



# Childcare Inspection Report on

**St Gwladys Sunbeams**

**St Gwladys Primary School  
Church Place  
Bargoed  
CF81 8RN**



**Date Inspection Completed**

**03/04/2019**

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## **Description of the service**

St Gwladys Sunbeams operates from the school canteen at St Gwladys Primary School in Bargoed. It has been registered since February 2011 to provide care for a maximum of 20 children between the age of two and five years. The service operates a playgroup from 9.10am to 11.10 am and wraparound care from 9.10am to 1.10pm, Monday to Friday, term time only. The Registered Person (RP) is Jacqueline Chard. She is also the Person in Charge (PiC), who has responsibility for the day to day management of the service. This is an English language service with some use of incidental Welsh.

## **Summary**

### **1. Overall assessment**

Children are happy, settled and benefit from a suitable range of activities that appeal to their interests. There are opportunities for them to lead their own play and develop independence. Children are cared for by a suitably qualified and enthusiastic staff team who know them well. The environment has limitations due to it being packed away after every session, but best use is made of the space available. However, children attending the wraparound service move to the school hall to have their lunch with children attending the school and spend some time on the school playground. This was not seen to have an impact on the well-being or safety of the children but should be closely monitored. There are sufficient resources for children to have variety and choice and these are clean and in good condition. Leadership of the service ensures that it generally meets the requirements of the Child Minding and Day Care Regulations (2010) Wales and National Minimum Standards (NMS) although some information was missing from the staff recruitment procedure.

### **2. Improvements**

There were no recommendations from the last inspection.

### **3. Requirements and recommendations**

We found that the service was non-compliant in relation to Regulation 28(2)(b)(ii) Suitability of Workers. This is because staff files did not contain the two references required. This is a serious matter as parents cannot be confident that staff are suitable to work with children. However, we did not issue a non-compliance notice on this occasion as the matter was rectified immediately following the inspection and references for all staff were forwarded to us.

# 1. Well-being

## Summary

Children are happy and settled at the service. They have suitable opportunities to follow their interests and lead their own play and learning. They are able to access resources independently allowing them appropriate variety and choice. Children interact well with peers and staff and are forming friendships. Routines are well established and children's work is displayed. This helps to develop a sense of security and belonging to the service.

## Our findings

Children at the service are confident to communicate because they know they will be listened to. We saw that there were opportunities for them to follow their interest as there was a suitable range of resources to choose from. These were easily accessible to children and we saw them moving freely between activities. We saw that children's opinions were listened to. For example, during snack time, some children chose not to eat the snack provided or asked for more, and their choice was respected.

Children are familiar with the routines of the service and this helps to develop a sense of security. We saw that they went to staff for comfort when they were upset and were given plenty of attention and affection. Children's work is displayed on mobile display boards around the room and this shows that their efforts are valued. Throughout the visit, we heard children chatting and laughing, demonstrating that they were happy in the setting.

We saw that children interact well with staff and peers. We observed a small group of children playing together with a doll's house. They shared the resources and spoke to each other about what they were doing. Children responded well to praise from staff and approached them to join in with their games. For example, one child approached a member of staff with a telephone and said "*It's for you*". The member of staff took the telephone and had a conversation before handing it back to the child.

Children enjoy a suitable range of activities that appeal to their interests. We saw that children were engaged for a suitable length of time and enjoyed group activities such as story time, singing and physical activities. For example, we saw that they particularly enjoyed taking part in 'Busy Feet'. Staff joined in and there was lots of laughter.

Children have some opportunities to develop independence. They make appropriate choices because they know what is available to them. We observed children helping to tidy away and they knew where the toys were stored. Children use the toilet independently and hand washing routines are well established. However, we noted that during snack time there were missed opportunities for children to develop self help skills such as serving themselves and pouring their own drinks.

## **2. Care and Development**

### **Summary**

Children are cared for by suitably qualified and enthusiastic staff. They have good understanding of safeguarding procedures and how to refer a concern. There is consistent expectation of behaviour and interactions are well managed. There are suitable systems in place for monitoring children's progress.

### **Our findings**

Staff have a good awareness of how to keep children safe and healthy. They spoke confidently about safeguarding procedures and how to refer a concern. Fire evacuation drills are carried out termly and records are kept, although we discussed with the PiC the need to keep more detailed records about the number of children and staff present to ensure that all children have a chance to practice and know what to do in an emergency. Staff have the required safeguarding and food hygiene training and an appropriate number of staff are trained in paediatric first aid. However, they have not attended training on 'Prevent', which is a government initiative to support child care providers in recognising signs of extremism and radicalisation. We saw that good hygiene procedures were practised and the service has a hygiene rating of five. Snacks are healthy, including fresh fruit and water although we noted that children were not offered a choice of snack. Accidents and incidents were of the expected nature for the age of the children. Records are kept of all accidents. However, we noted that some accident forms had not been signed by parents.

Staff have consistent expectations of behaviour and work in line with the behaviour management policy. We saw that there was lots of praise for positive behaviour and when reminders were needed, they were done in a calm and quiet manner. Children responded well to requests from staff and on the days of the inspection, behaviour was generally good. When some minor disagreements occurred, staff intervened appropriately and they were quickly diffused.

Staff undertake weekly activity planning. All staff deliver activities and keep records of which children have achieved the outcomes. The service operates a key worker system. Key workers carry out specific observations of children's development and identify next steps. However, next steps should be strengthened and planning should reflect activities to support children in achieving their targets. Children's learning journeys included lots of photographs and examples of activities they had taken part in. These included celebrations such as St David's Day, Easter and making pancakes for Pancake Day. Children with additional needs are well supported. We spoke to one parent who told us that staff at the service had been very supportive in helping to identify their child's needs. They felt that their child had made huge progress with social interaction, was more confident and was therefore better prepared for school.

### **3. Environment**

#### **Summary**

Children are cared for in a safe and secure environment. It is clean, well maintained and brightly decorated. Resources are appropriate for the age range of children and easily accessible. The outside play area provides space for children to be physically active. There are some limitations due to the room being used by the school for other purposes. However, best use is made of the space available.

#### **Our findings**

Leaders ensure that the environment is a safe place for the children. Entry to the building is gained through locked doors and visitors are required to sign in. Safety checks for gas and electricity are current and renewed as needed. Smoke and fire alarms are tested regularly. Public liability insurance is in place and the certificate is displayed in the entrance foyer. Staff are aware of their responsibilities in relation to keeping children safe. We saw that there was on-going risk assessment. Daily checks are carried out to identify hazards and where possible action is taken to eliminate them. Detailed risk assessments have been carried out for specific activities and these are reviewed annually. We noted that staff were very conscious of risk when children move between the playroom and the main school building which is on the opposite side of the road. They ensured that this was done safely under close supervision. We observed staff taking the opportunity to remind children of road safety and singing a song to reinforce the rules.

There is plenty of space for children to move freely between activities and to be physically active. There is direct access to the outdoor play space. This was not in use on the days of the inspection as work was being carried out to replace artificial grass and replace broken screens. However, we saw that resources had been purchased for children to plant fruit and vegetables and resources such as bikes were available. The playroom is brightly decorated and stimulating. Walls have been painted with attractive murals of nursery rhymes and there are displays of children's work and key vocabulary such as colours, numbers and incidental Welsh vocabulary.

Resources are appropriate for the age range of the children. They were seen to be clean, well maintained and complied with relevant safety standards. There were sufficient resources for children to have variety and choice. Although these are put out by staff daily, children could access them easily and choose what they wanted to play with. We saw that children could choose from activities such as role play, small world, construction, art and craft and a comfy area with books. We were told that activities are rotated and we saw that there were plenty of additional resources in storage.

## 4. Leadership and Management

### Summary

Leaders ensure that the service runs smoothly on a daily basis. Staff are well supervised and supported. Paperwork is adequate, although staff personnel files need to contain all of the required information and policies should be regularly reviewed and updated.

### Our findings

The day to day running of the service is effective and it runs smoothly. There is a clear statement of purpose that accurately reflects what the service offers. This allows parents to make an informed decision about its suitability for their child. The PiC has high expectations of staff and challenges them to do their best. She has a clear vision for the service and this is shared with staff and parents. Suitable policies and procedures are in place and these are implemented by staff. We were told that most policies are reviewed annually. We saw that review dates were recorded for some policies but this needs to be done consistently.

There are appropriate systems in place for the self evaluation of the service. An annual quality of care report is produced. This includes an action plan highlighting areas for improvement and takes into account the views of some parents although parent questionnaires are currently only sent out every two years and this should be more frequent. We saw evidence that the service is subject to on-going improvement such as the development of the outside play space.

Staff have regular supervision meetings and appraisals of staff performance are undertaken annually. We saw that staff have opportunities to attend additional training such as supporting children with additional learning needs, behaviour management and Welsh language courses. Information is shared with staff during informal staff meetings although formal minutes are not kept. Discussions with staff demonstrated that they have an induction to the service and are made aware of key policies and procedures but the process is not formally recorded. We noted that staff files did not contain the two references required by regulations. This is a serious matter as leaders cannot demonstrate that staff are suitable to work at the service. This was discussed with the PiC. Immediate action was taken to address the issue and proof that this had been rectified was forwarded to us following the inspection. We did not, therefore, issue a non-compliance notice on this occasion.

The service has established good links with parents and the school where care is provided. We saw parent questionnaires containing very positive feedback such as *'My (child) really enjoys it and is growing and developing beautifully'* and *'Both my children have come on leaps and bounds since attending Sunbeams'*

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

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

None

### **5.2 Recommendations for improvement**

- Consider offering a choice of snack
- ensure that all accident forms are signed by parents;
- more detailed records should be kept of fire evacuation drills;
- record dates of when policies are reviewed;
- all staff should undertake 'Prevent' training;
- next steps in development should be strengthened and linked to activity planning and
- monitor the impact of moving children to the school building during lunch time.



## 6. How we undertook this inspection

One inspector undertook an unannounced inspection as part of our normal schedule of inspections. Approximately eight hours was spent at the service over two visits. The following methodology was used to gather evidence for this report:

- Observations of care routines and practices;
- discussion with the RP / PiC and staff;
- conversations with several children;
- conversations with parents and consideration of parent questionnaires seen;
- visual inspection of both inside and outside play areas;
- consideration of information held by CIW and
- sight of a range of policies and procedures including information held in staff personnel files.

Feedback was provided to the RP / PiC via telephone following inspection.

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

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

## 7. About the service

Type of care provided	Children's Day Care Sessional Day Care
Registered Person	Jacqueline Chard
Person in charge	Jacqueline Chard
Registered maximum number of places	24
Age range of children	2 to 5 years
Opening hours	Playgroup 9.10am – 11.10am Wraparound 9.10am – 1.10pm Monday to Friday, term time only
Operating Language of the service	English
Date of previous Care Inspectorate Wales inspection	05 June 2015
Dates of this inspection visit(s)	03 April 2019 05 April 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 that does not provide an 'Active Offer' of the Welsh language. It does not anticipate, identify or meet the Welsh language needs of people/children who use the service. This is because the service is situated in a primarily English speaking area. However, we recommend that the service provider considers the Welsh Government's 'More Than Just words' strategic guidance for Welsh language in social care.
Additional Information: None	

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