

Quality of Care Report for:

Wenvoe Playgroup  
Wenvoe Village Hall  
Station Road West  
Wenvoe  
CF5 6AG

Registered Charity No: 1036105

Registered with Care & Social Services Inspectorate Wales

Member of Wales Pre-school Providers Association

A Member of the Vale Partnership

## June 2016

Wenvoe Playgroup operates three mornings and two all daycare each week at the Wenvoe Village Hall. We are registered for 30 children aged 2  $\frac{1}{2}$  years to 4 years 11 months. We plan for children's learning using Welsh Government Strategy 'The Foundation Phase' and the seven areas of learning.

We have 8 full time staff and 1 part-time staff.

The registered person (RP) is qualified to level 5 Diploma in Leadership for Children's Care, Learning and Development (CCLD)(Advance & Management)

The Deputies and three other members of staff are qualified to level 3 (BTEC and CACHE)

Three further members of staff are qualified to level 2 CCLD.

One part time member, one day only, has no recognised qualification from the Care Council for Wales Qualifications Care Framework (QCF). This member of staff has seventeen years experience of working in playgroup.

We may care for 30 children at any one time on a ratio of:

1 adult to 4 children under 3 years of age and

1 adult to 8 children aged 3 years and over.

During the Autumn Term 2015, we had an average of 22 children attending per day with one to one support funded care for physical needs and one to one support group funded for behavioural needs.

During the Spring Term 2016 we had an average of 26 children attending daily with 32 children on our registers and the summer term 34 on our register with an average of 28 per day.

The following report will need to be read in conjunction with our Statement of Purpose dated April 2016.

**During this period:**

In July 2015 reports on the seven areas of learning were written for all children leaving to attend reception school. Copies of the reports were delivered by hand to their reception schools. Reports for all children were written and enclosed with the children's photograph albums to take home to share with parents. This is a requirement of our partnership with the Vale of Glamorgan LEA.

This ensured a smooth transition and firm foundation upon which to develop the children's future learning. These were passed by hand to local schools. For those who were unsuccessful in attending Wenvoe Primary School this year, achievements were sealed for their new schools via parents. This was the first year that all children didn't have a smooth transition.

A meeting was held in the summer of 2015 to advise all parents who live outside of Wenvoe that this could be a problem for September 2016. Some parents at this time applied for their local nurseries, however, were told that they were fully booked. (Some verbal comments were, thank goodness for Wenvoe Playgroup).

These children have stayed with us for 2015 to 2016 and parents understand the importance of making three choices when choosing reception schools.

This year 2016, two children from Barry are transferring across to the local school with 13 Wenvoe Children, whilst 5 others have been offered an alternative school due to living outside catchment area.

Many of our children are transiting to Gwenfo Nursery when it opens in September. We have changed our registration to two years and four months with advice from other groups in the area and have eight children interested, with a possible 5 wishing to use our wrap around services at this time for September. We have issued flyers with money donated by the Village Hall to raise awareness of our change of service from September.

We continue to have good links with our local primary school. In the summer term 2015, the rising reception children attended the reception class as a group.

The Playgroup children and staff attended the school to watch the 'Foundation Phase' years in their Christmas Concert. The school accepted our invitation as always to bring a year group across to support our Playgroup Christmas concert 2015.

**During this period contd....**

The Leader had many visits to the school during 2015 to plan the way forward for the new nursery due to arrive September 2016. We have recently visited with the rising reception children for September 2016.

We held our usual Christmas and Easter concerts for fundraising. These were well attended by parents/carers and extended family.

Tempest photography attended in the autumn and summer months to raise funds. Playgroup benefits from the commission on photograph sales.

We have continued our walks to the local library fortnightly, to choose a book to take home. During the spring term, we decided to leave our books in group to share amongst one another. We also visited to say farewell to our Librarian as our local library has closed due to lack of funding.

We continue to support children's 'Language & Literacy' with offering the children 'story sacks' to take home to share at weekends.

The daycare has been most popular with up to 16 children for lunch and 14 into the afternoon at times.

The group has funded a 1:1 practitioner for the past year to support a child with recognised needs. Although these needs were recognised by many professionals, money was not available. We were pleased that this child has a report to take with them onto reception at the end of term, highlighting the need for future support.

We also supported a child with a physical disability who was part funded. (Please read LEA section). We had many meetings with professionals for both children.

A regular volunteer has continued to support the group with cooking activities for the children.

Due to the successful web-site and the volunteer who manages the site, we have been able to reach more families across the Vale of Glamorgan and Cardiff.

### During this period contd....

The RP/PIC has kept the community up-to-date with regular articles in the local magazine 'What's On'. The local community is very supportive of the playgroup. We have many volunteers from the local community who support us from home.

- Person who up-dates Wenvoe Playgroup web site
- Person who audits our accounts
- The management committee
- Donations from local groups
- The community council
- Free advertising in our local magazine
- Advertising on the community web-site
- Fundraising in the community
- Wenvoe Village Hall Management Committee

Out of 30 questionnaires sent home 16 were returned.

The majority of comments were positive, especially for the settling in sessions to support children and parents on registration.

#### Quotes

- " Wenvoe Playgroup encouraged and offered us great opportunities to both visit and stay with the children"
- "Biggest help was the open day"
- " I had a lot of support in order to help my son settle in"
- "The staff guided me during this transition which I found extremely helpful"

No negatives, however, some parents felt that they would like to highlight the following

- Difficult to park the car as the school use the car park
- Our busy cramped foyer for dropping off and collecting children.

All questionnaires's from parents were read and discussed at meetings by the RP/PIC, Staff and the Management Committee.

A letter was sent to all parents/carers to thank them for completing their questionnaires with quotes from the questionnaires and suggestions for alleviating the cramped foyer conditions.

Questionnaires will be held on file.

**During this period contd....**

**The Garden:**

The children make use of the garden at every opportunity.

The children take pride in their garden, sweeping and tending to the plants/flowers, especially the watering of flowers. Children are beginning to have an understanding on how important it is to save water and re-use it for watering the garden, for example; after water play The children are able to access water independently, to fill their watering cans, using the tap on the water container.

Children planted a pansy for Mothering Sunday and have planted summer bedding plants with a view to plant more.

We have used a mud kitchen using mud which was covered most of the winter along with old trays, pots and pans.

**Children's views:** The children voice that they wish to dig in the soil and not plant when given a choice to plant vegetables or use as a digging area.

We have listened to the children when they say that they are not ready for snack and as a result have two snack times rather than one. Children have become more independent in serving snack, especially in pouring their own drinks. A water station has been introduced for easy access to drinking water.

Our landlords have recently increased rents. This along with the governments minimum wage rise from 1<sup>st</sup> April 2016 and a staging date for AEP's 1<sup>st</sup> June will put an increased strain on finances. The Community are continuing to support our fundraising efforts to ensure we are financially viable. The Committee have been seeking grants to support sustainability. Spending this year has been on essentials and not large equipment to ensure we have a reserve of monies to continue successfully as we move forward with the Nursery Unit opening at the local primary school and to meet ever rising costs.

**Future Planning:**

We plan to provide care for children from the age of 2 years and 4 months from September 2016. We plan to work closely with the nursery and the school to offer supportive care for those families who need to work for children of nursery age and above. This change may benefit children and their families as;

- **The children will benefit from the extra activities on offer in supporting their learning and development**
- **The parents will benefit from knowing whilst they have to work, that their children are being cared for in a safe, warm and caring environment.**

**We have recently lost the day care provision in our area, as the building was demolished to make way for the new housing development.**

Please read the LEA Vale of Glamorgan section to follow.

We will work to and above the adult: child ratio where possible to support the children's needs at group.

We will follow the National Minimum Standards (NMS) for Day care and work above the minimum where and when possible.

We will provide a manager out of ratio on site when Daycare is in operation.

We will continue to build on children's daily interests, being flexible in our approach to their individual learning and needs.

We will remain flexible to the children's needs in our daily routines.

We will continue to listen to the needs of our parents/carers, the children and professionals in the future planning of our group.

We will remember that the 'Welfare of the Child is Paramount' meaning the child's care and needs are priority.

## **Children's future learning**

We will continue to listen to the children's needs at all times, taking account of their likes and dislikes. Children convey their interests and experiences at all times and we will build on these interests. At snack time we observe their preferences, e.g. "I don't like" or "I like". Children have enjoyed hot chocolate as an alternative to milk during the colder weather and they will ask for it.

We will observe children at play to pinpoint their preferences with regard to equipment. If we find an area is not being used, we will observe it to find out why not, then enhance or remove that area for a time depending on our observations and the outcomes.

We will continue to observe the children's learning by writing observations and evaluating these observations to move the children forward in the play and learning.

We will assess the children using 'developmental norms' The Welsh Government Strategy - The Foundation Phase, and the seven areas of learning, to assess their individual needs.

We will continue to attend our garden, planting through the seasons: bedding plants/flowers with lots of watering. We will continue to make areas and equipment accessible to all children to meet their preferences.

We will continue to record observations for the individual child and produce records for the Nursery Class Teacher to use as a baseline 'On Entry'. This will ensure a smooth transition for children who leave us to attend Nursery.

Reports will be written at the end of each year based on children's Personal, Social and Emotional Development.

## **Parental Involvement**

We continue to welcome parents/carers into the group. We do this by offering an open afternoon for parents and children to visit and allow them to make an informed choice in the summer term. We plan to hold more open mornings in September for parents to make an informed choice.

We also welcome parents and children into the group to visit up to one month prior to their child's start date.

Parents are welcome to take as long as they feel is necessary, to feel completely secure in leaving their child/children in our care. If we feel a child is not ready to be left or is not settling, we will speak to the parents and try at a later date.

Parents continue to support the Management Committee and its fundraising ventures.

Parents are welcome to share any interests or hobbies that they have with the children. We are awaiting parents to visit at this time to share their musical experience and instruments with the group.

We keep parents informed as follows:

- Advise parents via our S.O.P (Statement of Purpose).
- Advise on dates for diary to parents/guardians, that they are welcome to see the children's files at any time and for parents to approach their child's key worker.
- Hold an open week Autumn and Spring Term for parents/carers an opportunity to view children's photographs and speak to their key workers
- Advise via flyers/dates for diaries/white board/Notices by signing in sheet
- We share our termly planning sheet with all parents via the children's tidy trays
- Display photographs in the foyer
- Have a parent/carer Face book private page to keep everyone up-to-date with events and information
- We share information on our web site
- Offer parent questionnaires to evaluate and improve our provision
- Offer a suggestion box in the foyer



**Staff:**

During the summer months of 2015 we interviewed for support from September 2015, due to rising numbers and one to one needs.

In the Autumn Term Katie Willett (CACHE level 3) and Jeannette Evans (CCLD level 2) joined our team. In February 2016 Fatima Siddique (level 3) joined our team in time for a busy summer term.

We have worked above the minimum ratio for the year to ensure support for a group funded 1:1. The Leader has been out of ratio to manage, two days daycare, support staff in their training, paperwork for the LEA and changes ahead. It also alleviated any staffing issues due to sickness.

Victoria Jones (Trainee SENCo) is studying towards CCLD Level 5 advance practice

Kimberley Morgan is awaiting certification for level 3 CCLD.

Sarah Morris and Jeannette Evans are near to completion of level 3 CCLD.

All permanent full time staff are currently up-to-date with their CPD and continue to move forward with their training. (Continuous Professional Development).

**Behaviour Management Training**

Behaviour Management was offered to two members of staff supporting a cared for child during the first part of spring term. This was offered by Cardiff Early Years free of charge and most gratefully received.

Three other staff attended training offered by the Vale of Glamorgan Early Years for £20 per person at short notice.

(The RP/PIC had advised the LEA of the course and who to contact).

**DBS CHECKS**

We had trouble with one staff's automatic up-date which was supported swiftly by purchasing a new DBS. The DBS took too long to answer our questions. CSSIW WERE NOTIFIED.

Staff contd.....

**We need help to find a suitable company to support DBS for the future. From September 2016, we have been advised that funding is being withdrawn by Welsh Government. Local playgroup leaders are trying to come together to source help and support. We have decided to up-date all staff DBS's prior to September.**

Policies & Procedures were updated in the Autumn Term 2015. All staff have read and signed that they have understood and read the policies at the group. Any further amendments were emailed to CSSIW. All new staff received induction and 1:1 supervision sessions. These are now being recorded more often. Staff have received individual supervision meetings every 6 weeks as minimum. Staff questionnaires have been completed as part of our quality of care and read by the management committee.

Due to changes to the group from September, all staff present were in agreement that this year, appraisals be left until Autumn Term to set targets for the coming year.

**Complaints:**

No complaints have been received.

**The Management Committee**

A new Committee were elected in the Autumn Term. The Chairperson was re-elected with a majority vote. Our Chairperson plays an active role, by meeting new parents/carers on the open days and by supporting the registered leader with the management role. We were hoping to add this person to support the registration as a way forward, All paperwork was completed and a date arranged to visit CSSIW was set for 7<sup>th</sup> March 2016. However, due to family commitments this person had to decline during February 2016.

We continue to have one person from the community as a co-opted member all others are parents with children at the group. We continue to have some parents who choose to support with fundraising events only.

One parent resides on both the management and fundraising team so that information of interest can be shared. The fundraising team have agreed that no minutes need to be made as fundraising events and details will be relayed at the management meetings for minutes

The Management Committee have supported meetings appropriate to the needs of the group with minutes relating to the way forward.

### **Avensure:**

The Management Committee agreed for the group to become members of Avensure for support with documentation such as contracts, staff handbooks and employment law. The Chairperson works closely with the company to ensure the group's documentation reflects good practice with the law.

There were some problems between the company email and the Chairpersons email at first, along with some incorrect staff contracts. However, the RP/PIC has amended one copy to suit individual staff (which Avensure agreed we do) and all were signed and returned in the Spring Term. Photocopies were made and returned to individual staff.

A standard handbook had been received, downloaded and photocopied and distributed to staff. Staff signed the accompanying receipt to confirm they have received and understood their employments. These are held on individual staff files.

### **Wales Pre-school Providers Association:**

Kelcie Hurley Early Years Co-ordinator continues to visit the group each term to offer support and advice to the group. We have re-newed our annual membership for 2016/2017 with Wales PPA. Wales PPA offered a network event with regard to Auto Enrolment Pensions. Due to our staging date the RP had already sought outside help which saved the cost of over £1000.00

### **Vale of Glamorgan, LEA Partnership and Early Years**

In the Autumn term we signed a contract until July 15<sup>th</sup> 2016 to ensure smooth transition for nursery aged children. Estyn visited just before October half term 2015. Overall GOOD. The LA Teacher and RP/PIC have made an action report for the recommendations by Estyn. This is held with the LA Teacher and not with Estyn. It has been confirmed that due to the Nursery Provision opening at the school in September Estyn will not return.

Our main reason for leaving the LEA partnership is due to the lack of finances offered to support additional needs in playgroup for Nursery aged children. We also cannot finance the hours to complete the paper work required for them on such a low budget.

**CSSIW:**

From our last inspection report dated January 2015, we have completed the recommendations by CSSIW moving forward.

We hoped to amend our registration this year; however, we are finding it difficult to find an RI from the committee at this time.

The RP/PIC has kept all documentation up-to-date as far as reasonably possible and kept in contact with CSSIW with regard to all changes.

Our new registration document is now displayed in the foyer.

Moving forward in September 2016 we will be amending our hours. Until the nursery opens we cannot be sure as to who will want to use our services. We have prepared our proposed SOP and sent it to CSSIW South East Region via email. The RP has met the Inspector and has advised that we will make changes as necessary and keep in touch with CSSIW via email until the plans are firm e.g. staffing, numbers of children etc.

Proposed paper work is available on our web-site at this time stating 'for September 2016' so as not to cause any confusion of our practice at this time. We have also up-dated Admissions for parents to view on 30<sup>th</sup> June at the drop in and a further open afternoon planned by the Committee for 10<sup>th</sup> July. We will keep in touch with CSSIW especially prior to our return date of 26<sup>th</sup> September 2016.

**RP – Registered Person      PIC – Person in Charge      RI – Responsible Individual**

**CSSIW – Care & Social Services Inspectorate Wales**

**LEA – Local Education Authority**

**DBS – Data and Barring Service (Previously known as CRB)**

**CCLD – Children’s Care, Learning and Development**

**CPD – Continuous Professional Development**

**AEP’s – Auto Enrolment Pensions**

This report was created by: Sandra Jane Morgan

Registered Person/Person in Charge

A copy was sent to the Chairperson

