



Childcare Inspection Report on

Cylch Meithrin Creigiau

**Scout Hall
Castle Close
Creigiau
Cardiff
CF15 9NJ**

Mae'r adroddiad hwn hefyd ar gael yn Gymraeg

This report is also available in Welsh



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Description of the service

The Committee of Cylch Meithrin Creigiau is registered with Care Inspectorate Wales (CIW) to provide care for up to 18 children age two to four years at Cylch Meithrin Creigiau. The service also provides a wrap around service for children attending Ysgol Gynradd Creigiau. The service offers morning sessions 09:10am to 11:40am, wrap around care 11:40am to 12:40pm, and afternoon sessions 12:40pm to 03:10pm weekdays during term time. The Committee have nominated a Responsible Individual (RI) act on its behalf, who is also the Person in Charge (PiC) that manages the service on a day to day basis. This is a Welsh language service.

Summary of our findings

1. Overall assessment

Children have positive experiences and good opportunities in relation to their play and learning. They are active participants in their play and are forming strong relationships with their peers and carers. Staff are responsive to children's needs and provide nurturing care. The premises is safe, well maintained and in good decorative order. Leadership of the service is generally effective but recommendations have been made in relation to documentation and a more robust approach is required in relation to pre-employment checks to ensure that all regulatory requirements are met.

2. Improvements

Recommendations made at the last inspection have been actioned, including producing an annual quality of care report, and formally recording staff supervision.

Since the last inspection new fencing has been fitted and the service has purchased a buggy for transporting children to school.

3. Requirements and recommendations

We notified the provider that she was not meeting her legal responsibilities in relation to suitability of workers with regard to pre-employment checks. However, as she took immediate action to address this matter, a non-compliance notice has not been issued.

We made good practice recommendations which are summarised at the end of the report.

1. Well-being

Summary

Children have access to a good selection of play and learning opportunities. They are settled, are forming positive relationships with their carers and are learning new skills in line with their age and stage of development.

Our findings

1.1 To what extent do children have a voice?

Children are able to speak freely and make their needs known. They are confident to speak to staff and their wishes and requests are attended to. Most children were confident enough to approach staff to ask for support and tell them what they liked and disliked, for example, what they wanted to eat at snack time and where they wanted to sit.

Children have a voice in the service, their communication is valued and they can make choices and decisions independently.

1.2 To what extent do children feel safe, happy and valued?

Most children are well settled and familiar with the routines of the service. They are comfortable in their surroundings and cope well with separation from their carers. We heard children calling staff by name, and saw them approaching staff for reassurance and affection. We discussed with the RI the possibility of displaying children's photographs to provide a further sense of belonging.

Children are happy and are forming positive relationships with their carers.

1.3 How well do children interact?

Children are in the early stages of understanding their own feelings and those of the people around them. We saw that some children liked to play alone and that most children cooperated and played with others. We saw that children were able to wait and to take turns during snack time. Most children are developing coping strategies to deal with the times when they have to wait or do something they do not want to do. We saw examples of spontaneous affection shown by some children to their friends and to staff.

Children receive good support to develop emotional resilience.

1.4 To what extent do children enjoy their play and learning?

Children are engaged in their play and learning but can also relax and enjoy quiet times. They have the freedom to explore their environment both indoors and outdoors. They are able to concentrate for an appropriate amount of time for their stage of development. They have extended periods of child initiated, uninterrupted play as well as frequent opportunities for adults to play alongside them. We saw that the children had access to a variety of activities and resources which were appropriate for their age and stage of development. We saw that children could join an adult led activity with the freedom to leave for an alternative activity at any time. This led to a busy atmosphere with children engrossed in play and learning of their choosing.

Children enjoy their play and learning at this service that recognises the importance of children's play experiences for their overall development.

1.5 How well do children develop, learn and become independent?

Children are developing their self-help skills in line with their age and stage of development. Most of the older children went to the toilet independently and children were encouraged to wash and dry their hands. We observed some children hanging their own coats on pegs when returning inside from outdoor play. Children were provided with some opportunities for independence at snack times through serving themselves, however there also missed opportunities for children to be independent. Children were able to take appropriate risks when using outdoor play equipment and showed independence in picking out resources.

Children are learning important skills as a result of the opportunities provided.

2. Care and Development

Summary

Children benefit from an experienced and consistent staff team who work well together to support and promote children's all round development. Care practice is nurturing and warm and interactions are managed effectively. Children's play and learning is promoted by staff who have a good understanding of their individual needs and plan for their next steps.

Our findings

2.1 How well do practitioners keep children safe and healthy?

Staff are proactive in keeping children safe and healthy. We saw that all staff had undertaken child protection, food hygiene and paediatric first aid training to support their practice. The safeguarding policy is detailed and includes information on the Prevent Duty regarding radicalisation. Accident and incidents are recorded, however not all records we examined had been signed by parents. We also discussed with the PiC the need to evaluate accidents and incidents to identify patterns. There is a clear medication policy which states parents must sign prior to and after any medication is administered.

Children are provided with healthy snacks with milk or water to drink at snack times, however children did not have access to drinking water which they can help themselves to throughout the session.

Staff are appropriately trained and implement the required policies and procedures to ensure that children's health and welfare is promoted.

2.2 How well do practitioners manage interactions?

Staff work in line with the service's behaviour management policy and their approach is consistent with regard to the age of the children who attend the service. The behaviour management and anti-bullying policies emphasise positive reinforcement and support for children. Throughout our visits, staff reminded children of the importance of good manners and were respectful to each other and the children in their care.

The staff team support children's social behaviour positively and follow the service's policy.

2.3 How well do practitioners promote children's play, learning and development and meet their individual needs?

Staff are warm, nurturing and respond to children's needs. They allow children to play independently and support them effectively so that children can follow their interests and play preferences. Staff were enthusiastic and encouraged children's participation in group activities and supported their involvement in circle time. We saw evidence of

planning and assessment of children's development to plan for their next steps, although some developmental records were not dated to show when they were done.

The staff team promote children's learning and development well.

3. Environment

Summary

The service operates a pack away provision from a scout hall. When in operation the service has sole use of the building. Children have access to the enclosed outdoor area for outside play. There are policies and procedures in place to monitor the health and safety of the environment.

Our findings

3.1 How well do leaders ensure the safety of the environment?

Staff are clear on their roles and responsibilities in keeping areas safe. They routinely tidied away areas that became too cluttered and they supervised children closely. Visitors to the service are required to sign in, and staff and children's times of arrival and departure are recorded. The periodical electrical safety checks have been carried out. However, a copy of this certificate was not kept in the service and was sent to CIW following the inspection. A practice fire drill is carried out termly to help identify hazards and familiarise children with the drill. The service is registered with Environmental Health as a food service and achieved a score of five in their last inspection. Areas within the service were clean and well maintained, however the Public Health Wales Infection Control Audit Tool for Early Years Settings had not been undertaken.

Staff and leaders follow the agreed health and safety policies and procedures to monitor the safety of the environment

3.2 How well do leaders ensure the suitability of the environment?

Leaders ensure the environment is suitable for children. The lay out of the room promotes children's independence as resources are generally accessible meaning children can select toys of their choice without the need for adult support. There are designated spaces for role play activities and messy play allowing children to be engaged in various activities without getting in each others way. There is a reading areas for children who wish to sit and look at a book. Toilets and sinks are situated next to the main room, and we saw older children accessing them independently. Relevant information is displayed for parents on a notice board including insurance and the registration certificate.

Leaders provide children with welcoming play areas.

3.3 How well do leaders ensure the quality of resources and equipment?

Children have access to a range of suitable resources and equipment. There is appropriate furniture for children to sit comfortably, to undertake table top activities and eat their meals and snacks. There is a range of resources to promote children's learning and development, both indoors and outside. Indoors we saw children had access to craft, train sets, role play and musical instruments. Outside there were

scooters, ball games and jigsaw blocks. The service has some multicultural resources as well as those which reflect the wider society and promote equality.

Leaders ensure children have access to a wide range of resources, which are of good quality.

4. Leadership and Management

Summary

Overall, leadership and management of the service is effective however we made some recommendations in this theme. Staff are well supported to deliver a good standard of care and are motivated to do their job well. Partnerships with parents and the local community are well established. The RI was receptive to feedback given during the course of the inspection and keen to move the service forward.

Our findings

4.1 How effective is leadership?

There is a statement of purpose which describes the service and is clear about their aims and what parents can expect when they register their children. We noted that the policy file was organised and contained a comprehensive list of policies which are reviewed. The sample of children's contracts we examined were well completed, and parents had signed permission for sun cream, photographs and outings. The service provides the 'Active offer' in respect of the Welsh language.

The service is run effectively on a day to day basis

4.2 How effective is self evaluation and planning for improvement?

Leaders have established a system to evaluate and review the service. The latest quality of care review report and self assessment of service statement (SASS) has been completed and forwarded to CIW. There is a complaints policy in place should parents wish to raise an issue.

Leaders are aware of their responsibility to evaluate and plan for improvement to ensure that children experience an improving service.

4.3 How effective is the management of practitioners, staff and other resources?

Staff are deployed effectively and are clear about their allocated duties. There was a good range of daily records maintained such as staff attendance registers and rotas to ensure ratios of staff to children are in line with National Minimum Standards. We examined a sample of staff files, and found that some were missing required information. The RI took immediate action to rectify this therefore we have not issued a non-compliance notice. Most of the staff team have worked at the service for a number of years. We saw evidence of regular staff meetings to discuss planning any matters arising. Staff receive supervision and appraisal, however we discussed with the RI the need to develop current systems in place.

Overall, management of staff and resources is effective however staff supervision systems should be developed.

4.4 How effective are partnerships?

The service works closely with parents and the community to promote positive outcomes for children. The service is a member of an umbrella organisation which

provides support if required. Staff told us parents are kept informed about the service through newsletters, social media and e-mails. '*Stay and play*' sessions are arranged for parents at the start of the year to familiarise themselves with the service. Parents we spoke to said they valued the service, describing staff as '*caring and know the children well*'. Annual events are held including sports day and a Christmas show. The PiC told us they have established good links with the local primary school to ensure children's transition is as smooth as possible.

Partnerships are effective, which maximise the benefits to children.

5. Improvements required and recommended following this inspection

5.1 Areas of non compliance from previous inspections

None

5.2 Recommendations for improvement

We discussed the following good practice recommendations with the RI;

- Ensure all accident and incident records are signed by parents;
- evaluate accident and incident records to identify any patterns;
- develop staff supervision and appraisal systems;
- undertake Public Health Wales Infection Control audit;
- display children's photographs;
- date children's developmental records;
- provide children with access to drinking water throughout the session which they can help themselves to, and
- develop opportunities for independence at snack times.

6. How we undertook this inspection

This was a full routine inspection undertaken as part of our normal schedule of inspections. One inspector made two visits to the service, the first of which was unannounced;

- We observed care practice;
- we made a visual check of the premises;
- we spoke to staff;
- we considered information available to CIW, including the Self Assessment of Service Statement (SASS);
- we spoke to two parents, and
- we looked at a range of documentation. We focused on the Statement of purpose, Safeguarding Policy, Behaviour management policy and Children's contracts.

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

www.careinspectorate.wales

About the service

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| Type of care provided | Childrens Day Care Full Day Care |
| Responsible Individual | Sarah Hewett |
| Person in charge | Sarah Hewett |
| Registered maximum number of places | 18 |
| Age range of children | 2 to 4 years |
| Opening hours | 09:10am to 03:10pm weekdays during term time |
| Operating Language of the service | Both |
| Date of previous Care Inspectorate Wales inspection | 24 March 2016 |
| Dates of this inspection visits | 15 November 2018 and 16 November 2018 |
| 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 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. |
| Additional Information: None | |