Arolygiaeth Gofal Cymru
Care Inspectorate Wales

Inspection Report

Llandaff City Busy Bees

Out of School Care at Llandaff City Primary

Llandaff Church In Wales Primary School
Hendre Close
Cardiff
CF5 2HT



Date Inspection Completed

08/04/2022

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About Llandaff City Busy Bees

Type of care provided	Children's Day Care Out of School Care
Registered Provider	Llandaff City Busy Bees LTD
Registered places	96
Language of the service	English
Previous Care Inspectorate Wales inspection	First Inspection post registration
Is this a Flying Start service?	No
Does this service provide the Welsh Language active offer?	This is a service that does not provide an 'Active Offer' of the Welsh language. It does not anticipate, identify or meet the Welsh language needs of people /children who use, or intend to use their service.

Well-being	**Adequate**
Care and Development	**Adequate**
Environment	**Adequate**
Leadership and Management	**Good**

For further information on ratings, please see the end of this report

Summary

Children are happy, settled and enjoy their time, having good fun with their friends in the out of school club. As the club is based in a school where the children attend, they have developed close relationships with the staff who know them very well and understand their individual likes and dislikes. Children can speak freely and share their ideas with staff who show interest in their views and opinions. Staff pay close attention to safety matters. They understand their responsibilities to report concerns and have good knowledge of the safeguarding procedure.

The environment is clean and secure, with a welcoming entrance decorated with children's planting projects. The club is based on a school site in two porta cabins which house the lower and upper age groups alongside the use of the school hall and outdoor areas. Children choose what they want to play with on a daily basis within their bubble groups which are in place as part of the COVID 19 safety procedures. This arrangement limits the children's independence access to independently access resources in the environment. There is an adequate range of age appropriate activities and resources available to keep children engaged in physical and imaginative play.

There is a suitable range of policies and procedures to support the running of the setting which have been recently reviewed and updated. The staff work very well as a team and staffing levels are good at all times. They work closely with parents in making decisions about their child's well-being and keep them very well informed and updated on a daily basis.

Well-being — Adequate

Children are safe, happy and content at the club. When indoors, they are currently based in bubble groups with children of their own age/year groups due to COVID safety procedures. Within these designated areas, they can play alongside their friends and make some decisions and choose how they spend their time. Outdoors, children are free to enjoy the range of resources available from the designated storage area in the large school field and playground. Children are confident to express themselves, and staff respond to their attempts at communication appropriately.

Children feel safe and secure and arrived from school content and settle onto their tables ready for snack time. They are familiar with the routine of the club. For example, we heard children remind each other to wash and sanitise their hands. They enjoy being in the company of their friends most of whom they are in school with during the day. For example, one child commented they loved to play games and have time to chat to their best friend at the club. Children have adapted to the COVID19 safety procedures. This includes washing and sanitising their hands at appropriate times. Each child has their temperature recorded when they come into club as they sit at their tables waiting for snack. This procedure takes a long time due to the number of children in attendance.

Children behave and interact extremely well for their ages and stages of development. Children develop positive, healthy relationships with their friends and staff and are happy to seek support when needed. They are very understanding and patient with other children. For example, we saw they happily played alongside a child who required additional support. They were understanding of the slight adjustments to the normal routine staff made for the child.

Overall, children are content with the resources and activities available to them. Children are asked what they want to play with when they arrive at the club. During the inspection we saw them accessing colouring, reading books, word quizzes, dinosaurs, lego and TV screen time. The ‘BEE’ dance club and gardening clubs proved particularly popular during the visit. Due to the current COVID19 pandemic safety procedures, the physical layout of the environment has been altered which has impacts on children’s ability to independently access resources. Plans to return to normal practices are under review as the restrictions are lifted.

Care and Development — Adequate

Staff understand their roles and responsibilities and implement policies and procedures effectively. Registers of staff and children's attendance are completed daily and this can be accessed at all times if required, for example during an emergency evacuation. Staff recognise the importance of updating their First Aid training. We saw all staff on duty had up to date first aid training. Staff are confident in recording accidents, of which there were very few recorded since the setting has opened. Medication is not administered routinely at the club, however, children with long-term medication needs are supported with a prior agreed individual medical plan. The nominated child protection person has developed a safeguarding policy, updates it and makes sure staff understand and follow it. Staff update their knowledge and understanding to ensure that they recognise the signs and symptoms of abuse. For example; all staff have up to date child protection training.

The club has developed a specific COVID -19 policy, risk assessments and good procedures to protect children during the current pandemic. Good hygiene routines are in place to promote children's health, including encouraging children to wash and sanitise their hands at appropriate times. Staff take regular lateral flow tests and visitors to the club complete a COVID- 19 doorstep risk assessment.

Staff provide a suitable range of freshly prepared, healthy snacks and drinks to the children. During the inspection, the children enjoyed toast and fresh fruit with water and milk to drink. We saw children come into the club after school and wait at their designated tables within their bubbles. They either watched TV or played word puzzle games while the snack was prepared. This took approximately 40 minutes in one of the porta cabin, however the children seemed content with this arrangement. People who run the service explained this is not the usual routine and snack time is normally carried out in a timely manner.

Staff work together to ensure they have a consistent approach to managing behaviour in line with the club's behaviour management policy. Staff know the children well. They provide an adequate level of resources and activities to ensure children remain engaged and have fun. The current planning for the club is informal and staff speak to the children before the upcoming term and on a daily basis about what they would like to play with. Staff then provide these resources to each bubble area. People who run the service explained in normal times the areas are organised to allow children to access a greater quantity of resources independently. She explained as the COVID restrictions ease they hope to return to this routine which will give the children greater choice of resources they can access freely.

Environment — Adequate

People who run the setting have created a safe and secure environment. Safety maintenance checks for the premises are completed and acted on promptly. A range of beneficial risk assessments are in place including a daily checklist. Staff use these to support the safe, smooth and effective running of the holiday club. There is a suitable range of policies which outline procedures to be followed, including responding to the COVID19 pandemic. These are updated and embedded into practice. For example, there are sanitising stations which children used independently, and they are very familiar with these routines. A fire risk assessment for the building has been completed and the people who run the setting carry out fire drills. Fire drills are completed every term which ensures that staff and children have practiced the procedure in the case of an emergency evacuation. However, details of how fire drills are undertaken, lessons learnt and who has completed this practice currently are not recorded.

The setting has a kitchen for preparing snack, which is clean and well maintained. The club is registered with the Food Standards Agency and achieved a score of 5 at its previous check. There are accessible toilets, suitable child sized furniture and areas for children's personal belongings to be stored, supporting children to be comfortable and independent.

People who run the setting provide resources that are of a good quality and are appropriate for the children's ages and stages of development. An example of activities on offer, range from colouring materials, board games, books, building blocks, imaginative toys such cars and play food and a television. For outside there are bats, balls and recycling materials to create dens. The setting offers additional service activities called the 'BEE Club' where children access activities such as gardening, dancing and Welsh club. This is a strength of the setting. The Out of School Club is based on the site of Llandaff City Church in Wales primary school. Due to the current COVID19 pandemic safety procedures outlined by the school, the setting must group children in 'bubbles' according to their age range. This approach impacts on the children's ability to fully experience the environment and independently access a variety of resources to support choices in their play and follow their interest. People who run the setting explained that these restrictions are due to end on the 8 April 2022 and normal routines would resume.

Leadership and Management Good

Management of the setting is good, and staff are fully aware of their roles and responsibilities. People running the after-school club show a commitment to continually improve the quality of the service provided to children and parents. They have developed a good range of policies and procedures that set a clear vision for the service and make sure that all staff understand and follow them. They have a statement of purpose which outlines the details of the care service they offer to parents and children. Leaders explained that they have worked closely with the school to ensure that they met the COVID 19 Safety requirement set out by the school governing body in order to remain open during the pandemic.

People running the club understand the importance of having a team of well trained, confident staff and check all their mandatory training is up to date. For example, training records demonstrated all staff have completed up to date mandatory training. Feedback from staff demonstrated they have a good understanding of the core policies and procedures in place for the club. Staff said they feel very well supported by a management team who are available for advice, guidance or support throughout the working day. The recruitment procedure in place is robust and ensures all required information is available to evidence the suitability of staff to care for children. Staff are offered some support and guidance by the management team during informal supervision and appraisal sessions.

People running the service are in the process of completing this year's quality of care review to help plan for improvement. They work in partnership with parents in order to plan for each child's individual needs and promote good outcomes for children. There is a suitable complaints policy available for parents. There are a number of effective communication systems at the club including regular daily verbal feedback, emails and phone calls if needed. Parents we spoke to were very complimentary about the service they received. One commented 'My child is safe and secure at the setting and received the right support for their needs.'

Recommendations to meet with the National Minimum Standards

R1. The planning for activities should be developed to make sure children have appropriate challenge and control over their own play.

R2. The environment should be planned and organised in a way to provide a variety of areas with engaging activities and resources to interest the children.

R3. Fire drills should be carried out more regularly and more details to be included in the records.

Summary of Non-Compliance	
Status	**What each means**
New	This non-compliance was identified at this inspection.
Reviewed	Compliance was reviewed at this inspection and was not achieved. The target date for compliance is in the future and will be tested at next inspection.
Not Achieved	Compliance was tested at this inspection and was not achieved.
Achieved	Compliance was tested at this inspection and was achieved.

We respond to non-compliance with regulations where poor outcomes for people, and / or risk to people's well-being are identified by issuing Priority Action Notice (s).

The provider must take immediate steps to address this and make improvements. Where providers fail to take priority action by the target date we may escalate the matter to an Improvement and Enforcement Panel.

Priority Action Notice(s)		
Regulation	Summary	Status
N/A	No non-compliance of this type was identified at this inspection	N/A

Where we find non-compliance with regulations but no immediate or significant risk for people using the service is identified we highlight these as Areas for Improvement.

We expect the provider to take action to rectify this and we will follow this up at the next inspection. Where the provider has failed to make the necessary improvements we will escalate the matter by issuing a Priority Action Notice.

Area(s) for Improvement		
Regulation	Summary	Status
N/A	No non-compliance of this type was identified at this inspection	N/A

Ratings	What the ratings mean
Excellent	These are services which are committed to ongoing improvement with many strengths, including significant examples of sector leading practice and innovation. These services deliver high quality care and support and are able to demonstrate that they make a strong contribution to improving children's well-being.
Good	These are services with strengths and no important areas requiring significant improvement. They consistently exceed basic requirements, delivering positive outcomes for children and actively promote their well-being.
Adequate	These are services where strengths outweigh areas for improvement. They are safe and meet basic requirements but improvements are required to promote well-being and improve outcomes for children.
Poor	These are services where important areas for improvement outweigh strengths and there are significant examples of non-compliance that impact negatively on children's well-being. Where services are poor we will take enforcement action and issue a non-compliance notice.

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