

**CARE AND SOCIAL SERVICES INSPECTORATE 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

**DATE OF PUBLICATION – 21 September 2007**

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**CARE AND SOCIAL SERVICES INSPECTORATE WALES**

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<b>Name of setting:</b>	XLWales Young Inventors Club
<b>Contact telephone number:</b>	01792 414900
<b>Person in charge:</b>	Lloyd Wells
<b>Number of places:</b>	48
<b>Date of this visit:</b>	16 August 2007
<b>Dates of other relevant contact since last report:</b>	
<b>Date of previous report publication:</b>	
<b>Inspected by:</b>	Chris Wilcox

## **GUIDELINES ON INSPECTION**

### **INTRODUCTION**

This report has been compiled following an inspection of the setting undertaken by the Care and Social Services Inspectorate Wales (CSSIW) 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 contains information on how we inspect and what we find. The report is divided into eight distinct parts reflecting the broad areas of the National Minimum Standards.

CSSIW's Inspectors are authorised to enter and inspect registered child care settings at any time.

Inspection enables the CSSIW 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

At inspection (which in the main are unannounced), CSSIW tries to capture the views and experiences of service users by means of questionnaires for the parents/carers and staff, engagement with children who use the setting as well as information drawn from the provider's own self-assessment.

Readers must be aware that a CSSIW report is intended to reflect the findings of the inspector at a specific period in time. Readers should not conclude that the circumstances of the service will be the same at all times.

The Registered Person is responsible for ensuring that the service operates in a way which complies with the service specific regulations. CSSIW will comment in the general text of the inspection report on their compliance. For those regulations which CSSIW believes to be key in bringing about change in the particular service, they will be separately and clearly identified in the requirement section.

As well as listing these key requirements from the current inspection, requirements made by CSSIW since the last inspection, which have been met and those which remain outstanding are included in this report. The reader should note that requirements made in last year's report which are not listed as outstanding have been appropriately complied with.

Where key requirements have been identified, the Registered Person is required under Regulation 3C (Compliance Notification) to advise in writing, the appropriate regional office of the completion of any action required by CSSIW.

The regulated service is also responsible for having in place a clear, effective and fair complaints procedure which promotes local resolution between the parties in a swift and

satisfactory manner, wherever possible. The annual inspection report will include a summary of the numbers of complaints dealt with locally and their outcome.

CSSIW may also be involved in the investigation of a complaint. Where this is the case CSSIW makes available publicly a summary of any matters it has been involved in together with any action taken by CSSIW.

If you have concerns about anything arising from the Inspector's findings, you may wish to discuss these with the CSSIW or with the registered person.

The Care and Social Services Inspectorate Wales is required to make reports on registered facilities available to the public. Most reports are public documents and will be available on the CSSIW web site:

[www.cssiw.org.uk](http://www.cssiw.org.uk)

## **SUMMARY**

XL Wales Young Inventors Club was registered for 48 children between the ages of 5 to 8 years but children over the age of 8 were also catered for.

It was held in Oystermouth Primary School in Mumbles, Swansea. The club sessions ran from 9.30am to 4.30pm on Monday to Friday during school holiday periods. There was an Early and Late club designed to provide day care for children of working parents at the following times: 8.00 - 9.30am and 4.30 - 6.00pm. A deputy manager Lloyd Wells who was present at each session assisted the overall manager Clare Fry.

Parents were issued with a colourful "Parent Information" brochure containing a comprehensive guide to the provision. The contents included contact details, a map, times of operation, a settling in procedure, registration procedure, Health and Safety, lunch and snacks, a reference to policies and general information. Information was provided at the start of the scheme and places were booked in advance. Parents were required to deliver and collect their children on a daily basis when information could be exchanged with staff. The information brochure contained an open invitation to all parents to attend the "Presentation" ceremony during the last session every Friday when their children received a certificate of achievement / attendance.

XL Wales Young Inventors Club provided a well-planned and structured range of activities as displayed on the club notice board and listed in the "Summer Challenges" sheets. It was open during the school holidays and a different set of challenges set to a theme was offered each week. The current scheme ran for 6 weeks during July and August.

The manager stated that more than half of the staff had a valid First Aid certificate.

The club was held in the school hall, a separate building in front of the main junior school building. The accommodation consisted of a main hall on the first floor and a smaller room at ground level. WC facilities for girls and boys were available on both floors with additional WC facilities in the junior school building for use if necessary by children using the outdoor areas. In addition to this, there was a covered outdoor play area and an adjacent school playground. The manager had completed a technical checklist to verify that hazards had been identified and minimised. On the day of inspection the main door to the premises and the school gate was secure throughout the session and visitors were recorded. It was observed that children were supervised at all times.

On the day of inspection the children were observed throughout the morning and they were well occupied and clearly enjoying the activities. They were assigned to a group appropriate to their age and ability.

The business was protected with valid Public Liability Insurance.

The manager stated that the popularity of the scheme provided assurance that parents were satisfied.

#### Methodology used

1. Pre inspection returns/ technical check list
2. Inspection of the premises
3. Inspection of records
4. Direct observation
5. Discussion with leader and staff.

**CHOICE OF SERVICE**

**Inspector's findings:**

XL Wales Young Inventors Club provided parents with a colourful "Parent Information" brochure containing a comprehensive guide to the provision. The contents included contact details, a map, times of operation, a settling in procedure, registration procedure, Health and Safety, lunch and snacks, a reference to policies and general information.

The manager stated that parents were issued with the brochure, and Consent form to complete and return with the booking request. The Consent form contained child and family details, emergency contacts, GP, medical / behavioural / special needs and permission for outings, photographs and emergency medical treatment.

All current forms were available on site and a sample examined on the day of inspection was found to be satisfactory. The manager stated that parents completed a new consent form for each school holiday club throughout the year.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice Recommendations:**

Replace any reference to Care Standards Inspectorate for Wales (CSIW) with Care and Social Services Inspectorate Wales (CSSIW).

## PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

### **Inspector's findings:**

XL Wales required all parents to complete a Consent form and a booking form. A form entitled "All About Me" was available for parents to provide additional information if their child had a special need. It had been previously stated that home visits had been undertaken where necessary to assess children's needs prior to placement. A procedure had been written down for safe evacuation of a child in a wheelchair. A disabled toilet was available. There was a Special Needs policy that made reference to the integration of children with special needs where appropriate, by providing additional support staff. A copy of the Code of Practice for the identification and Assessment of Special Educational Needs was available. The manager stated that no children with special needs were attending this holiday.

Parents were provided with information prior to the start of the scheme and they had booked places in advance. They were required to deliver and collect their children on a daily basis when information could be exchanged with staff. The information brochure contained an open invitation to all parents to attend the "Presentation" ceremony during the last session every Friday when their children received a certificate of achievement / attendance.

The manager confirmed that a computer data base maintained all records and paper copies were printed out as required such as daily attendance. Files containing the following records were available for inspection - consent forms, daily attendance, accidents, incidents, medication and visitors. A satisfactory sample of these was examined and it was noted that no incidents had been reported to date. There was evidence of a highly organised system of recording, which was stored in clearly labelled files.

### **Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

### **Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

### **New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

### **Good practice Recommendations:**

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## QUALITY OF LIFE

### **Inspector's findings:**

XL Wales Young Inventors Club provided a well-planned and structured range of activities as displayed on the club notice board and listed in the "Summer Challenges" sheets. It was open during the school holidays and a different set of challenges set to a theme was offered each week. The current scheme ran for 6 weeks during July and August. Themes undertaken to date included 1. Get Active 2. Princess and Pirate 3. Space Adventure and currently 4. Music and Film. Wizards and Witches was planned for week 5 followed by All the Fun of the Fair.

The daily routine normally included two challenges during which the children were able to use their knowledge and imagination to construct a named model / item using Knex. Other mediums such as paper mache, paints etc were used according to the challenge. There were opportunities for individual and group construction and the outcomes were used in a meaningful or fun way e.g. build a big pirate ship with your group and make a paper mache pirate hat, a cardboard sword, hook etc.

On the day of inspection the children were observed throughout the morning and they were well occupied and clearly enjoying the activities. They were assigned to a group appropriate to their age and ability. All children were provided with active play in the yard before undertaking the challenge. The leader of each group was seen to offer encouragement suggestions and praise and without exception the children were busy, co-operative and focussed. Children who had previous experience were seen to help others. The atmosphere was relaxed but the children showed respect to the staff. The manager stated that positive rewards such as team competitions continued to be used. Photographs of the challenges completed in earlier weeks were stored on the computer.

### **Requirements made since the last inspection report which have been met:**

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### **New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

### **Good practice Recommendations:**

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## QUALITY OF CARE AND TREATMENT

### **Inspector's findings:**

There was a Behaviour Management policy and brief details were included in the Parent Information brochure. The manager had previously confirmed that staff received relevant training during the induction course. On the day of inspection the children were well occupied with age appropriate activities, which created a positive and meaningful atmosphere. No incidents had been recorded to date.

Emergency medical consent had been obtained and registration forms contained details of allergies and other health needs. Several minor accidents were recorded and the manager was recommended to ensure reports included the specific site of the injury. Forms were available for parents to provide prior consent for Medication and secure storage was available. The manager and deputy verified that they were trained in the use of an Epi-pen to treat a severe allergic reaction.

The manager stated that more than half of the staff had a valid First Aid certificate and a First Aid box was available on site.

Children were provided with a drink mid session but were required to bring a packed lunch as stated in the brochure. Procedures were in place to ensure good hygiene was observed.

### **Requirements made since the last inspection report which have been met:**

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### **Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

### **New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

### **Good practice Recommendations:**

Ensure accident reports include the specific site of the injury e.g. index finger R hand; above knee L leg; on cheek below R eye - etc.

### STAFFING

**Inspector's findings:**

The overall manager Clare Fry had been subject to relevant background checks at the time of registration. A staff list supplied prior to the inspection contained details of qualifications and experience that verified all staff including the deputy manager had suitable qualifications and experience. The group of 7 staff included 3 qualified teachers. Staff files were made available for inspection and one was sampled and found to contain evidence of references, CV, identity and application / interview procedure. The manager confirmed that all staff had a valid Criminal Records Bureau police check that had been undertaken for the XL Wales Young Inventors Club. It was also confirmed that staff followed an induction procedure prior to the scheme and the parts reviewed were recorded.

It was verified that staff had provided qualification certificates at the time of interview but the originals were not retained. It was recommended that staff files included a list of the qualification and training certificates that were presented at the time of appointment.

The club enjoyed the benefit of a core group of staff, many of whom had worked in this organisation for several years.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice Recommendations:**

Include a list of the qualification and training certificates seen to each staff file.

## CONDUCT AND MANAGEMENT OF THE SERVICE

### **Inspector's findings:**

XL Wales Young Inventors Club was registered for 48 children between the ages of 5 to 8 years but children over the age of 8 were also catered for.

The club sessions ran from 9.30am to 4.30pm on Monday to Friday during school holiday periods. There was an Early and Late club designed to provide day care for children of working parents at the following times: 8.00 - 9.30am and 4.30 - 6.00pm. A deputy manager Lloyd Wells who was present at each session assisted the overall manager Clare Fry. A high level of organisation was apparent and the staff worked well as a team.

On the day of inspection there were 46 children with 6 play staff and 2 managers to provide a good staff ratio. Of these no more than 50 % of the children were under the age of 8 years. The attendance was marked on daily sheets and children's ages were included. The total for U 8's and over 8's was marked each day.

On arrival children were marked on register and provided with a pre-printed label marked with their name and coloured group. Once the children had registered the building and surrounding outdoor area was made secure. Registration records provided evidence of a maximum attendance of 50 children per session to date.

The Equal Opportunities policy had been previously seen and the manager stated that children's needs were considered when assessing the suitability of the scheme.

The manager stated that the popularity of the scheme provided assurance that parents were satisfied. The need to undertake a quality assurance survey to provide confirmation that parents were pleased with the quality of care was discussed and agreed.

Valid Public Liability insurance was in place.

### **Requirements made since the last inspection report which have been met:**

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### **New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

### **Good practice Recommendations:**

Prepare an annual report to evidence that you have monitored parental satisfaction with the quality of care.

**COMPLAINTS AND PROTECTION**

**Inspector's findings:**

There was a Complaints procedure that had been previously examined and no changes were reported. The manager stated that parents and staff were made aware of the complaints procedure but none had been received as yet. The CSIW timescales for complaints had been discussed and agreed at the previous inspection.

The manager stated that all staff were made aware of the Child Protection procedures during their induction training. The manager stated that she was aware of her responsibilities with regard to the reporting of concerns in accordance with the Area Child Protection Committee guidance.

No concerns had been reported to date.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice Recommendations:**

### THE PHYSICAL ENVIRONMENT

**Inspector's findings:**

XL Wales Young Inventors Club was held in Oystermouth Primary School in Mumbles, Swansea. The club was held in the school hall, a separate building in front of the main junior school building. The accommodation consisted of a main hall on the first floor and a smaller room at ground level. WC facilities for girls and boys were available on both floors with additional WC facilities in the junior school building for use if necessary by children using the outdoor areas. In addition to this, there was a covered outdoor play area and an adjacent school playground. Storage was available in the ground floor room but this was kept locked to prevent children having access.

The manager had completed a technical checklist to verify that hazards had been identified and minimised. This included matters such as emergency procedures, Fire safety and general safety of the premises. The Risk Assessment and a record of Fire Drills were seen on the day of inspection and the staff induction procedure included Health and Safety training.

On the day of inspection the main door to the premises and the school gate was secure throughout the session and visitors were recorded. It was observed that children were supervised at all times. There had been no changes to the premises since the last inspection but the rear of the schoolyard was out of bounds and was protected with a gate to prevent access during temporary renovations to the school building. As this prevented access to the rear exit of the school, the planned trips to Oystermouth Castle had been cancelled due to lack of a safe alternative route.

**Requirements made since the last inspection report which have been met:**

Action required	When completed	Regulation number

**Requirements which remain outstanding:**

Action required (previous outstanding requirements)	Original timescale for completion	Regulation number

**New requirements from this inspection:**

Action required	Timescale for completion	Regulation number

**Good practice Recommendations:**