



## Inspection Report

**Mini Mitres**

**The Cathedral School  
Cardiff Road  
Llandaff  
Cardiff  
CF5 2YH**



**Date Inspection Completed**

11/03/2022

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## About Mini Mitres

Type of care provided	Children's Day Care Out of School Care
Registered Provider	The Cathedral School (Llandaff) Limited
Registered places	40
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.

## **Summary**

Children are happy, settled and really enjoy their time, having good fun with their friends in the holiday club. As the holiday club is based in a school where many of the children attend, they have developed close relationships with the staff who know them very well and understand their individual likes and dislikes.

Staff make sure there is a suitable selection of age appropriate activities and resources available to keep children engaged in physical and imaginative play. Children can freely choose what they want to play with and can ask for different resources when needed. Children are very confident to speak and share their ideas with staff who encourage them and show interest in their views. Staff give good consideration to safety matters. They understand their responsibilities to report concerns about children and have good knowledge of the safeguarding procedures.

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

Children feel very safe, happy and valued at the holiday club. They are encouraged to express their opinions and frequently approach staff to ask for anything they want. They confidently choose resources and make decisions about what games they want to play. For example; children were excited to choose the action associated with coloured cups in a physical movement game. We heard lots of laughter as children varied between running, dancing and hopping when shown the different coloured cups. The children have opportunities to decide what new toys they would like purchased. For example, the new Mario Kart, Connect 4 and Top Trumps card games purchased for the holiday club were chosen by the children.

Children are very content and settled at the holiday club. There is a relaxed and friendly atmosphere and children are happy. They enjoy their time playing with the resources and activities available. They form close emotional bonds with staff and friends, many of whom they know from the school they attend. Children feel safe and secure as they are familiar with the routine of the club. For example, some children we spoke to told us they had attended the holiday club for many years and that they loved it. One commented 'I look forward to playing games and going outdoors with my friends.'

Children develop positive, healthy relationships with their friends and are happy to seek support when needed. They are beginning to develop important social skills such as taking turns and sharing with their friends. For example, children took turns playing 'duck, duck, goose' and 'ladders' and were happy to share as they built a large Lego pyramid. They show respect for resources and many children help tidy up between activities. Children behave very well, are extremely polite and enjoy receiving praise from staff for good manners and being kind and helpful.

## Care and Development

Staff follow a useful set of procedures to ensure they meet the health and safety needs of children. Staff recognise the importance of updating their first aid training and a suitable number of qualified first aid staff are on duty at all times. They maintain appropriate records of incidents and the administration of prescribed medication if required. The current system for recording accidents does not include all the required details in line with best practice. The nominated child protection person has developed a safeguarding policy for the holiday club. She ensures she keeps the policy up to date and the staff understand it.

The children take their own packed lunches, snacks and drinks to the club. Staff know the children's specific dietary requirements and are aware of any individual allergies. During the inspection, the children were observed enjoying snack and lunch time together where they were encouraged to be independent. Staff were available to provide support when needed. We saw that the children watched a children's movie/TV programme as they ate their lunch which limited opportunities for social interaction. Although they appeared very happy with this arrangement.

The people who run the holiday club have developed a specific COVID -19 policy, risk assessments and good procedures to protect children during the current pandemic. Very good hygiene routines are in place to promote children's health, including encouraging children to wash their hands at appropriate times. We saw that the club use a dedicated small team of cleaners to deep clean areas as required. Staff take regular lateral flow tests and visitors to the holiday club complete a COVID- 19 doorstep risk assessment.

Staff work together to ensure they have a consistent approach to managing behaviour in line with the holiday club's behaviour management policy. For example, staff praise children enthusiastically when they play co-operatively. Staff act as good role models as they are very kind and respectful towards each other and the children. Staff have a suitable understanding of individual children's needs, abilities and backgrounds. This helps them to plan age appropriate activities to keep the children interested. There is a limited amount of Welsh language used in the setting.

## Environment

People running the setting ensure the environment is clean, safe and secure and provides sufficient space for children to play and learn. A range of beneficial risk assessments are in place and staff use these to support the safe, smooth and effective running of the holiday club. We saw staff immediately identify emerging risks, for example, staff took children outside to play and others completed a deep clean of an area when a child was sick at the end of lunchtime. Routine maintenance checks for the building and appliances are undertaken, such as safety tests on portable electrical appliances and fire prevention equipment. Regular fire evacuation drills are also undertaken and recorded. Staff ensure only authorised entry to the setting and keep a log of any visitors.

The holiday club is based in Cathedral School, Llandaff with the use of several areas over the school site. The indoor and outdoor areas provide ample space to meet the needs of the children. They have plenty of space to relax, play and take part in a range of activities, which promote independence. For example, we saw children concentrating on a Valentine's Day craft activity and playing cards and puzzle games for lengthy periods. There are a suitable number of children's toilets, which are located in the main hall of the holiday club. The indoor and outdoor areas allow children to explore and develop their physical skills. For example, staff explained children have a choice of a variety of outdoor areas, which they rotate depending on the activities planned. We also saw children engaged in lots of physical play in a large gym area for a long period.

Children have access to a range of well-maintained and age appropriate resources, which are organised well and stored at a suitable level for easy access. There is a limited number of Welsh and multi-cultural resources available. The people who run the holiday club explained that they have plans to increase the range of resources available. Covid procedures are in place, understood and implemented by staff. They undertake regular cleaning of toys, resources and surfaces routinely.

## Leadership and Management

People running the holiday club have a good understanding of current best practice and show a commitment to continually improve the quality of the service provided to children and parents. They have developed a suitable range of policies and procedures and make sure all staff follow them. They set a clear vision for the club. They have a statement of purpose which outlines the details of the care service they offer to parents and children. When areas for improvement are brought to the manager's attention, she welcomes this advice and is proactive in her approach to improve the service. There is an up to date COVID 19 policy in place and procedures have been updated based on current best practice guidance.

People running the holiday 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 looked at demonstrated most staff have completed up to date mandatory training. Feedback from staff demonstrated that they had an appropriate understanding of the core policies and procedures in place for the holiday club. Staff said they feel very well supported by a management team who are available for advice, guidance or support. Recruitment files examined demonstrate leaders understand their responsibility to ensure staff are recruited safely and have the necessary qualifications and experience required to care for the children. Staff are offered some support and guidance by the management team during informal supervision and appraisals sessions. People who manage the holiday club have agreed to review the current staff files to ensure that all the required information can be accessed with ease and available for inspection.

People running the holiday club have completed a quality of care review and the required CIW online Self-Assessment of Service Statement (SASS) 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 appropriate communication systems at the holiday club including regular daily verbal feedback, phone calls, emails and displays outside the club.



## Recommendations to meet with the National Minimum Standards

- R1. The accident forms should include details relating to the accident and be signed by parents.
- R2. The use of Welsh language and resources should be developed.
- R3. The availability of a variety of reading materials, multi-cultural and natural sustainable resources should be increased.
- R4. The staff files should have all the information required available for inspection.

### 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
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

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