

# **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 - 28<sup>th</sup> September 2008**

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**Care and Social Services Inspectorate Wales**

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Name of setting:	XLWales Young Inventors Club
Contact telephone number:	01792 414900
Person in charge:	Lloyd Wells, Edward Dennis & Samantha Reynish
Number of places:	48
Date of this visit:	28 August 2008
Dates of other relevant contact since last report:	
Date of previous report publication:	September 2007
Inspected by:	Suzanne Davies

## **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**

This report is based upon the following:

- Written information from the Registered Person, as required by the Care and Social Services Inspectorate Wales (CSSIW) such as the Self-Assessment Form (SAF) for Out of School Care,
- Discussion with the Registered Person
- Brief discussion with staff and children
- Observation of interactions at the time of the unannounced inspection
- Examination of some records as detailed in this report.

XLWales had run an Out of School facility in Oystermouth Primary School in Mumbles Swansea for many years. It was a well attended and competently run club with a high calibre of staff with backgrounds and particular interest in math and science.

This Out of School facility provided care for 48 children aged 4-8 years but children over the age of 8 were also catered for. The club was open from 8am – 6 pm Monday to Friday during school holidays. 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.

The Registered Person was Clare Fry and the setting had three managers, Lloyd Wells, Edward Dennis and Samantha Reynish.

Clare Fry stated that parents continued to be issued with a "Parent Information" brochure containing a comprehensive guide to the provision. Parents continued to be invited to attend the "Presentation" ceremony during the last session on a Friday when their children received a certificate of achievement / attendance.

XLWales provided a well-planned and structured range of activities. At the time of the unannounced inspection the children were observed clearly enjoying the activities/challenges provided. They were assigned to a group appropriate to their age and ability.

Clare Fry fully cooperated with the inspection process and agreed to put in place the Requirement listed within this report.

Clare Fry is requested to confirm in writing to CSSIW prior to the commencement of the club in October half term, that the Requirement has been met.

I would like to thank Clare Fry, her staff and the children for their welcome and co-operation at the time of inspection.

**Choice of service****Inspector's findings:**

Clare Fry stated that XLWales Holiday Club continued to provide parents with a "Parent Information" brochure containing a comprehensive guide to the provision. This was not viewed at this inspection. A copy of the group's statement of purpose was provided prior to inspection.

Clare Fry stated that parents signed new consent form/booking forms etc for each school holiday. Clare Fry further stated that some data was input through the XLWales computer system and signed as being correct by the parent of the child attending.

**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:**

- To ensure that Care Standards Inspectorate for Wales (CSIW) is changed to Care and Social Services Inspectorate Wales (CSSIW) throughout your paperwork.

**Planning for individual needs and preferences**

**Inspector's findings:**

Clare Fry stated that XLWales continued to require 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.

Clare Fry confirmed at the time of inspection that policies and procedures had not changed since the last inspection. Clare Fry stated that no children with special needs were attending this holiday.

Clare Fry confirmed that a computer data base maintained all records and paper copies were printed out as required, such as daily attendance. Random sampling of records was undertaken such as the register. At the time of the unannounced inspection there were 38 children attending, of those 14 were aged under 8 years old, with 7 staff including Clare Fry, caring for them. The record of accidents was viewed with the last recorded accident as 21/8/08. Clare Fry stated that there had been no incidents to record and no medication given to date. The record of visitors was viewed and found to be satisfactory. There continued to be evidence of a highly organised system of recording information, which was stored both on the computer and in paper form 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:**

- To add more detail to the record of accidents e.g. above/below the left/right eye etc.

**Quality of life**

**Inspector's findings:**

XLWales continued to provide a well-planned and structured range of activities. Clare Fry stated that the aim of the group was to provide enjoyable hands on experiences via Invention and Discovery challenges, arts & crafts and sport.

At the time 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 children were provided with active play in the yard before undertaking the challenge. The leader of each group were 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.

**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 care and treatment

### Inspector's findings:

Clare Fry had provided a copy of the settings Behaviour Management policy prior to the inspection. At the time of inspection the children were observed to be well occupied with age appropriate activities, which created a positive and happy atmosphere.

Clare Fry stated that Emergency medical consent continued to be obtained and registration forms contained details of allergies and other health needs.

Clare Fry stated that forms were available for parents to provide prior consent for Medication and secure storage was available.

Clare Fry provided information on her SAF that she and one manager had valid First Aid certificates (2009) and a First Aid box was available on site.

Children were observed being provided with a drink mid morning. Clare Fry stated that parents were required to bring a packed lunch as stated in the brochure. Cleaning rotas were in place to ensure good hygiene was observed.

### 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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## Staffing

### Inspector's findings:

Random sampling of two staff files was undertaken and this evidenced that not all elements required in relation to Regulation 16 and Schedule 2 of the Child Minding and Day Care (Wales) Regulations 2002 were in place for each member of staff.

Clare Fry agreed to ensure that the following were put in place for each person

- Proof of identity and photo
- Evidence of current enhanced CRB
- Two written references (one from a previous employer)
- Statement of mental/physical health
- Documentary evidence of relevant qualifications
- Full employment history, explaining any gaps-including why any previous employment as a carer ended

The club continued to benefit from a core group of staff, many of whom had worked in this organisation for several years. Clare Fry stated that all staff attended a two day induction training session prior to the commencement of the scheme.

### 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
To ensure that all required checks are in place for each person working at your setting as detailed above.	24/10/08	16 (2) (d) [i]

### Good practice recommendations:

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## Conduct and management of the service

### Inspector's findings:

Clare Fry stated that questionnaires had been devised for parents and children to comment on the quality of care provided and it was her intention to compile a report from the information supplied and make it available to parents. Clare Fry stated that the popularity of the scheme provided assurance that parents were satisfied.

A high level of organisation was apparent and the staff worked well as a team.

Clare Fry stated that the Equal Opportunities policy remained the same.

Clare Fry confirmed on the SAF that Public Liability insurance was in place and agreed to forward a copy to CSSIW.

### 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:

- To forward a copy of your Public Liability Insurance to CSSIW

## Complaints and protection

### Inspector's findings:

Clare Fry provided a copy of the Complaints policy. Clare Fry stated that parents and staff were made aware of the complaints procedure but none had been received to date.

Clare Fry stated that all staff were made aware of the Child Protection procedures during their induction training. A copy of the Child Protection policy was provided.

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:

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## The physical environment

### Inspector's findings:

XLWales used the facilities at 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.

Clare Fry had completed the SAF prior to the inspection, which included the premises and safety checklist to verify that hazards had been identified and minimised.

At the time of inspection the main door to the premises and the school gate was secured after 10am. The need to prevent unauthorised access was discussed and Clare Fry agreed to review the current procedure. It was observed that children were supervised at all times.

### 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:

- To review current security procedures.