



Preschool and Before/After school Club

Quality Review of Service 2025

Management of the Service

At Bryn Coch Club we provide before and after school care for up to 150 children who attend our school from Nursery to Year 6 and provide preschool and wraparound care for up to 45 children aged between 2 years and 4 years old.

We have 2 separate individuals appointed as Persons in Charge for their respective areas:

Miss Corin Ellis – Preschool & Wraparound Care

Miss Michelle Birchall – Before & After School Club

Corin and Michelle are both qualified with many years' experience and are assets to the club.

Occupancy levels continue to rise and the declaration of interest from new parents has risen for our setting as a whole. This inclusion of both Breakfast and Afterschool Club being offered to our Nursery Children continually meeting the needs of working parents has increased our numbers greatly. We now have a lengthy waiting list for new families wishing to join our setting in September 2025. Bryn Coch Club is passionate to offer inclusion to both children and parents within the community and as a result of this, in October 2023 our setting was recognised by the Welsh Government and the local authority as a setting of excellence for inclusion where we were then requested to allow our setting to be filmed and staff interviewed with the purpose of the short film to be viewed by external agencies and childcare providers. This video can be viewed on YouTube. On request from Early Years Wales the club manager wrote an article highlighting the benefit of ALN 1:1 support in pre-school settings, this has now been published and can be viewed in the Autumn edition of CWLWN 2024.

Staffing

The quality and attitude of the staff within the club is very good, getting the balance between supporting the child in a relaxed environment which is fun and safe while keeping good standards of behaviour and attitude.

We have an ethos of training and development at the club with all staff encouraged and given opportunities to further their professional development. In the last 12 months staff have had the opportunity to attend courses relevant to the children in our care these include, brain development, schemas, brilliant boys and ASD awareness.

Due to the increased number of children facilitating our childcare provision, three of our Childcare Practitioners are working towards completing their Level 3 Childcare qualification and two new team members are working towards completing their Level 2 Playworker qualification. With the exemption of newly recruited staff. All NMS mandatory training is updated and current. Our ethos in club is to continue to evolve and remain current with new strategies ideas that best support the children. A new staff hand book has been produced highlighting Bryn Coch Club's expectations and staff will continue to attend all relevant training which will benefit both staff and children.

Record Keeping

Children who attend club are now registered on an electronic register. Signing children out by parents is actioned twice. Parents are still signing via notebook as the time of collection is added whilst at the same time a staff member is updating the electronic register. It is still our aim to become paperless.

All accidents and incidents that occur within any area of the club are recorded on standard form and logged on our online system for electronic signature by parents and carers. Guidelines have been produced to help the staff to record all incidents and accidents correctly. These records are reviewed at least annually to identify trends that might assist in risk management. No trends have been identified in analysis completed this year.

3 child protection issues have been raised within the club in the last 12 months.

All significant events have been correctly notified to CIW on correct documentation within agreed timescales.

Fees

The increase of fees was actioned in June 2024, no increase had been actioned since 2021. Parent/Carers were notified prior, the reason being, the pay increase in April 2024 alongside the increased cost of food and utility bills. It is likely that fees will be increased again by 10% in April 2025 as a result of the reduced National Insurance threshold and its increased rate, plus the increase of the National Living wage. Parents will be notified prior to the change in fees. Both breakfast and snack are included in all fees.

Invoices are now issued at the beginning of the month, payments are due by the 11th of the month immediately following the invoice period.

Policies and Procedures

All policies and procedures have been reviewed this year to ensure that they still support the staff in the jobs that they do and meet current legislation and regulations.

Risk assessments are completed when it is deemed necessary in all areas of the club. Daily checks are implemented daily and throughout the day by at least two members of the team with at least one of them being from the management team.

Recruitment procedures are robust. All staff have an enhanced DBS disclosure in place with two references.

All food is freshly prepared daily by a member of club staff. All snacks are in line with WG Appetite for Life documentation and offer a balance to not over load the children, so that they won't eat their tea when they get home with parents. Due to the increased number of children with nut allergies, snack provided within the setting is clear of any traces of nuts.

Welsh

Staff introduce basic Welsh with children. For example, praising children in English and in Welsh, alongside counting and recognising colours bilingually.

The Premises

The outdoor classroom is fully functional and available for all children within the childcare setting to access. It has been designed to make the children feel at home alongside some of the areas in the main building, using natural resources/ furniture that would be found in a home environment, e.g. sofas, lamps, sideboards and rugs. We also encourage the children to become independent

learners “What if ...” promoting problem solving with the use of “loose parts” enhancing the ability for them to think imaginatively and see solutions.

Forest school has now been added to the outdoor area. In groups children access this on a weekly basis gaining the opportunity to learn more about the outside environment.

Within the main building a “quiet/sensory room” is also accessible to children who may request or benefit from a calmer environment.

Having been awarded £8000 from the small capital grant through the childcare offer, new furniture and flooring has been purchased enhancing the seating, snack and craft area. It is now more personable, encouraging the children to interact with their peers especially at breakfast/snack time. A breakfast bar has now been introduced, allowing children to choose and prepare their breakfast independently. An independent salad bar has also been introduced in after school club. The pre-school and wraparound children continue to attend a free-flowing independent snack gathering.

Medical

There is a Defibrillator, two oxygen plug in machines and a locked medicine cabinet fitted inside the club building. Parent/carers have been notified and the relevant posters have been displayed. Each child has their own bespoke medical basket, with their photo attached and medicines individually placed. Staff carry out daily checks to ensure all medication is correct, accessible and in date. A script for emergency services is also attached to each basket to support staff if ever required.

Parent/Carers and Staff communication

There is a fixed suggestion/comment box attached to external of the main building for both parent/carers to offer suggestions/give feedback. There is one accessible to the children in the setting. We also hold annual club meetings where parents are invited to attend. No parents attended the most recent meeting. Parents are also notified of any updates/changes electronically on Parent Admin. There is also a notice board informing parents of any changes within club. Planned activities and a three-week snack menu can also be viewed. Open days are offered to new parents at the start of the new academic year. A staff suggestion box is displayed in the main part of the building. Both person in charge and the club manager meet weekly to discuss any matters and monthly

with all the management team. Full staff meetings are chaired termly to gather opinions and feedback from staff on how we can improve our service.

Well Being

Both staff and children form warm/positive relationships. All children are respected as individuals and staff pride themselves on meeting each child's specific needs ensuring that the environment is always happy and positive. Every child's well-being is paramount to the team and when and if required we will source the appropriate resources to support them e.g. individual schemas, resources supplied and implemented from external agencies e.g. speech and language vision boards.

The "starry sky" is promoted by all staff with the children.... This is their "Wow" moment, steering away from, stickers and rewards charts instant recognition of positive behaviour/choices for ALL the children and staff taking away the pressure for a child to achieve and removing any possible "labelling" of any child, promoting inclusion for all.

Each morning our pre-school and wraparound children are encouraged to recognise their personal achievements alongside actions that have been carried out by their parents, carers and peers by sharing what makes them happy in the "gratitude jar" staff mirror these emotions. Reflection of feelings is summarised at the end of each week.

Children are encouraged to take ownership of their setting not only by continuously providing ideas/desires "child led" activities to be implemented in club but also taking responsible for the housekeeping, these are great life skills which will support them with their progression.

We have recently introduced a "Talking Teddy" to our pre-school setting this encourages each parent/carer to record a message or perhaps read their child's favourite story book which is then placed inside a cuddly toy and presented to the new child who is joining our setting for the first time, for them to hold onto if they wish throughout the duration of their stay until the child feels comfortable to explore the areas independently. This is also a great tool to support EAL children.

The separate sensory room is very calming and therapeutic for all the children to access helping the children to self-regulate if required.

Multicultural Diversity and inclusion.

Staff and children are very aware that “one size does not fit all” Resources have been enhanced and various cultures and traditions are discussed and when possible celebrated with the children.

External Support

In Summer 2024 Simon Bazley from Playful Futures supported our setting to fulfil our passion and aim to facilitate more loose parts resources to the children in our care. In his report Simon stated that he thoroughly enjoyed his time supporting our setting and we appreciated both his support and advice which staff acknowledged. His final statement being, “The play environment has certainly improved already and I think that the ideas the staff are currently exploring will yield more improvements in the future too.”

Previous requests include:

The children requested more board games and outdoor resources – Scooters, helmets, pogo sticks, footballs an assortment of board games were purchased plus a basket ball hoop has been secured to the side of the club building.

Feedback

“I really appreciate the regular updates of my child’s progression as he is unable to tell me how his day has gone unlike all the other children”

“I am so happy to see how my child has settled so quickly in Pre-school, he always cried when he attended his previous nursery”

“I wish my child was back in club with you all”

“I love seeing the photos and video of my child uploaded daily”

“Thank you for the continuous care our children have received in club”

Ongoing Focus Points

Priority 1 – Enhance diversity and inclusion for all – Childcare Practitioners to introduce Bab, our gender natural teddy whom requires the support of a hearing device.

Priority 2 – Source and purchase new furniture for the outdoor play area with the desire to enhance each child's creation and independence in the learning zone.

Priority 3 – Continue to promote the “starry sky” promoting positive behaviour, in the outside play area also. This strategy has also been shared with parents on request.

Priority 4 – Continue to promote the Welsh language – source more training for staff to enable them to facilitate more vocabulary to the children.

Priority 5 – staff to have the opportunity to facilitate bespoke “clubs e.g. Lego on a rota to all children.

Priority 6 – Improve communication by introducing a parent Facebook or Instagram page

Priority 7 – Parent/carers to be presented with a new questionnaire in the Summer term, annual occurrence.

Priority 8 – research the declaration of interest from parent/carers to facilitate parent classes in the autumn term 2025.

Priority 9 – To continue to listen and implement the children, parent/carers and staff ideas. To never feel content and complete, continuing having the desire to implement new ideas, strategies, training, resources. To support every child, to fulfil and be aware of their own strengths enabling them fulfil their potential and desires.

Priority 10 – Club manager to devise a simplified hand book for all new parents.

Summary

On reflection of our service we are judging our setting as:

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

Clare Murphy

Club Manager 10th February 2025