

NATIONAL ASSEMBLY FOR WALES
CARE STANDARDS INSPECTORATE FOR WALES

CHILDREN ACT 1989
(as amended by the Care Standards Act 2000)

INSPECTION REPORT
OUT OF SCHOOL CARE

XLWales Young Inventors Club
Oystermouth Primary School
Newton Road
Mumbles
Swansea
SA3 4BE

5th August 2005

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CARE STANDARDS INSPECTORATE FOR WALES

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Swansea

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INSPECTION REPORT

For the period: **1st April 2005** to **31st March 2006**

<i>Name and location of facility:</i>	XLWales Young Inventors Club
Contact telephone number:	01792 467000
Registered Provider:	Clare Louise Fry
Person in charge:	Owen Pillai and Lloyd Wells
Number of places:	48
Date of first registration:	21 July 2004
Date of previous visit:	1 st inspection since this registration
Date of this visit:	5 th August 2005
Time of arrival/departure:	9-45am -1-30pm
Dates of any other visits:	11 th August 2005 (111 Walter Road, Swansea to see staff files)
Date of publication of this report:	11 th September 2005
Inspected by:	Mrs Suzanne Davies

GUIDELINES ON INSPECTION

INTRODUCTION

This report has been compiled following an inspection of the setting undertaken by the Care Standards Inspectorate for Wales (CSIW) under the provisions of the Children Act 1989 and associated Regulations.

The primary focus of the report is to comment on the quality of care and protection experienced by the children.

The report is divided into eight distinct parts reflecting the broad areas of the National Minimum Standards. It contains some information on the process of inspection and a record is made of the outcomes under each area. An overall conclusion of the setting's compliance with the Child Minding and Day Care (Wales) Regulations 2002 can be found in the Summary of Requirements at the end of the report. A general Summary of the inspector's conclusions can be found at the beginning of the report.

It is intended that inspection should be a constructive and enabling process which gives the provider the opportunity to discuss concerns and ideas, offers assistance and advice and helps to maintain and improve the quality of life for children.

The CSIW Inspectors are authorised to enter and inspect registered childcare settings at any time. The annual pattern of inspections consists of a minimum of one announced inspection - for which prior information on service, children, staffing and other essential information is obtained from the setting. Unannounced visits are also made to investigate complaints and in response to changes in the setting.

Inspection enables the CSIW to satisfy itself that continued registration is justified. It ensures compliance with:

- The Children Act 1989 (as amended by the Care Standards Act 2000) and associated Regulations, whilst taking into account the National Minimum Standards for this type of registered setting
- The setting's own Statement of Purpose

Over 12-month period inspectors will:

- spend time with the children and seek to engage them in conversation
- satisfy themselves that the operation of the service is consistent with the terms of its registration certificate
- see all of the accommodation
- talk to the person in charge and other staff
- satisfy themselves that all records are being properly maintained

Readers must be aware that the report is intended to reflect the findings of the inspector on specific inspection visit(s). Readers should not conclude that the

circumstances of the service will be the same at all times; sometimes services improve and conversely, sometimes they deteriorate. The National Minimum Standards are also very detailed and some are technical in nature and the CSIW does not look in depth at all aspects of these standards on each visit.

The report clearly indicates the requirements that have been made by CSIW. This includes those made by CSIW since the last inspection report which have now been met, requirements which remain outstanding and any new requirements from the most recent inspection.

The reader should note that requirements made in last year's report which are not listed as outstanding have been appropriately complied with.

The Registered Person should make each report available to "current" or prospective parents/carers. If you have concerns about anything arising from the Inspector's findings, you may wish to discuss these with the CSIW or with the registered person.

The Care Standards Inspectorate for Wales is required to make reports on registered facilities available to the public. The report is a public document and will be available on the National Assembly web site:

<http://www.csiw.wales.gov.uk>

Please note: *For reasons of security, reports for child minding services will be made available upon request but will not be published on the web site.*

SUMMARY (to include comments on the methodology used during the inspection)

This report is based upon the following:

- Written information from the provider, as required by the Care Standards Inspectorate for Wales such as the Technical Checklist (premises and hazards)
- Examination of all written policies and procedure documents
- Discussion with the person in charge and staff
- Direct observation of activities, interactions and procedures on the days of the inspection and during unannounced visits as detailed at the beginning of this report
- Talking with the children

XLWales Young Inventors club was held in Oystermouth Primary School and the club had sole use of the main hall upstairs, a room downstairs and the school playground. The premises were made welcoming to both children and parents with displays and leaflets. The premises were well lit and maintained in a suitable state of repair. XLWales Young Inventors Club offered a stimulating and innovative range of challenges to the children attending.

The summer's challenges involved Harry Potter crafts, table tennis /water rockets, land and yacht /Indiana Jones, Jurassic Park to name a few. Miss. Fry the Registered Person stated that children took part in two challenges per day. The children were observed during the inspection to be involved in challenges, which were floor and table based, physical activities were also observed in the schoolyard. The children were divided into groups with a staff member to guide them through age/developmentally appropriate tasks. The children were totally engrossed in the activities. Staff were observed listening to and valuing what the children said and were actively encouraging the children to explore their full potential. The children were gaining self-confidence through their

achievements. Positive rewards such as team competitions were also used. The children were observed to be absorbed in activities. There was good communication between staff and children.

The staff had good group control and both children and staff were enjoying themselves. Throughout the inspection the Registered Person Miss. Fry and managers Mr. Pillai and Mr. Wells were helpful and co-operative.

CHOICE OF SERVICE

Inspector's findings:

Miss. Fry stated that information was available to parents regarding XLWales Young Inventors Club. This was in the form of parent information leaflet, booking form and newsletters.

Miss. Fry stated that all children who attended had a contract form/consent form. Random samples were viewed at the time of inspection.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
◆ Ensure the statement of purpose covers all elements listed in Standard 1	immediately	Regulation 3 (1) (a) (b) (c) (d) (e)
◆ Ensure the contract covers all elements in Standard 2	immediately	Regulation 3 (1) (e)

Good practice Recommendations:

none

PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

Inspector's findings:

XLWales Young Inventors Club had a variety of forms, which parents completed. If additional information was required Ms. Fry stated that The "all about me" form was used. It was stated that some home visits were undertaken to assess the needs of children prior to placement on the scheme. Additional staff were brought in if needed. Miss. Fry stated that they were able to accommodate one child in a wheelchair in the first floor school hall and a written procedure was in place to ensure safe evacuation. Miss. Fry stated that children with special needs had access alongside their peers to the activities provided. Miss. Fry stated that staff ensured privacy of children, when intimate care was being provided – they used the disabled toilet.

A copy of the current National Assembly for Wales Code of Practice for the identification and Assessment of Special Educational Needs was available.

Parents were observed on the day of inspection talking/exchanging information with staff, when they brought their children. Miss. Fry stated that staff were aware of the need to maintain privacy and confidentiality and when to share the information appropriately.

Miss. Fry stated that parents were invited to attend a presentation of 'young inventor of the week (during the last session). The children were issued with a certificate which outlined their achievements through the week.

XLWales Young Inventors Club made available a range of records held. These included the child contract/consent form, register, visitors log, staff rota, accident sheets and record of medicines administered. Miss. Fry stated that serious illness and any significant event would be recorded on the incident sheet.

Emergency medical consent was not in place on the records held at the time of inspection. However Miss. Fry stated that this would be amended on subsequent forms for children attending the following day.

Records were also held on a database as well as in paper form.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
N/A		

Good practice Recommendations:

- Ensure parents sign the record of medication to acknowledge the entry
- Make policies and procedures available to parents.

QUALITY OF LIFE

Inspector's findings:

XLWales Young Inventors Club had a well-planned and structured range of activities. The summer's challenges involved Harry Potter crafts, table tennis /water rockets, land and yacht /Indiana Jones, Jurassic Park to name a few. Miss. Fry stated that children took part in two challenges per day. The children were observed during the inspection to be involved in challenges, which were floor and table based, physical activities were also observed in the schoolyard. The children were divided into groups with a staff member to guide them through age/developmentally appropriate tasks. The children were totally engrossed in the activities. Staff were observed listening to and valuing what the children said and were actively encouraging the children to explore their full potential. The children were gaining self-confidence through their achievements. Positive rewards such as team competitions were also used. Miss. Fry stated that staff helped children to develop a sense of what is right and wrong.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
none		

Good practice Recommendations:

none

QUALITY OF CARE AND TREATMENT

Inspector's findings:

XLWales Young Inventors Club had a Behaviour policy. Miss. Fry stated that all staff received training with regard to behaviour management on their induction course. XLWales Young Inventors Club had daily meetings where issues were discussed. Miss. Fry stated that any incidents would be recorded and the parent informed on the day. During the inspection it was observed that staff had good group control. The children were involved in activities and the behaviour of all children was excellent.

Miss. Fry stated that good hygiene practices were covered through induction training for staff. Miss. Fry stated that there was a cleaning rota, which was seen on display at the time of inspection. Parents provided packed lunches for their children. Allergies/special dietary requirements/preferences were recorded on consent forms. Miss. Fry stated that the club provided soft drinks. There was a first aid box on site located in the storeroom. Miss. Fry stated that both managers had attended a First Aid course. There was a policy about the Exclusion of Children who were Ill or Infectious.

XLWales Young Inventors Club had forms to complete for the administration of medication. Miss. Fry stated that medicines were stored in the storeroom, which was out of bounds to children. Miss. Fry stated that staff would seek advice if the administration of prescribed medicines required technical/medical knowledge.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
none		

Good practice Recommendations:

none

STAFFING

Inspector's findings:

All relevant checks have been undertaken on the Registered Person prior to registration. Miss. Fry made available staff files at the Walter Road premises. These included interview questions, references, and application and appraisal forms. Miss. Fry was aware that until staff CRB checks had been returned satisfactory, that staff would not to be left alone with children.

Staff employed within the scheme had a science/maths background; many of the staff were trained teachers. Miss. Fry stated that to the best of her knowledge all staff were mentally and physically fit to care for children. All staff received induction training.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
<ul style="list-style-type: none"> Ensure all staff files evidence that the following have been checked and undertaken, Enhanced CRB check, written references, qualifications, full employment history (CV), proof of identity (recent photograph), induction training/ supervision notes and annual appraisal. 	immediately	Schedule 2 Regulation 4 &16
<ul style="list-style-type: none"> Ensure staff files are available on site for the next inspection 	next inspection	Regulation 18 (1) (a)

Good practice Recommendations:

none

CONDUCT AND MANAGEMENT OF THE SERVICE

Inspector's findings:

The main hall was divided into smaller areas by the use of equipment. The children were placed into groups. Full use of the main hall, room downstairs and the playground were observed.

During the inspection all areas were used in rotation ensuring the safety welfare and development of the children. One member of staff worked with each group of around 10 children and acted as the key person for the time that child attended.

There were also 'floating staff', who helped in the groups as and when needed. There were two managers who were able to take sole charge in the absence of each other.

There were sufficient staff on duty on the day of inspection. There were 44 children attending, of these 19 children were under 8 years old. Miss. Fry stated that additional staff were available to cover staff sickness/absence. There were written programmes about each activity/challenge and Miss. Fry stated that risk assessments had been carried out for each of these. The register was completed as children arrived and under eight's were clearly identified.

XLWales Young Inventors Club had an Equal Opportunities policy. Miss. Fry stated that the manager liaised with parents ensuring that all children's records contained information, which enabled appropriate care to be given. Staff had training on Equal Opportunities during induction training.

Employers Liability Insurance was on display and valid until 19th June 2006. Miss. Fry stated that effective financial procedures were in operation.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
none		

Good practice Recommendations:

- Ensure ethnic origin is recorded on forms

COMPLAINTS AND PROTECTION

Inspector's findings:

XLWales Young Inventors Club had a Complaint Procedure. Miss. Fry stated that staff would consider and or investigate all complaints and ensure the complainant was notified of the outcome. Miss. Fry stated that no complaints had been received to date.

There was a Child Protection Policy in place. Miss. Fry stated that the protection of the child would be her first priority. Miss. Fry stated that all staff had been made aware of the procedures to follow, during their induction training and that staff were aware of the signs and symptoms of children at risk. Miss. Fry stated that she was aware of her responsibility to report concerns to the Area Child Protection Committee.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
none		

Good practice Recommendations:

none

THE PHYSICAL ENVIRONMENT

Inspector's findings:

XLWales Young Inventors club was held in Oystermouth Primary School and had the use of the main hall upstairs, a room downstairs and the school playground. The group had sole use of the premises. The premises were made welcoming to both children and parents with displays and leaflets. The premises were well lit and maintained in a suitable state of repair. There were two telephones. There was an area provided for children to rest/play quietly. XLWales Young Inventors Club had a walk in storage area on the ground floor, which was out of bounds to children. The playground had a pond, which was fenced and the gate padlocked. This area was out of bounds to children. There were sufficient W/C facilities located upstairs, downstairs and in the main building.

During the inspection it was observed that there was sufficient, suitable equipment available to provide stimulating activities. There was an extensive range of knex equipment seen, as well as tennis rackets, parachute, hoops, balls, ropes and basketball.

Miss Fry had completed a Technical Checklist (premises and hazards) prior to the inspection which gave assurance that safety issues within this setting had been dealt with. Miss. Fry stated that Health and Safety training was covered during the induction training. The gate to the school playground was secured when children had been booked in and Miss. Fry stated that all staff knew the combination used to open it. The outer door was also closed when registration was finished. While registration was in progress the main door to the hall was monitored. Miss. Fry stated that the children were supervised at all times. There was a buzzer at the main gate, which sounded in the hall if visitors or parents arrived after the registration time.

In the main hall (sports hall) the climbing equipment was covered with display boards and ropes tied out of reach.

The hall floor has strips of carpet secured in place. Miss. Fry stated that these were checked daily to ensure that they did not pose any risk.

Fire exits were checked at the time of inspection and were free from obstruction. Fire extinguishers were checked on 12/1/05. Miss. Fry stated that outings were not undertaken and vehicles were not used.

Fire evacuation procedures were seen and fire drills were undertaken weekly.

Requirements which have arisen since the last inspection report which have been met:

Action Required	When Completed	Regulation Number
N/A		

Requirements which remain outstanding from previous inspection activity

Action Required	To have been completed by	Regulation Number
N/A		

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number
none		

Good practice Recommendations:

none

Summary of Requirements

Requirements which have arisen since the last inspection report which have been met:

Action Required	When completed	Regulation Number	Regulatory Requirements
N/A			

Requirements which remain outstanding from previous inspection activity:

Action Required	To have been completed by	Regulation Number	Regulatory Requirements
N/A			

New requirements from this inspection:

Action Required	Timescale for completion	Regulation Number	Regulatory Requirements
◆ Ensure the statement of purpose covers all elements listed in Standard 1	immediately	Regulation 3 (1) (a) (b) (c) (d) (e)	the registered person shall compile a statement of purpose
◆ Ensure the contract covers all elements in Standard 2	immediately	Regulation 3 (1) (e)	a statement of the terms and conditions upon which care is provided
• Ensure all staff files evidence that the following have been checked and undertaken, Enhanced CRB check, written references, qualifications, full employment history (CV), proof of identity (recent photograph), induction training/ supervision notes and annual appraisal.	immediately	Schedule 2 Regulation 4 & 16	Information required in respect of persons seeking to act as or work for childminders or providers of day care
• Ensure staff files are available on site for the next inspection	immediately	Regulation 18 (1) (a)	Keep at the relevant premises records in relation to the matters specified in schedule 3

Good practice Recommendations:

- ◆ Inform the Care Standards Inspectorate for Wales in writing when the Requirements listed have been met and send in copies of any revised documents
- Ensure parents sign the record of medication to acknowledge the entry
- Make policies and procedures available to parents.
- Ensure ethnic origin is recorded on forms

Good practice comments:

- ◆ XLWales Young Inventors Club had a well-planned and structured range of activities.
- ◆ Staff were observed listening to and valuing what the children said and were actively encouraging the children to explore their full potential.
- ◆ The children were gaining self-confidence through their achievements.
- ◆ Positive rewards such as team competitions were also used.
- ◆ Continue to maintain the high standards observed at the time of inspection.