



## Inspection Report

**LCDP Out of School Holiday Club**

**23a Bridgend Road  
Llanharan  
Pontyclun  
CF72 9RD**



**Date Inspection Completed**

09/08/2021

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## About LCDP Out of School Holiday Club

Type of care provided	Children's Day Care Out of School Care
Registered Provider	Llanharan Community Development Project Ltd
Registered places	24
Language of the service	English
Previous Care Inspectorate Wales inspection	06 August 2019
Is this a Flying Start service?	
Does this service provide the Welsh Language active offer?	This service 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 the service

<a href="#"><u>Well-being</u></a>	<b>No Rating Required</b>
<a href="#"><u>Care and Development</u></a>	<b>No Rating Required</b>
<a href="#"><u>Environment</u></a>	<b>No Rating Required</b>
<a href="#"><u>Leadership and Management</u></a>	<b>No Rating Required</b>

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

## **Summary**

This is an inspection undertaken during the Covid-19 pandemic. We have therefore focused on the priority areas for this service and not the full quality framework.

Children have a strong voice at the service and are confident to express their views. They very much enjoy the time they spend at the holiday club as they have a broad selection of play opportunities, making their time at the service stimulating and fun.

Staff are motivated and enthusiastic. They plan for a good range of age appropriate activities and support children effectively to promote their welfare and well-being. They understand their responsibilities to keep children safe and have an appropriate knowledge of service policies and procedures.

The premises are suitable for children and maintained to a satisfactory standard. Administration of health and safety checks is effective and there is sufficient space for children to play in comfort with zoned areas for different play activities. Resources are age appropriate and there are sufficient supplies of toys and equipment for the children attending.

Leadership and management of the service is effective and a number of improvements made to the service since the last inspection. There are good record keeping systems to support the smooth running of the service. Staff are qualified and suitably experienced. They have appropriate opportunities to discuss their practice through formal supervision sessions and annual appraisals. Parents we spoke to are very appreciative of the service and highly value the service provided to them and their children.

Children across age ranges are confident and express themselves well. Their ideas and opinions are valued. Their contributions feed into activity planning as the staff team listen to what they have to say. In addition, children are encouraged to put forward their views on what new resources and equipment they would like. They are able to make decisions and choices and are able to influence their care throughout their time at the service.

Children are comfortable and happy at the service. They cope well with the routines and enjoy the opportunity to play with other children and develop friendships. Some of the children attend other services run by the organisation so they are familiar with the staff team and have developed positive relationships with them. They are confident approaching staff to ask for support when needed, knowing that staff will respond quickly to their requests.

Children interact positively with their peers, are able to co-operate with others, share and take turns. They show consideration towards their peers and we heard children offer help to other children during a visit to the park. Children are polite, use good manners and show a willingness to help staff tidy away resources. There are warm and supportive relationships between children and staff and this fosters a relaxed atmosphere where children feel comfortable to play and explore.

Children very much enjoy the time they spend at the service and gain a lot of pleasure from the play opportunities available. There is an emphasis on outdoor play and children told us how much they enjoy playing sports and visiting parks. They explore the outdoor environment with confidence and enjoy using outdoor play apparatus such as zip lines, swings and slides. They are able to influence their play and make independent choices about what they want to do and value the opportunity to follow their interests during their time at the club.

There are good opportunities for children to develop new skills and accomplish things for themselves in line with their age and stage of development. They enjoy challenges and taking appropriate risks when playing, showing confidence when using apparatus such as zip lines and climbing equipment to develop their balance and co-ordination.

Staff are clear about their roles and responsibilities. They understand the need to maintain safe practice in relation to infection control to ensure best practice in relation to Covid-19. They recognise their responsibilities in relation to safeguarding children and the importance of reporting any concerns they may have in relation to children's welfare. Staff obtain parent consent at the start of holiday periods to cover all outings, although written consent for individual public outdoor events is not required. There are arrangements for risk assessing outings and we witnessed strong practice and implementation of the services' safe conduct on outings procedure on a park visit. Staff assess and evaluate risks associated with attendance at public events. They generally plan the visits appropriately, increase the staff/child ratios and provide children with hi-vis jackets. However, the age of children attending these events varies significantly, so consideration of risks requires detailed evaluation. There is a system for recording children's specific dietary needs and preferences and the service provides a variety of snacks and lunches for children who attend the service. We saw that there are appropriate arrangements for the safe storage of lunch boxes in the fridge, so that food brought by children remains fresh.

Staff manage interactions very positively. They work in line with the services' behaviour management policy and implement appropriate strategies to support children's social behaviour. They act as good role models, treating each other and children in a respectful manner at all times. They use positive reinforcement and praise to promote children's self-esteem and confidence and in turn, this fosters a warm atmosphere at the service.

Staff promote children's play and learning to a good standard. They are enthusiastic practitioners, who enjoy their job and the opportunity to support and promote children's development. They understand the importance of play and ensure children access a broad range of interesting and stimulating activities. They also recognise the importance of physical play and the need for children to be active, and as a result, there is a strong emphasis on outdoor activities. Nearly all activities are child focused, with children determining their play and following their interests, with support from staff when required. Children have the opportunity to take appropriate risks when using play apparatus and staff work well together to ensure that children receive the supervision and care they require. They evaluate the effectiveness of planned activities and seek the views of children as part of this process.

## Environment

**No Rating Required**

The environment is secure, clean and maintained to an appropriate standard. The building is of an older construction, but staff and people who run the service, do their best to ensure its suitability for children who use the service. There are good systems in place to ensure regular maintenance and safety checks. Hazards are identified, addressed and safety records kept up to date. Staff conduct regular fire evacuation drills to ensure that children are familiar with procedures for safe evacuation of the building. Staff monitor the entrance and visitors asked to sign in and out.

Children benefit from an environment that is suitable for their needs. There is a main play room, with a sensory room, TV/games room and computer room feeding off this space. There is a small area set aside for mealtimes and tables and chairs set up for craft activities with sufficient space for children to explore and move around freely. There are appropriate systems in place for cleaning and maintaining hygiene. The staff team have made changes to the main playroom, de-cluttering and removing resources, resulting in more space for children to play. Since the last inspection, toilet facilities have been re-furnished and new flooring purchased for the TV room. A new small sensory room now allows children a quiet area for relaxation away from noisier activities.

People who run the service provide children with a suitable selection of resources, furniture and equipment. Resources are appropriate for the age range of children who attend the service, with a good selection, of board games for example. There is a sufficient supply of craft materials for children's and some cultural resources. There is a good selection of outdoor equipment for physical play and a number of computers for ICT activities. Furniture is of an appropriate standard with sufficient seating so children can sit comfortably for meal times.

Leadership and management of the service is effective. The responsible individual is active at the service and maintains regular contact with people who run the service on a day-to-day basis. Improvements identified at the previous inspection have been actioned successfully. Overall, the statement of purpose provides parents with sufficient detail about the service, although information, for example, on arrangements for dealing with any emergency, routines and full range of facilities is limited. There are effective record keeping systems to support the smooth running of the service and there is regular review of documents to ensure their suitability. Staff obtain a significant amount of information electronically via a family app, which reduces the need for paperwork. We spoke to parents about the app and they were all positive about this initiative and found it a quick and easy tool to use.

People who run the service plan appropriately for improvements. The service has systems in place to monitor and review the quality of care provided and this includes a complaints procedure. They value feedback from staff, children and parents and consult with children on an ongoing basis so they can gather their views of the service. There are staff, children and parents questionnaires and people who run the service evaluate the feedback as part of the annual review of the service so they can plan for further improvements.

Management of staff and resources is effective. People who run the service ensure that staff are suitably qualified and experienced. The small staff team works well together. Staff questionnaires indicate highly motivated staff who feel supported and enjoy working for the organisation.. There is a formal system for one to one supervision and appraisals for staff to discuss their practice and issues pertaining to their job role. Before the service opens for the school holidays, team meetings give staff the opportunity to discuss operational issues.

Partnerships with parents are strong and it is evident that parents very much value the service and the care provided. Parent questionnaires indicate a high level of satisfaction with the service and CIW phone discussions with eight parents confirmed this. The parents we spoke to were all very appreciative of the service in general, the range of play opportunities available for children and the support provided by the staff team. The service also has links with the local rugby club, who have given the service permission to use their sports field for outdoor play opportunities.



## **Recommendations to meet with the National Minimum Standards**

R1. Develop the statement of purpose to include additional information on routines, dealing with emergencies and full range of facilities available.

R2. Obtain specific parent consent for open public events and further consideration to risk factors in relation to these events, particularly for the younger children attending.

**Areas for improvement and action at, or since, the previous inspection. Achieved**

The responsible individual has not ensured that an annual review of quality of care report is completed on an annual basis.	Regulation 16 (2) (a)
The responsible individual has not ensured that appraisals are conducted	Regulation 29 (3) (a)
The responsible individual has not ensured that all documentation is in place as part of the pre-employment process.	Regulation 28 (2) (b) [ii]

**Areas for improvement and action at, or since, the previous inspection. Not Achieved**

None	
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**Areas where priority action is required**

None	
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**Areas where improvement is required**

None	
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**Date Published** 17/09/2021