



## Inspection Report

**Cynllun Gofal Melin Gruffydd**

**Ysgol Gymraeg Melin Gruffydd  
Glan y Nant Road  
Yr Eglwys Newydd  
Caerdydd  
CF14 1AP**

**Mae'r adroddiad hwn hefyd ar gael yn Gymraeg**

**This report is also available in Welsh**



**Date Inspection Completed**

23/08/2023

## About Cynllun Gofal Melin Gruffydd

|   |  |
|---|--|
| Type of care provided                                 | Children's Day Care<br>Out of School Care  |
| Registered Provider                                   | Menter Caerdydd  |
| Registered places                                     | 55   |
| Language of the service                               | Welsh  |
| Previous Care Inspectorate Wales inspection           | 14 August 2018   |
| Is this a Flying Start service?                       | No   |
| Does this service promote Welsh language and culture? | The service provides an 'Active Offer' of the Welsh language. It anticipates, identifies and meets the Welsh language and cultural needs of people who use, or may use, the service. |

**Welsh Government © Crown copyright 2023.**

You may use and re-use the information featured in this publication (not including logos) free of charge in any format or medium, under the terms of the Open Government License. You can view the Open Government License, on the National Archives website or you can write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)  
You must reproduce our material accurately and not use it in a misleading context.

|  |                 |
|--|-----------------|
| <a href="#"><u>Well-being</u></a>                | <b>Adequate</b> |
| <a href="#"><u>Care and Development</u></a>      | <b>Adequate</b> |
| <a href="#"><u>Environment</u></a>               | <b>Adequate</b> |
| <a href="#"><u>Leadership and Management</u></a> | <b>Poor</b>     |

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

## **Summary**

Children are happy and settled at the setting. They make choices about how they spend their time and follow their own interests. They develop relationships with staff and their peers and interact positively with them. Children's independence skills are encouraged.

Staff plan a variety of activities for children to enjoy. Appropriate policies and procedures are in place, but some require attention and updating to include additional information. Staff interactions with the children were adequate. During the inspection, we identified a number of areas that require attention with regards to the care and development of children. These are discussed in detail within this report.

The environment is welcoming to children and is well resourced. The environment is clean and organised, with a suitable range of resources. During the inspection, we identified the provider does not ensure staff conduct regular fire evacuation drills. The outdoor area provides children with a large playing area.

The provider does not ensure that leadership and management processes are effective. They do not ensure they meet all the requirements of the Child Minding and Day Care (Wales) Regulations 2010 and National Minimum Standards are met in full. Partnerships with parents and the primary school are good.

## Well-being

## Adequate

Children are encouraged to make their own decisions about how they spend their time at the setting. They can choose from a variety of enjoyable activities.

Children are happy and settled at the setting. Children attend the club from Ysgol Melin Gruffydd along with other local Welsh medium primary schools. Children from a variety of schools make friends with others of all ages, in line with their age and stage of development, and they develop good attachments with the staff that care for them. Children are familiar with routines, confident in exploring the environment freely and know where resources are and how to access them independently.

Children learn to share and take turns. We saw children patiently waiting their turn to play the computer games on offer to them. Children enjoy their play. They have access to a variety of age-appropriate play opportunities. For example, we saw two children engaged in a role play scenario where they were wearing large plastic hoops from an outdoor game on their feet as high heels. Children have opportunities to engage in some adult led activities as well as independently. We saw children choosing to have their face painted by an adult. While waiting, children were talking to each other about what they wanted painted on their faces. This turned into a conversation about them watching a new film in the cinema and discussing their favourite part of the film.

Children have opportunities to be independent at the club. We saw children of all ages independently accessing the environment and using the toilet facilities. Children use good manners, and we heard them regularly saying '*please*' and '*thank you*' when another child or member of staff helped them. Children have access to a wide range of equipment both indoors and outdoors, which develops their large motor skills such as soft play equipment, parachute games, scooters, balls and large space to run around. All children attending the club are fluent Welsh speakers.

**Care and Development****Adequate**

Leaders provide policies and procedures, which are updated annually. However, some policies require further attention. For example, during the inspection, some members of staff were observed to check their mobile phones in their pockets, while caring for the children. Policies do not make reference to the use of mobile phones whilst caring for children. Staff complete accident and incident forms. However, not all the forms we saw were signed and dated by parents/carers. On the day of the inspection, there were twenty-six children in attendance at the club. However, only two members of staff held a valid paediatric first aid qualification during the inspection and therefore the provider did not meet the regulations. While no immediate action is required, this is an area for improvement, and we expect the provider to take action. Staff at the club provide children with toast when they arrive. Before lunch, staff wipe and sanitise tables. Parents provide children with a packed lunch and snack for their time at the club. However, on the day of the inspection, lunch time was not an enjoyable, social event. Staff sat on separate tables to the children to eat their lunch while children sat in darkness, at tables, with the large interactive screen playing a Welsh language television programme for them to watch. The person in charge sat with the children and ate her lunch.

Staff facilitate children's play and ensure there are resources available to them throughout the day. However, they do not always appear to engage with the children. For example, during a group play activity with the parachute and balls, some staff were standing around disengaged from the children and the activity. They were not enthusiastic and appeared distant.

**Environment****Adequate**

The holiday club is located within a primary school building. They have access to the main hall, toilets, staff room and a large outdoor area. The environment is secure, attractive and provides spacious accommodation for children's activities. The main door into the street is locked and access is granted through electronic buttons by a member of staff. Visitors sign in and out on entry and exit of the building. Staff record children's attendance with times of arrival and departure noted. Leaders have ample risk assessments in place that identify and eliminate, as far as possible, risks to children, staff, and visitors' safety. However, the risk assessments we viewed during the inspection did not include any information about staff being allowed or not allowed to bring hot drinks into the children's play space. This causes a significant risk to children's safety. For example, during the inspection, we observed a member of staff taking a hot drink into the main hall during club time, on two occasions. Leaders addressed this during the inspection. We also identified that there was no evidence of staff completing any fire evacuation drills at the club. The majority of children are familiar with school's fire procedure. However, they have not had an opportunity to practice the evacuation procedure relevant to the holiday club. This is an area for improvement and we expect the provider to take action.

The environment is welcoming and well-maintained. The main hall is well-resourced with resources such as board games, arts and crafts, computer games and space for children to relax. Outdoors, children benefit from a large, open space. They have access to a selection of resources to develop their gross motor skills. For example, scooters, ball games, bubbles, pedal cars, and a space for children to relax.

There is a suitable range of toys and resources that meet the needs and varying ages of the children who attend. Children access resources independently because they are stored in an accessible way, meaning children of all ages can access them independently. Furniture for children to sit on during the session is low-level and suitable for the children who attend.

## Leadership and Management

Poor

People who run the setting do not ensure that leadership and management processes of the service are effective. The responsible individual (RI) has not practiced safe recruitment procedures as staff files do not contain all the necessary suitability checks. The RI has also failed to ensure that staff have the relevant qualifications for their roles. As a result, CIW have issued Priority Action Notice in respect of these regulatory failings and the provider must take immediate action to address these issues. We also identified that staff have not received induction training into their role.

People who run the setting do not ensure all staff receive regular supervision and appraisals. Staff files we viewed show that one to one supervisions and appraisals with staff are not being undertaken to monitor staff's working practices, identify their training needs or discuss any safeguarding issues. A Priority Action Notice has been issued in respect of this and the provider must take immediate action to address this issue.

People who run the setting understand their responsibilities to notify CIW about specific issues. However, important information about staff changes, in particular the RI no longer being associated with the club, have not always been notified in line with the regulations. This is an Area for Improvement and we expect the provider to take action.

Staff we spoke to during the inspection told us they enjoy their work. Some told us they are university students and were working at the club over their summer break.

During the course of the inspection, an application was submitted and accepted for a new responsible individual for the service. During the inspection, the new responsible individual demonstrated her vision for the service, and she acknowledges the current failings. She told us that she is committed to making improvements for the future of the service. Partnerships with parents and the school are positive. Parents we spoke to told us that their children enjoy attending.

### Summary of Non-Compliance

| Status              | What each means   |
|---------------------|---|
| <b>New</b>          | This non-compliance was identified at this inspection.  |
| <b>Reviewed</b>     | 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. |
| <b>Not Achieved</b> | Compliance was tested at this inspection and was not achieved.  |
| <b>Achieved</b>     | 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 |
|------------|--|--------|
| 28         | The Responsible Individual must always ensure all required suitability checks on staff employed have been carried out prior to their appointment at the setting. The Responsible Individual must be satisfied that staff employed have the appropriate qualifications and skills and are suitable to work with children. | New    |
| 29         | The Responsible Individual must ensure that staff receive regular supervisions and appraisals. They must also ensure that staff are given opportunities to gain mandatory training qualifications, to best support them in their roles.  | New    |



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 |
| 31                      | The Responsible Individual must inform CIW of any significant events within the appropriate time scales.   | New    |
| 38                      | The Registered Person must ensure they take sufficient action to protect people against the risk of fire. Adequate safety precautions must be in place and followed routinely.   | New    |
| 24                      | The Responsible Individual must ensure the relevant number of staff hold valid paediatric first aid qualifications to ensure they have the knowledge and skills to respond appropriately to any incident requiring first aid intervention. | New    |

Where we find the provider is not meeting the National Minimum Standards for Regulated Child Care but there is no immediate or significant risk for people using the service, we highlight these as Recommendations to Meet National Minimum Standards.

We expect the provider to take action to address these and we will follow these up at the next inspection.

| National Minimum Standards               |  |
|--|--|
| Standard                                 | Recommendation(s)  |
| Standard 5 - Records                     | Ensure staff complete accident forms in full.  |
| Standard 20 - Child protection           | Ensure that storage and use of mobile phones during club time is clearly outlined in a policy.   |
| Standard 12 - Food and drink             | Ensure snack and lunch times are sociable events and facilitated by enthusiastic staff who model socialising skills with the children. |
| Standard 24 - Safety                     | Ensure staff do not take hot drinks into the children's play spaces, to minimise risks to children and staff.                          |
| Standard 13 (Day Care) - Suitable Person | Ensure all staff receive an induction into their roles.  |



| Ratings          | What the ratings mean  |
|------------------|--|
| <b>Excellent</b> | 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. |
| <b>Good</b>      | 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.  |
| <b>Adequate</b>  | 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.  |
| <b>Poor</b>      | 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.   |

### Was this report helpful?

We want to hear your views and experiences of reading our inspection reports. This will help us understand whether our reports provide clear and valuable information to you.

To share your views on our reports please visit the following link to complete a short survey:

- [Inspection report survey](#)

If you wish to provide general feedback about a service, please visit our [Feedback surveys page](#).

**Date Published** 26/10/2023