



Childcare Inspection Report on

Funky Footsteps

**Funky Footsteps Day Nursery
Wise Up Community Educational Centre
Julian Terrace
Port Talbot
SA12 6UG**



Date Inspection Completed

23/01/2020

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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

Funky Footsteps was registered in 2012. They provide care for a maximum of 67 children aged 0 to 12 years. The service operates from a self-contained building situated near Port Talbot town centre. The service is overseen by the registered person, Claire Chapman. The person in charge on a day to day basis is Kayleigh Chapman-Mahoney. The service operates Monday to Friday from 6.00am to 6.30pm. The service is an English language provision.

Summary

Theme	Rating
Well-being	Good
Care and Development	Good
Environment	Good
Leadership and Management	Adequate

1. Overall assessment

Children are settled, happy and enjoy their time at the service. Children are cared for by qualified staff, who, on the whole respond effectively to children's needs. The service offers welcoming play areas suitable for play, learning and quiet times. There is a good range of toys, resources and equipment available. Overall, leadership and management is good. The setting has developed good partnerships with the parents, external agencies and with the local community.

2. Improvements

As a result of the services quality of care review, leaders now provide older children with opportunities to undertake more cooking activities, and room leaders have been introduced to ensure the smooth running of the service on a day to day basis.

3. Requirements and recommendations

We have advised the registered person that improvements are needed in relation to staff recruitment (Regulation 28) in order to fully meet the legal requirements. **We have not issued a non compliance notice on this occasion as there was no significant impact or risk to children.** We expect the registered person to take action to rectify this and it will be followed up at the next inspection.

We have also made recommendations, which are detailed at the end of this report.

1. Well-being

Good

Summary

Overall, children are happy and they are well settled. They generally interacted well with each other and with staff. There are good opportunities for children to play and learn, in line with their age and stage of development.

Our findings

Children speak and express themselves well. Older children clearly made their wishes known, for example, they decided what topping to put on their home made pizza and what games they wanted to play with. Younger children decided whether they wanted their sauce over the pasta or on the side. One child said “no” when they did not want the meal offered and were given an alternative. Children freely helped themselves to resources and toys as these were stored at low level allowing children choice. One child requested a song at circle time, and this was actioned.

We saw that children arrived happily at the service, including newer children, and went to staff or their preferred play area. There was mostly a relaxed atmosphere and we saw children approach staff for support and reassurance with ease. The children had good relationships and were familiar with routines.

Children interacted relatively well together. We saw that younger children were learning to co-operate and older children took turns. Children used good manners and were considerate of each other. For example, we heard children say, “*thank you*” when given their snacks and an older child moved seats to allow siblings to sit together. Children’s behaviour was mainly good, however, we did see an instance of unwanted behaviour. Children received praise for their good behaviour and achievements.

Children smiled and showed excitement when they had the opportunity to watch a film. They bounced around and excitedly told us, Care Inspectorate Wales (CIW) that they were watching ‘Alvin and the Chipmunks’. Children happily engaged with a range of activities, which included, completing jigsaws, being creative with playdough and role play in the ‘kitchen’ area. Older children enjoyed a good choice of games in the out of school rooms as well as craft activities. Children became animated about taking part in ‘musical statues’. Older children told us they enjoyed the Lego, dancing to music and playing musical instruments.

Children are developing well and they were positively supported. Some children took part in a recognition game where staff pointed to photographs and children responded. Children counted as they built towers using blocks and older children played a quiz board game with staff. We saw one young child attempt to tie their shoe lace but accepted help from a staff member when they could not do it. Young children were developing their self-help skills

very well; babies attempted to feed themselves, and young children were encouraged to visit the toilet, wash and dry their hands as independently as possible; however staff were on hand to offer assistance. Older children served themselves their meals and prepared their own snacks, such as the pizza. They cleared away the waste food into the recycling bags and helped staff by washing and drying the dishes. We did not see any outdoor play during both visits. Leaders told us that children have opportunities to play outdoors daily but can complete physical play indoors if the weather is poor. We did not hear any Welsh language being used during our visits. Leaders told us that they hold a Welsh language session on a daily basis and are receiving support from an organisation to promote the language further.

2. Care and Development

Good

Summary

Overall, staff keep children safe and healthy. They have good relationships with them. Staff know the children relatively well and overall meet their individual needs. Staff provide a variety of stimulating play opportunities to promote the children's all round development.

Our findings

Staff understand their responsibility to keep children safe and healthy. They were able to tell us about safeguarding procedures and how to refer a concern. Staff had also completed Prevent training, which explains what they need to do if they are concerned about radicalisation. Healthy eating is encouraged and leaders told us that some meals are prepared the day before, but cooked freshly on the day such as Spaghetti Bolognese, fish pie, paella and macaroni and cheese. We saw children enjoy meals and snacks such as pasta and sauce, ham sandwiches and homemade pizza followed by yogurt and cucumber slices. Staff kept the kitchen area clean and we saw a good selection of fresh fruit available. However, we saw that the pasta on the stove had not been covered, various bags of food had not been properly sealed, food in Tupperware boxes in the fridge had not been dated and some food was out of date, for example some butter and eggs. Prior to the publication of this report, the registered person informed us that action had been taken to rectify these issues. Staff supervised each area well and supported children, if needed. For example to eat their meals or to wash their hands. Staff followed good hygiene procedures, they wiped tables, brushed floors and reminded children to wash their hands before meals and after messy play, but we saw staff put babies toast directly onto the highchair table and not on a plate or in a bowl. The registered person told us that this was not normal practise. Staff wore appropriate protective clothing to prepare snacks and to change nappies.

On the whole, staff managed interactions well and were consistent. Staff engaged with children, chatted to them respectfully and praised them at all times for their efforts and achievements. Staff gave satisfactory responses when discussing behaviour management scenarios but on one occasion the behaviour management of older children became loud and disruptive. The registered person told us that some staff had completed behaviour management training. Staff responded well to children's individual needs. For example, a staff member supported a child to take their medication properly and responded promptly when a young child needed their nose wiped.

Staff promoted children's overall development well. They joined in with children's play, they sat on the floor at their level building a tower from the blocks. We also heard staff promoting children's language development by repeating words and numbers and constantly talking to children about their school day and their interests. Staff encouraged

children to do things for themselves, such as visit the toilet, wash and dry hands and serve their meals/snacks independently. Staff asked a young child, “*do you want to do it yourself?*” when meals were being served.

3. Environment

Good

Summary

The environment is child centred, safe and well maintained. Leaders ensure that the playrooms are light, airy and welcoming. Children can access numerous play areas and a secure outdoor play space. They have a good range of age and developmentally appropriate furniture, toys and resources.

Our findings

The entrance to the service was secure from unauthorised access. Staff ensured that the outdoor area was safely enclosed and the gates were secure. Leaders maintained a record of visitors to the service. Leaders had completed and reviewed comprehensive risk assessments for all areas of the premises, inside and out. Records evidenced annual tests for heating and electrical equipment and that staff carried out regular fire drills. However, not all records contained the numbers of children and staff present during the fire drill practises. Leaders did not record the temperature of each room but by our second visit room thermometers were in place and records had been made of the temperatures. The disabled toilet was loose and unsteady, leaders told us that it was not used, however, prior to the publication of this report, the registered person told us that the disabled toilet had been fixed. The kitchen was out of bounds to the children.

The indoor and outdoor play areas were welcoming and provided a good stimulating environment for play, learning and development. There was plenty of space and facilities to meet the children's needs, including a baby room, out of school club rooms and toddler rooms. There were various play areas for children to have quiet time, circle time, table top play, floor play and messy play in line with the principles of the Foundation Phase. There is a good mix of adult and child sized furniture, which is of good quality and the organisation of the rooms allows children to move around freely and to explore the environment safely. Resources are appropriate for the age range of the children attending. There were a good selection of resources for children to have variety and choice. There is a good sized outdoor play area, which is resourced well.

Children had access to plenty of good quality toys and materials that suited their needs and interests. For example, they had books, role play items, construction toys, educational items, soft toys, art and craft items, and dolls and houses as well as some multi-cultural resources. There was plenty of furniture and equipment for indoors and outdoors. For example adult and child size sofas, tables and chairs, cots and outdoor equipment. All areas, equipment, furniture and toys were clean and in good condition. We saw that staff ensured that children reflected on and celebrated different cultures and identities. For example, they had celebrated Diwali and Chinese New Year. Leaders told us they

concentrate on one country per week such as France and promote their traditions such as foods, traditional dress and basic language.

4. Leadership and Management

Adequate

Summary

Overall, the service meets the national minimum standards and regulations. Leadership and management of the service is mainly good. The service has good partnerships with parents, the local community and other agencies.

Our findings

We found that the service was mainly well run and organised. Leaders had a statement of purpose in place which clearly reflected the service provided. However, it did not contain the national minimum standard information for dealing with an emergency. There was a comprehensive range of policies and procedures and these had been reviewed. However, the child protection policy did not have contact numbers and the lost child policy referred to CSSIW, the old name of the Inspectorate. Prior to the publication of this report, the registered person provided updated policies. The nappy change policy did not refer to staff hand washing between nappy changes and the use of gloves and aprons when undertaking nappy changes. Children's records were sampled and found to mainly be in order, however, a medication record had been completed in pencil, one contract had not been signed and allergy information such as the signs, symptoms or action to be taken in the event of a reaction had not been recorded on one child's information form. The systems to monitor the development of children were effective. Staff completed observation and assessment forms to monitor and track children's development and these were updated when children achieved their goals and targets. Leaders kept records of attendance for children and staff but did not record when staff took breaks away from their caring duties or covered other staff breaks. A school run and transportation policy was in place and leaders kept a vehicle documentation folder. However, we found insurance schedules in place in two vehicles instead of the insurance certificates, one staff member's driving licence had expired and one MOT detailed some works to be carried out on one vehicle. Prior to the publication of this report, the registered person provided evidence that the vehicle was road worthy. Staff told us that children are weighed to ensure that the correct car seat is used during transportation.

Leaders were effective at self-evaluation and identifying areas for improvement. The service had a self-evaluation system, which included children, staff and parent questionnaires. Leaders also received feedback from other external agencies. Leaders had completed their quality of care report in February 2019. We saw that leaders had introduced some changes as a result of the feedback. For example, they encourage older children to participate in more cooking activities, they had introduced room leaders to ensure the smooth running of the service on a day to day basis and would possibly update the kitchen in the future.

Leaders had a relatively robust recruitment process. Staff files sampled contained the required information. However, a birth certificate was missing from one staff file, one proof of identify had expired and medical declarations were missing from two files. Leaders told us that staff supervision and appraisals had taken place. Staff told us that they felt well supported and had regular opportunities to discuss issues and attend training to support their personal development. However, the documentary evidence showed that supervision was not consistently regular and annual appraisals were not always held annually. Nearly all staff were qualified to a level three qualification. Nearly all staff held valid first aid and child protection training certificates and seven staff members had attended food hygiene training. Training records showed that the leaders provided some training for staff such as 'Prevent Duty' and Behaviour Management.

Leaders provided parents with verbal and written information about their child's development. We heard staff and parents share information at collection and drop off time. A parent information section was visible by the door, displaying numerous information and some of the service's policies and procedures. Leaders told us that they had taken children on outings to the local library and parks as well as undertaken trips to Gnoll park, Margam park, the cinema and beach. They have also visited the life boat and local fire station and told us that the fire service will visit the nursery in the future.

5. Improvements required and recommended following this inspection

5.1 Areas of non compliance from previous inspections

None.

5.2 Recommendations for improvement

We recommended that the provider should:

- ensure that the daily routine is followed, for example outdoor play and Welsh sessions;
- follow good health, safety and hygiene procedures at all times, for example monitoring food dates, the safe storage of food and consider how snacks are served to babies;
- consider how older children's behaviour is managed and consider providing behaviour management training to all staff members;
- review/update the statement of purpose and the nappy change policy;
- consider recording staff break times away from their caring duties and staff cover;
- ensure that children's records are completed in ink, signed where necessary and include allergy information;
- ensure that supervision is regular and annual appraisals are documented/available for inspection and;
- improve record keeping in relation to the vehicles/school run service.

6. How we undertook this inspection

This was an unannounced full inspection in response to a concern received by CIW in relation to staffing ratios, heating, meals and school transportation. We found that some improvements are needed in some of these areas.

Two inspectors visited the service on 17 December 2019 and one inspector visited the service on 23 January 2020 for approximately 8 hours. We:

- inspected a sample of documentation and policies;
- observed practice;
- completed a premises inspection;
- spoke to some children, parents and staff and
- provided detailed telephone feedback to both the registered person and person in charge on 12 February 2020.

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
Registered Person	Claire Chapman
Person in charge	Kayleigh Chapman-Mahoney
Registered maximum number of places	67
Age range of children	0 to 12 years
Opening hours	Monday to Friday 7:30am to 6:00pm
Operating Language of the service	English
Date of previous Care Inspectorate Wales inspection	27 September 2018
Dates of this inspection visits	17 December 2019 and 23 January 2020
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. This is because the service is situated in a primarily English speaking area and there is no intention of becoming a bilingual service. Basic Welsh and signage is used. We recommend that the service provider considers Welsh Government's More 'Than Just Words follow on strategic guidance for Welsh language in social care'.
Additional Information:	