

Care and Social Services Inspectorate Wales

Children and Families (Wales) Measure 2010
Child Minding and Day Care (Inspection and Information for Local
Authorities) (Wales) Regulations 2010
The Child Minding and Day Care (Wales) Regulations 2010

Inspection Report

Cylch Meithrin Llechyfedach

Y Caban
Singleton Road
Upper Tumble
Llanelli
SA14 6DS

Type of Inspection – Baseline
Date(s) of inspection – Friday, 16 October 2015
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Summary

About the service

Cylch Meithrin Llechyfedach was registered in 1993 to provide Welsh-medium sessional care for up to eighteen children from two years of age. The nursery group is located in a cabin near the village's play facilities. The nursery group is open between 9am and 12pm, Monday to Friday during the school term.

Diane Campbell and Helen Singer are the registered individuals on behalf of the voluntary committee and Mrs Campbell is the also the person in charge.

What type of inspection was carried out?

This was a scheduled, unannounced, baseline inspection that looked at every one of the four quality themes, namely the quality of life, staffing, leadership and management and the environment. The inspection was held on the morning of Friday 16 November 2015. There were fourteen children and five members of staff present during the inspection.

The following inspection methods were used:

- Talking to the children, the people in charge and members of staff during the visit
- Observing the interaction between the staff and the children
- Reading the statement of purpose and the care quality review report
- Examining the regulatory records

Two children were also observed at play using the Short Observation Framework for Inspection (SOFI) tool. This tool enables inspectors to observe and record life from a child's perspective: how they spend their time, activities, interaction with others and the type of support they receive.

What does the service do well?

Nothing of significance was noted that exceeded the National Minimum Standards.

What has improved since the last inspection?

The children have a new messy play area after an extension was built to store toys.

What needs to be done to improve the service?

The registered individual was informed that the service did not comply with Regulation 28 (2) (b) (ii) of the Child Minding and Day Care Regulations (Wales) 2010 because not all of the necessary information had been collected to prove the suitability of every member of staff.

The registered individual was informed that the service did not comply with Regulation 6 (3) (b) (i) Appendix 1 Section 2: 19 (b) of the Child Minding and Day Care Regulations

(Wales) 2010 because one of the registered individuals did not have an up-to-date DBS certificate.

The following recommendations were made:

Review and expand the information in the statement of purpose.

Send a copy of the quality care report to CSSIW.

Confirm when the public liability insurance certificate had arrived.

Quality Of Life

We, the Care and Social Services Inspectorate Wales (CSSIW), found that the children enjoy a variety of age-appropriate activities.

We saw that the children were busy, that they had plenty of interesting things to do and that they were stimulated because the members of staff talked to them regularly in order to introduce and expand their language skills. The pictures and examples of craftwork that adorned the room served as evidence of the activities that are offered. Throughout the session, the children were enthusiastic and lively as they played. The staff took every opportunity to promote the children's language and development skills by asking them open-ended questions, repeating words and phrases and singing. The children had a very busy morning – painting, colouring in, playing with the animals and role playing in the Wendy house. Their current theme is 'insects and invertebrates' and we saw that the children had learnt many facts and could discuss the number of legs a spider has and that bees produce honey. We heard how they had created a variety of insects during cooking sessions, including snails and ladybirds. They played confidently and moved comfortably around the room.

The children are encouraged to foster their independence. We saw children helping to feed the goldfish, choosing on which table to place their names and tidying up. During snack time, the children collected their plate and cup and carried them to the table. After finishing, they returned their dishes to the kitchen. The person in charge told us that the children will be allowed to pour their own drinks after half term, once they have become familiar with the nursery group's routine.

The children benefit from good health and hygiene practices because healthy eating is promoted. Toast and fruit was the snack on the morning of the inspection and the children eat with relish. The children and the staff washed their hands before snacks were served and the tables were disinfected. Although we did not see any children playing outside, they did have a session on the bikes. There was also plenty of movement when the children joined in during the singing session.

The children's self-respect is promoted because positive methods of behaviour management are used, including praise and encouragement. The children's behaviour was managed in a positive and quiet manner and we heard the staff reminding them to be kind and to share toys with their friends. We found that the children felt comfortable with the staff because they played confidently and responded enthusiastically to the activities. They smiled when they were praised and were happy to turn to the staff for a cuddle and comfort.

Quality Of Staffing

Several members of staff have worked at the nursery group for many years and they know the children and their families very well.

The children receive care based on the latest information because the majority of staff have the appropriate qualifications. The person in charge and her deputy have Level 3 qualifications and both had completed training in safeguarding children, first aid and food hygiene.

The individual needs of the children are identified and met because the staff who care for them are enthusiastic and know them well. The staff had received relevant information about the children before they started attending the nursery group, and they monitored their development regularly. The staff showed that they knew the children well because they were sensitive towards those that did not like specific songs on the tape and took great care of those children with medical or health-related needs.

Care is provided in a relaxed and responsive manner because the members of staff are patient, warm and kind. They responded appropriately to the children's requirements and were sensitive to the children that were tired or upset. The staff sat on the same level as the children, talked to them cheerfully and extended the activities, although they also stepped back and allowed the children to develop their own ideas for play. We saw the children being cuddled and comforted, and any problems were dealt with quickly and without any fuss.

Quality Of Leadership and Management

Although most of the paperwork was in place, we found some room for improvement.

In general, parents are given sufficient information to enable them to make a choice about the childcare because they are provided with a welcome pack which includes the statement of purpose, *Mudiad Meithrin* leaflets, and the relevant registration forms, contracts and consent forms. Additional information is available at the setting, including the policy file, reports, certificates and general childcare information. However, it was recommended that the information that is included in the statement of purpose should be reviewed and extended.

Parents can be relatively confident that the provision is operated and planned effectively, because the regulatory records are in place. We saw a sample of the following records during this visit and it was noted that they complied with the regulations and were well organised – the register, children’s registration forms, and parental contracts and consent forms. The nursery group’s new public liability insurance certificate had not arrived and the nursery group was asked to inform us when the document had arrived.

Parents cannot be certain that their children’s needs are met by suitable carers because the registered individual had not received all the information required by the regulations when recruiting staff. We looked at the staff files and noted that no reference or medical statement was included in the files of the new members of staff. It was also noted that one of the registered individuals had not renewed her DBS disclosure. We saw evidence of the most recent appraisals.

The children and parents that use the service are included in the process of measuring the quality of the service because questionnaires are distributed and the opinions of the children are collected during the circle time activity. The current report was not available during the visit and a request was made for a copy to be sent to the CSSIW.

Parents can rest assured that any child protection issues that are raised are dealt with appropriately, because a policy is in place at the setting and every member of staff has attended the relevant training and understand their responsibilities.

Quality Of The Environment

The children are cared for in a welcoming and comfortable environment. Examples of the children's craftwork adorned the walls. Since the last inspection, an extension has been built to store toys. The nursery group intends to use the old storage area as a messy play area and they have started to look for sponsorship in order to purchase the equipment and toys. The setting does not have an enclosed outdoor play area.

The environment is stimulating and welcoming for the children because the room is decorated with examples of the children's paintings, craftwork and educational posters. The furniture is of appropriate size for the children and a wide range of appropriate and colourful toys and resources are provided. We saw that the setting is clean and well maintained.

The children have a choice of play areas and resources. We saw that there were plenty of play resources and materials to provide play activities and opportunities for the children. Resources were available to promote the children's cultural awareness. The new messy play area will be an excellent addition to the nursery group and will extend the opportunities that are available to the children.

Parents can be confident that their children are safe while attending the nursery group because no one could access the room unless a member of staff opened the door. The nursery group kept a record of visitors. We saw that the children were appropriately supervised by the staff. Personal information is protected appropriately and confidentiality is maintained because all of the personal documents are locked away.

We saw that the setting is safe and in good condition because risk assessments have been completed and are regularly reviewed. Fire drills are conducted and we saw evidence that the fire fighting equipment had been tested.

How we inspect and report on services

We conduct two types of inspection; baseline and focused. Both consider the experience of people using services.

- **Baseline inspections** assess whether the registration of a service is justified and whether the conditions of registration are appropriate. For most services, we carry out these inspections every three years. Exceptions are registered child minders, out of school care, sessional care, crèches and open access provision, which are every four years.

At these inspections we check whether the service has a clear, effective Statement of Purpose and whether the service delivers on the commitments set out in its Statement of Purpose. In assessing whether registration is justified inspectors check that the service can demonstrate a history of compliance with regulations.

- **Focused inspections** consider the experience of people using services and we will look at compliance with regulations when poor outcomes for people using services are identified. We carry out these inspections in between baseline inspections. Focused inspections will always consider the quality of life of people using services and may look at other areas.

Baseline and focused inspections may be scheduled or carried out in response to concerns.

Inspectors use a variety of methods to gather information during inspections. These may include;

- Talking with people who use services and their representatives
- Talking to staff and the manager
- Looking at documentation
- Observation of staff interactions with people and of the environment
- Comments made within questionnaires returned from people who use services, staff and health and social care professionals

We inspect and report our findings under 'Quality Themes'. Those relevant to each type of service are referred to within our inspection reports.

Further information about what we do can be found in our leaflet 'Improving Care and Social Services in Wales'. You can download this from our website, [Improving Care and Social Services in Wales](#) or ask us to send you a copy by telephoning your local CSSIW regional office.

