
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

Pendoylan Out of School and Holiday Club

Pendoylan War Memorial Hall Pendoylan Cowbridge

DATE OF PUBLICATION 26 August 2006

You may reproduce this report in its entirety. You may not reproduce it in part or in any abridged form and may only quote from it with the consent in writing of the National Assembly for Wales.

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 2

CARE STANDARDS INSPECTORATE FOR WALES

Vale & Valleys Regional Office 4-5 Charnwood Court Heol Billingsley Parc
Nantgarw

Nantgarw CF15 7QZ

01443 848527/28/29 01443 848526

Inspection report for the year: 2006/2007

Name of setting: Pendoylan Out of School and Holiday Club

Contact telephone number: 01443 239345

Persons in charge: Sharon Elizabeth Humphreys / Nikki Olphert

Number of places: 40

Date of registration: 12 April 2005

Date of this visit: 5 July 2006

Dates of other relevant contact since last report: N/A Date of previous report publication:

First inspection

Inspected by: Gill Gray

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 3

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 is recorded. 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 child care 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 a 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.

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 4

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>

SUMMARY

This report was compiled through written information provided by the club; examination of records, policies and procedures; inspection of the premises, observation and discussion with the staff and children.

Pendoylan After School Club has been registered just over a year to provide care for children aged three years to fourteen years. The club takes place in a community hall close to the local primary school. Children are collected from the school and escorted to the club.

During my visit the children all appeared to be happy. Interaction between the staff and the children was good with staff reacting positively to all the

children's demands, they were aware of the children's individual needs and worked well as a team.

A good variety of activities are on offer every day, and children are free to choose and move between each one. On the day of the inspection these included cooking, art/craft, tabletop toys and DVDs. A quiet area is provided and equipped with a selection of books and magazines, Pre planning of activities takes place on a regular basis. Depending on the weather the children have the use of an outdoor area, or visit the local park.

On the day of the Inspection the premises appeared to be free from hazards and all safety requirements were in place. The manager stated that a risk assessment is carried out on a daily basis. The premises are fully insured.

Regular fire drills are carried out and recorded.

The children are provided with a hot snack for their tea alongside a drink and fruit.

The club works in partnership with parents keeping them informed of their children's activities and development.

All records were well organised and up to date. There were no regulatory requirements made on this inspection.

CHOICE OF SERVICE

Inspector's findings: The registered person demonstrated through discussion that verbal information on all aspects of the club is given to prospective parents. A parent's brochure that contains a statement of purpose and the club's policies and procedures is available prior to their 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:

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 6

PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

Inspector's findings: Parents and children are encouraged to visit the club as many times as is felt necessary prior to placement. Parents are required to complete a registration form, giving as much information about the child as possible. The club uses a contract that contains all the required information; these are signed by both the leader and parents.

The club has a written Special Needs policy. At present there are three children with special needs attending. Discussions take place with the child's parents to ascertain exactly what type of care the child would need, so that both parents and staff can be certain that the correct care would be provided. The building is suitable for wheelchair users.

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:

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

QUALITY OF LIFE

Inspector's findings: Activities take place in the large hall, tabletop activities are laid out in advance before the children arrive. On the day of the inspection these included art and craft, cooking, tabletop toys, dressing up equipment, playstation and a DVD player, children can choose and move freely between each activity. A quiet corner is set up where children can relax on bean bags with a selection of books. Activities are planned weekly, with the children participating in the planning.

Verbal information between parents and staff takes place at the end of the sessions, any significant event would be recorded and parents can view their children's records at any time. An open day for parents is held once a year and parents receive a newsletter each term.

The records that are listed in the Regulations are kept and maintained for the required length of time, they are stored securely. All were available for inspection and found to be well organised and up 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:

QUALITY OF CARE AND TREATMENT

Inspector's findings: The club has a written Behaviour Policy this policy includes bullying. Unacceptable behaviour is managed consistently and appropriately for the stage of development of the individual child. If unacceptable behaviour continues, the parents are notified and both staff and parents work together to try to resolve the issue.

A sickness exclusion policy has been drawn up. Three members of staff hold valid First Aid certificates. The contract contains an appendix that parents must sign to give permission for the staff to seek emergency medical treatment if and when required.

A written Medication Policy is available. Before any medication is administered, written parental consent is obtained.

Accident forms were inspected and were correctly completed, with both staff and parents signatures.

Children's dietary requirements are recorded on the child's information sheet. The club encourages an interest in healthy eating. On arrival children are offered a selection of fruit and a drink. Hot snacks are offered at the after school club such as Pasta, jacket potatoes, and sandwiches followed by cakes biscuits or yoghurts. Fresh drinking water is

always available.

Children sit with staff at tables making meal times a social occasion.

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:

STAFFING

Inspector's findings: Four members of staff are employed with two volunteers available. The two leaders have completed the Play Work level 3 qualification, two members of staff will be undertaking level 3 in September and one volunteer will undertake level 2.

The leaders stated that all staff members have a valid CRB check.

Staff files were made available for inspection. The leaders agreed that all files will include evidence of two references and staff CRB checks.

All staff receive an annual appraisal with regular staff supervision taking place every term.

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:

CONDUCT AND MANAGEMENT OF THE SERVICE

Inspector's findings: A key worker system is now in place, I was assured that staff are employed effectively to ensure the safety, welfare and development of the children. Staff are aware of their individual tasks and appeared to work well as a team, with everyone taking responsibility

for the smooth running of the club. Public Liability Insurance is provided by Morton Michel expiry date 2 November 2006.

Several questionnaires were sent to parents as part of the inspection process, five were returned, all contained positive comments and it was clear that parents were pleased with the service provided for their children. Parent's comments included "staff are friendly and kind, my child loves it there."

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:

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 11

COMPLAINTS AND PROTECTION

Inspector's findings: A written Complaints Procedure is available, details of how to contact the Care Standards Inspectorate for Wales are included. All complaints would be taken seriously, acted upon and each step would be fully recorded. No formal complaints have been received to date.

One of the leader's is the designated person for child protection, although all staff have responsibility for the care and protection of the children. All are aware of the various categories of abuse and the procedure to follow. The Club has a copy of the All Wales Child Protection Guidance.

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:

Out of School Care Report Format (XE0044)
April 2006

Version 5.0

Page 12

THE PHYSICAL ENVIRONMENT

Inspector's findings: The club takes place in a community hall. There are an adequate number of toilets and a kitchen for providing snacks. The premises are on the ground floor and suitable for wheel chairs, with suitable toilet facilities.

An outdoor area is accessible for supervised play.

The manager stated that a risk assessment is carried out on the premises on a daily basis. Children are constantly supervised, both indoors and outside.

Regular fire drills are carried out and recorded. Fire exits were clear during my visit. Fire extinguishers were last checked on 21 February 2006.

An electrical test was carried out on 3 March 2006 and PAT testing completed in May 2006.

The oil installation maintenance was carried out on 5 May 2006.

Children are collected from the local school and escorted to the club by car with playworkers or the school bus.

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:

SIGNATURE

INSPECTOR: DATE: