develop curiosity about their own and other people's lives and beliefs and cultural events are celebrated throughout the year. These include Chinese New Year, Diwali, Santes Dwywnwen and other themes which reflect the lives and experiences of children attending the club. Children are not expected to conform to gender stereotypes and all children are supported to make free and equal choices with regard to planning, play, learning and recreational activities.



### 3. Environment

**Good**

#### Summary

The service has use of two porta-cabins in the grounds of Ysgol Gynradd Pwll Coch. The schoolyard and equipment are also available for use by the children in the after school club. The playing field provides children with very good facilities for physical play, exploration and creativity. The premises are safe and well-maintained by the school staff.

#### Our findings

The person in charge is clear about his responsibility to maintain a safe environment for children. We saw daily checklists which are used to monitor the safety of the building and any potential hazards. Risk assessments are in place and regularly updated and reviewed. All health and safety systems are monitored weekly. The specific needs of individual children are considered when monitoring the risks within the building. Good attention is given to maintaining appropriate supervision levels of children and records showed that the ratio of staff to children usually exceeds the requirements of the National Minimum Standards. A fire drill is held each half term although the record of the procedure is not fully documented with all the information to identify any risks or hazards. We saw evidence of appropriate gas and electrical safety checks. A register of children is taken for each session and we asked that the person in charge ensures the precise times of children's arrival and departure are included. The system was revised and in use by our second visit.

The premises provide a rich environment for children to enjoy their play and learning. Children told us they value attending the service because they have access to very good facilities and equipment which they do not usually have at home. This includes extensive space for outside activities and messy play with water, paint and other substances. The environment is spacious and well equipped and staff ensure the building and resources are prepared before children arrive. The service has use of two outdoor classrooms which are dedicated for its use. The second room is used when numbers of children increase and extra space and toilet facilities are needed. A kitchen area is situated at one end of the room and this includes a table to prepare food, a fridge and a sink.

The person in charge consults with children about the resources purchased and children told us they are happy with the variety of experiences and opportunities provided. All the equipment is sturdy, of high quality and easily accessed. The premises are cleaned each evening by the school staff. Through consultation exercises, children have influenced how the play space is organised and the purchase of resources which includes den making and water play equipment.

## **4. Leadership and Management**

**Adequate**

### **Summary**

The leadership and management of the service is generally effective. The person in charge/responsible individual has a sense of purpose that promotes improvements and good outcomes for children. All recommendations made during the inspection were welcomed as a means to further develop and enhance the service provision. Recruitment procedures must be rigorously managed.

### **Our findings**

There is a statement of purpose in place which must be updated to reflect any changes in the service delivery, such as changes in staff, and sent to CIW. The person in charge sent the updated document to us after the inspection via the notification process. The service is registered with the Information Commissioner's Office and all personal information is kept safe and confidential. The service provides the active offer of the Welsh language which is used exclusively throughout the sessions. Staff receive opportunities to attend a range of appropriate training to extend their learning and we saw some staff are undertaking play training. The person in charge is in the process of completing the level five play training qualification. We discussed the need for the person in charge to appoint a deputy on a formal basis, who will take over responsibility for the management of the service in his absence.

There are suitable systems in place to monitor the service and we saw the quality of care report which includes the views of children parents and staff. The opinions of children are at the centre of the service provision and they are sought via questionnaires, wall charts, picture diagrams and holding conversations with them. Parents are also consulted and have contributed ideas which include the purchase of resources they might not have at home. Parents told us they were very pleased with the quality of the service and felt they were fortunate to have access to it. There is a complaints procedure in place, although no complaints have been received. We noted the complaints procedure did not state the role of CIW with regard to dealing with concerns.

All staff undertake a rigorous induction process when they start working at the service. Information is provided on all aspects of the service and any updates are discussed at the start of each session. Staff are deployed effectively and there is a rota to ensure all tasks are covered. The process to recruit staff is generally managed well and all staff have current DBS checks. However, two references for each member of staff must be in place before they start working at the service.

There are very good partnerships in place with the school who are supportive of the after school service. The person in charge intends to provide fire risk assessment training to the

school in the near future. Children engage in collecting litter and recycling activities on the school campus when they attend the club. This is a helpful and essential task and is valued by the school.

## **Improvements required and recommended following this inspection**

### **5.1 Areas of non compliance from previous inspections**

None

### **5.2 Recommendations for improvement:**

- Ensure the child protection training of all staff is current and up to date;
- provide plates for children's food at snack time;
- keep the statement of purpose up to date and ensure CIW are informed of any changes;
- update the complaints procedure with information about the role of CIW with regard to regulatory concerns and
- appoint a deputy to take over the responsibility of running the club in the absence of the person in charge.

## **6. How we undertook this inspection**

This was a scheduled post registration inspection. One inspector undertook an unannounced visit to the service for two and a half hours on the first day. This was followed by a second announced visit for three hours;

- we spoke to a number of children during the sessions, four parents, four members of staff and the person in charge/responsible individual;
- we used the information already held by CIW and we looked at a wide range of records. These included the statement of purpose, risk assessments, copies of policies which included safeguarding, behaviour management, and accident records. We also looked at three staff files and three children's files;
- we made a visual check of the premises and
- we provided feedback to the person in charge/responsible individual at the end of the inspection on the second day.

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

[www.careinspectorate.wales](http://www.careinspectorate.wales)

## About the service

Type of care provided	Children's Day Care Out of School Care
Responsible Individual	Ross Dingle
Person in charge	Ross Dingle
Registered maximum number of places	48
Age range of children	4 to 11 years
Opening hours	3.15 to 5.45pm Monday to Friday, term time only
Operating Language of the service	Welsh
Date of previous Care Inspectorate Wales inspection	First inspection after registration
Dates of these inspection visits	25 and 27 June 2019
Is this a Flying Start service?	No
Is early year's education for three and four year olds provided at the service?	No
Does this service provide the Welsh Language active offer?	<p>Mae'r gwasanaeth yn darparu 'Cynnig Rhagweithiol' y Gymraeg. Mae'n darparu gwasanaeth sy'n rhagweld, yn nodi ac yn diwallu anghenion y bobl sy'n defnyddio'r gwasanaeth, neu allai ddefnyddio'r gwasanaeth, o ran y Gymraeg a'i diwylliant.</p> <p>This service provides an 'Active offer' of the Welsh language. It provides a service that anticipates, identifies and meets the Welsh language and cultural needs of people who use, or may use, the service.</p>
Additional Information: None	

Date Published 22/08/2019