



Childcare Inspection Report on

Ty Gwyn Summer Scheme

**Ty Gwyn School
Vincent Road
Ely
Cardiff
CF5 5AQ**



Date Inspection Completed

29/07/2019

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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

Ty Gwyn Summer Scheme operates for two weeks of the year, during the summer school holidays and is located within Ty Gwyn Special School, Cardiff. It has been registered with Care Inspectorate Wales (CIW) since July 2013 and has recently updated its registration so that they can care for up to 40 children, under the age of 12 years. The play scheme is for children who have complex impairments and high medical needs, and children of staff who work at the service. There is a responsible individual (RI) who acts on behalf of the play scheme's committee and who also acts as the person in charge (PiC) who manages the setting on a day to day basis.

Summary

Theme	Rating
Well-being	Excellent
Care and Development	Excellent
Environment	Excellent
Leadership and Management	Excellent

1. Overall assessment

Ty Gwyn Summer Scheme is very well run, employs enthusiastic well trained staff and is extremely child centred. Staff know the children very well and meet children's complex needs to a very high standard. Children are supported to communicate their wishes and feelings and their feedback is a strong focus which shapes the operation and development of the service. Resources and planned activities are plentiful and of a very high quality. There are very effective, clear procedures for ensuring children's safety which are consistently implemented. Staff foster very positive relationships with children, who present as relaxed and happy within their environment.

2. Improvements

Recommendations from the previous inspection have been addressed including;

- staffs' views are sought and are included in the annual Quality of Care report;
- staff check list is completed prior to the play scheme commencing and
- the Statement of Purpose and Complaints Policy have been updated.

During the course of the inspection staff files were improved upon so that all required information regarding individual members of staff is organised and maintained within one specific file.

3. Requirements and recommendations

During the inspection we identified that the responsible individual is exceeding the legal requirements in many areas. We have made some recommendations regarding some elements of record keeping and these can be found in section 5.2 at the end of this report.

1. Well-being

Excellent

Summary

Ty Gwyn Summer Scheme promotes children's well-being through fun and stimulating activities which are supported by caring, responsive staff. The service is extremely child focussed and children are encouraged to communicate their wishes and feelings and participate in shaping the service.

Our findings

Children's opinions and wishes are listened to and their feedback is actively considered in the development and delivery of the service. Children are given time and opportunity to make choices and supported when needed in their chosen activity. It was explained that children's feedback enabled the service to plan trips and activities that had been identified as important and popular with them, such as music sessions, swimming and the bouncy castle. This approach had obviously been successful as we observed that all children were highly engaged in their chosen activities throughout the inspection.

Children are happy and settled as there are systems in place to promote children's feelings of security and emotional well-being. Each group has a room leader and staff are identified to work with children that they know well. We saw that children were relaxed and contented. Children's preferences were respected and, for example, personal care was undertaken by staff who knew the children well and in some cases, at the specific request of the child or young person. Parents we spoke with confirmed their children were happy and settled at the scheme.

Children really enjoyed and benefitted from the many play opportunities and experiences. They were able to engage well in the activities and sustain interest for good periods of time. We saw children enjoying arts and craft sessions, sensory play, soft play and a huge favourite with the children, interactive music sessions. Children of all ages and abilities were very well supported to take part in all of the activities they wanted to explore. It was explained to us that children also loved going out in the bus on trips and some children had been taken sailing in specially adapted boats. We were impressed with the emphasis on inclusion and integration as one specific group was made up of staff children. It was explained that some of these older children, if they wished, could join other groups for certain exercises and had, for example, taken part in sensory sessions gently assisting with complex needs children.

Children's development, learning and independence underpin all of the interactions between staff and children attending the scheme. Good social skills were modelled by staff and children's behaviour was well managed so that children were calm and open to the play situations. We saw consistent examples throughout the inspection of children's independence being promoted as much as possible. For example, when volunteers left the scheme, children and young people were encouraged to hold the boxes of chocolates and present them to the volunteers as a 'thank you' which had a very visible positive impact upon the children.

2. Care and Development

Excellent

Summary

Staff are very well trained and experienced in caring for children with complex needs. They are enthusiastic, approachable and fully engaged in encouraging children's learning and development. They understand and implement a comprehensive range of procedures to provide effective, safe care and promote children's welfare. Activities and resources are very well organised in order to meet all children's individual needs who attend the scheme.

Our findings

Staff who work at the scheme are experienced in working with the children in their care as they are employed as teachers and teaching assistants at Ty Gwyn School throughout term times and, as such, have appropriate specific training to meet the individual needs of the children. For example, staff had been trained in giving emergency buccal medication, gastrostomy feeding and manual handling. All staff are given an updated annual induction, have undergone safeguarding training and have a clear understanding of their responsibilities. Staff know children very well and are able to identify children's moods and anticipate their needs in order to promote healthy lifestyles and keep them safe. Staff knew the procedures to undertake in the event of a fire but a drill had not been completed with volunteers or the children of staff who are able to attend the scheme. We saw that good hygiene was promoted with children, their equipment and the resources they used. We saw that accidents and incidents had been recorded appropriately and parents were informed promptly. Records were also kept regarding any telephone conversations with parents regarding their child's general health. One parent we talked to told us that they had complete confidence in the care staff gave to their child. The manager liaised with the care taker so that they knew who should be on school property and a visitor's book was kept to record visitors to the scheme.

Staff very effectively manage interactions with children and adopt a positive approach to encourage children's social interactions with their peers. Positive feedback and praise, along with individual communication methods, were used to support children's behaviour and understanding. During the three days of the inspection children were well engaged and a calm, well organised atmosphere presided throughout all of the base rooms and play areas. Activities were made fun whilst remaining well controlled by engaged staff who understand how to make children feel included.

Staff promote the children's confidence and self-esteem and provide a sense of fun and enjoyment. We saw that regular and ongoing evaluation of activities was undertaken in order to identify what activities benefitted and met children's needs and what could be improved upon. Information had been gathered on each child and for example, each child had an appropriate feeding and medication/ seizure care plan in place. Children with complex needs also had individual emergency evacuation care plans in place should the building need to be vacated quickly. Parents we spoke to and questionnaires we read indicated that parents were very satisfied with the individual care given to their children.

3. Environment

Excellent

Summary

The scheme uses the facilities of Ty Gwyn School and base rooms are light, airy and welcoming. The play scheme has access to significant areas of the school including outside play areas, sensory rooms, soft play, rebound therapy, pool, splash pool and main hall. Access to these areas ensures that children have plenty of space to play and explore and the overall atmosphere is calm and relaxed. The environment is child centred, safe and well maintained with resources and equipment of a very high standard.

Our findings

Procedures are followed to promote children's safety and care and attention are given to ensure all legal requirements are met in relation to the upkeep and maintenance of the building which is owned and maintained by Cardiff City Council. Risk assessments for the premises are maintained and reviewed regularly. There were also specific risk assessments in relation to children participating in activities and risk assessments, for example, for the use of pool, rebound trampoline, transport and trips out. When using the pool a lifeguard is present and we were told that four additional members of staff are trained as shallow water attendees. Health and safety procedures were discussed with staff and volunteers at their induction. Safety checks for the building were carried out by the school. Detailed emergency evacuation procedures had been identified and practised by staff and children attending the school but not with volunteers or other children. The premises were cleaned throughout the day and equipment and resources were seen to be clean and of very good quality. The service had public liability insurance in place.

The environment is set up so that it provides a fun and stimulating space in which children can play and relax safely. The whole environment is set up to meet the needs of the children. Children are supervised with either 1:1 or 2:1 (staff:child) ratios due to the complex nature of their identified needs. There were suitable resources for all children attending. Although the setting runs from the school environment staff were eager to ensure that children experienced the fun of a summer scheme. A specialist changing facility and sensory room were attached to each base room and staff were mindful when children needed space to relax.

Specialist equipment identified for the children is readily available with access to a wide range of high quality resources and equipment. Daily risk assessments are completed for all areas, inside and outside, for trips off the premises and regarding individual children's participation and were ongoing throughout the day. Good planning was in place to ensure that resources were available for children and that all children had the opportunity to experience all of the activities. Due to financial restrictions the pool was only available for a limited period of time but all children who wished to access it had this opportunity timetabled into their day at the scheme.

4. Leadership and Management

Excellent

Summary

The service has a clear management structure which supports its staff, promotes excellent working practice and encourages inclusion and integration. It is well organised with creative, experienced and enthusiastic leaders and staff. Whilst it only operates for two weeks throughout the school summer holiday, this does not impact upon the quality of the service it provides which is professional and of a high standard.

Our findings

Leaders provide a clear picture to parents of the service provided. The scheme had a statement of purpose which clearly outlined how the service operated and had an operational plan which demonstrated that the service was well organised. Policies and procedures were clear, reviewed annually and cascaded down to staff so that they were updated prior to the scheme commencing. However, group five (staff children) are able to access, supervised by staff, some online games. During the inspection this was discussed with the manager as one game with a teen rating had been accessed, with parental consent, by a child aged under 10 years. The manager agreed to immediately review the procedure and ensure staff were clear about it.

The setting has effective systems in place to evaluate the service so that it can plan for continuous improvement. In discussing the service with the manager we were more than confident that constant evaluations of activities were undertaken by staff which were effectively fed back to leaders in order to plan appropriately. Children, parents, volunteers and health professionals are also frequently consulted and we saw the settings own questionnaires demonstrating a high level of satisfaction with the service. Their information is written up into an annual report for the committee and the manager discussed adapting this so that it was more user friendly for families etc. Parents we spoke to confirmed that there was good communication and consultation and felt extremely happy with the service.

Management implements an effective system for managing staff and volunteers and define roles and responsibilities clearly. We looked at three staff files which evidenced that pre-employment and safety checks are completed and that staff are given appropriate training. Induction, team meetings, evaluations and daily support is given to staff but no records of individual supervisions are currently maintained. However, staff and volunteers felt valued and supported, were clear about their roles and worked well as a team. The service operates on high staff to child ratios due to the children's specific needs. It was explained that in order to support high calibre school staff work on the play scheme during their school holiday, a small group for staff children had been established and, as a by-product, worked well educating children about disability. Volunteers were given appropriate induction for their role, were appreciated by staff and reported feeling well supported and welcomed at the scheme. In discussing this element of the service the manager stated that a fundamental element of the volunteer scheme was to "bridge the gap" and educate young people about disabilities.

Staff work closely with parents to ensure that children's needs are met and communication with parents is well maintained and this was confirmed by the parents we spoke with. Staff

work closely with health professionals, for example physiotherapists work on the scheme when needed, and all those involved in children's care. We noted that a particular incident had been recorded and this had led to a review of a child's wheelchair requirements and demonstrated excellent partnership working.

5. Improvements required and recommended following this inspection

5.1 Areas of non compliance from previous inspections

None

5.2 Recommendations for improvement

- Record any emergency medications that have been given so that a copy is retained at the service;
- ensure fire evacuation procedures are undertaken with volunteers and all children attending the scheme;
- ensure that the policy and procedure regarding technology and the access of online resources are understood by staff and children;
- evidence supervision of staff and
- make the quality of care report more available to parents.

6. How we undertook this inspection

This was a full inspection undertaken by one inspector as part of our normal schedule of inspections. It was conducted over a period of three days with the first visit being unannounced and took approximately 12 hours. Evidence for the information held within this report was gathered via:

- Discussion with the Responsible Individual, staff and a volunteer;
- observations of care practices, interactions between the staff and children and of the activities undertaken;
- a visual check of the premises;
- a review of three staff files and one child's file;
- reading a selection of daily records, child information booklets (All about me) policies and procedures;
- talking with two sets of parents and two children;
- reading documentation held by CIW;
- reading the service's own staff and parent questionnaires and
- feedback to the RI on the third visit.

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 Full Day Care
Responsible Individual	Deborah Tingley
Person in charge	Deborah Tingley
Registered maximum number of places	40
Age range of children	Under 12 years
Opening hours	9am – 3pm Monday to Friday for two identified weeks each summer holiday
Operating Language of the service	English
Date of previous Care Inspectorate Wales inspection	22 July 2015
Dates of this inspection visits	25, 26 and 29 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?	The provider does not provide the 'Active Offer' in relation to the Welsh Language. An 'Active Offer' means providing a service in Welsh without someone having to ask for it. This is part of the Welsh language Policy to develop and strengthen Welsh language in services
Additional Information: Whilst the service is registered for 40 children up to the age of 12 the statement of purpose identifies that it would also provide places for children from 12 years to the age of 18 years who attend Ty Gwyn School.	

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