

St. Peter's Out of School Care Limited



Quality of Care Review Report

Overview of the Provision

- St Peter's Out of School Care took on the provision of before and after school childcare at the school in December 2020. The original provision had operated successfully for the previous 20 years. A service level agreement exists between the school and the company which allows the company to rent space and facilities to operate and provide care to children who are between the ages of 4-11 registered as full time pupils at the school. Currently we have 66 children registered to receive care at the setting during each week and we are licensed to care for up to 50 children in each session. The environment is safe, secure and stimulating, all the children are invariably happy and content
- The setting opens for the morning session at 07.45 daily and provides care until the transfer to lines at 08.55. Children are brought to the entrance by the responsible adult and handed over to a member of staff who registers them and receives any information that the adult or parent wishes to offer.
- The afternoon session commences at 15.30 when the children of Foundation Phase age are collected by staff in the Small Hall. Key Stage 2 children assemble in the main hall where they are greeted by a member of staff. No child leaves the envelope of the buildings and transfer points and hand over arrangements are very clear and strictly adhered to. By 18.00 are collected from the setting by parents or nominated adults.
- The children are offered a set breakfast and an evening snack. The food is prepared on site and a range of healthy options including fresh fruit and juice are available and encouraged. All children are offered both set breakfast and an evening snack. There is an ongoing dialogue with the children and their parents relating the choice of the child relating to breakfast and snacks. We make sure the parents are aware if their child diverts from the established pattern.
- It is important to emphasise that although the care is based in a school the care provided is firmly based around the principles of play. There are always ordered organised creative activities and games available and although encouraged the children are never forced to participate. There is an emphasis upon healthy eating at breakfast and snack time and during the year special events will take place to reflect the school year.
- The children engage in a range of activities that reflect the kinds of things that would be available at home. They are free to watch TV or play games but there are always craft activities and staff on hand to help and encourage their play.
- All activities have an element of education, but are not seen by pupils, parents and staff as an extension of the school day.
- The children are usually split into three rotating groups, whilst one is taking snacks the other two are engaged in activities.
- There are expectations clear standards of behaviour that all the children understand and aspire to.
- The environment that exists is friendly, encouraging, and supportive it provides consistent standards of care for a wide range of children. The staff foster a relaxed flexible environment in which all the children are encouraged to play, build relationships and extend skills.

- Outdoor activities are available within the confines and security of the school grounds. All the staff do their best to get to know each child and offer encouragement and support to make them happy and content during each session. Care has to be booked and paid for in advance and whilst the is pressure in places in several sessions parents can and do select care that suits their need and lifestyle.
- A number of parents require care for every morning and every evening session. Some on require one or two morning or evening sessions. We book staff in advance each month to correspond to the bookings we receive.
- We take great pride in the relationships we build with the children and parents. Indeed, at times parents enrol their children for care when within the family there is no necessity but the parents simply want the kind of secure stimulating interaction for their child that the environment provides. Parents and children are regularly given the opportunity to express their views and contribute to shaping the kind of activities and care we offer.
- In common with all providers of day care in Wales we are subject to a statutory unannounced inspection regime conducted by Care Inspectorate Wales (CIW) previous inspection reports are available online on the CIW website.
- The care has continued to evolved since it was established by the provider. The pandemic which was still going on when the provider took over the care posed many challenges and provided a steep learning curve

Additional background, information:

- **Name of Provider:** ST PETER'S OUT OF SCHOOL CARE LIMITED
- **Address of Provider:** 8 Beechwood Road, Sully, Penarth, CF64 5WQ
- **Address of the Setting where the care is provided:** St Peter's R.C. Primary School, Southey Street, Roath, Cardiff. CF24 3SP
- **Telephone number:** 07561128607 (Out of School Care No.)
- **Email address:** stpeterosc@gmail.com
- **Details of website, if any:** www.stpetersosc.wales
- **Financial status:** A business bank account in the name of ST PETER'S OUT OF SCHOOL CARE LIMITED is in place with Starling Bank.
- **Confirmation of legal status:** The company was registered with Companies House in January 2020. The company number is 12427960

- **Registration with CIW:** The Notice of Decision to Grant an Application to St Peter's Out of School Care Limited in line with Part 2 of the Children and Families (Wales) Measure 2010 was made on 26/06/20. The Conditions of Registration are:
 1. The maximum number of children to be cared for at any time must not exceed 50.
 2. The responsible individual for this service is Joshua Flynn.
- **Knowledge of the legal and regulatory requirements for childcare:** In the course of completing play work qualifications the current Manger/Responsible Individual and the other three staff members who hold recognised qualifications have all completed modules or studies that directly reflect the legal and regulatory requirements for childcare in Wales. The remaining two members of staff have all started or indicated a willingness to commence and complete training within the time frames set by the Welsh Government and CIW.
- **Appropriate Public Liability and Employers Liability insurance:** Current insurance provider is COVEA Insurance PLC the broker is Morton Michel and the policy is valid until 4th December 2023.
- **Child protection and welfare procedures:** These were put into place prior to the company taking over as the provider. A copy of the policy is available upon request. A director of the company successfully completed Designated Safeguarding Lead (Level 3) training courses prior to the company taking over as the Provider. All operational staff engaged by the company, as part of the appointment process, will be have gone through a comprehensive interview and assessment process. A condition of appointment will be that an Enhanced DBS check made on behalf of the company, on all staff offered appointment. An Enhanced DBS check that reveals no issues relating to the core purpose and duties of the post, must be in place prior to taking up a position.
- **The Provider ensures the service is of good quality and meets the National Minimum Standards by:** Regular training packages which focus upon the National Minimum Standards for Regulated Child Care (Wales) these combine training and study with direct input from senior staff are facilitated. The staff appraisal system reflects an assessment of knowledge and skills development that relate directly to the National Minimum Standards for Regulated Child Care (Wales).

Staffing

The current staff comprises:

- Joshua Flynn is the Managing Director of St Peter's Out of School Care Limited and the Responsible Individual with Care Inspectorate Wales (CIW). He also manages each care session
- Linda Morgan Deputy Manager (and when designated the Person in Charge) part time senior play worker

- A freelance external Administrator part time
- Seren Legge play worker part time
- Matthew Burke play worker part time
- Tina Lia senior play worker part time
- Gianluca Masia play worker part time
- Michael Flynn Director Co-ordinator of External Operations (He has not direct contact with the setting, children, staff or clients)
- Nial Hennessey is not employed by the company. As the school caretaker, security and maintenance manager he is available as required unpaid and is deployed as needed by the Headteacher of the school from other on site duties to undertake actions relating to the service level agreement.

The company continues to retain the services of a freelance external administrator to undertake many of the tasks relating to policy development, liaising with service providers for accountancy and salary services, liaison with HMRC, general communication and invoicing duties. This individual has no direct contact with the operational aspects of the service. In addition, the company uses a payroll service and a chartered accountant to deal with HMRC and provide guidance and advice as needed. Again the individuals providing these services have no direct contact with the operational aspects of the service relating to clients or children. The company continues to retain the services of an independent experienced educational consultant to act as the contact and facilitator in the event that any safeguarding issue occurs relating to the senior manager at the setting.

Training and Qualifications

- All newly appointed members of staff have received induction training in safeguarding, emergency first aid, child protection and health and safety. All members of staff have received on line child protection and safeguarding training provided by the company based upon Cardiff Local Safeguarding Children Board (LSCB) this is repeated at the beginning of each academic year regardless of the length of service.
- All members of staff have successfully completed an online First Aid Training Course provided a registered training provider.
- All staff have or are the process of completed a course from a registered provider and been awarded Level 2 Food Hygiene Certificates.
- Joshua Flynn Manager/Responsible Individual has the following qualifications, BA with honours in Education Studies and Early Childhood Studies at UWIC in 2011. He successfully completed Level 3 Designated Safeguarding Person Training in 2017 he has retained this qualification since that time his most recent training in this area was successfully completed in February 2023 and again in June 2025. He has completed the appropriate Level 2 and Level 3 Playwork training packages as he has progressed. He completed the NCFE CACHE Level 5 Diploma in Advanced Playwork (Wales) (Manager) Level 5 on 08/06/2022, Level 2 Food Safety Catering Certificate in 2022 and the Level 3 Award in First Aid at Work in 2025 (April). This enables him to manages

operations if several sites and out of term time should there be a viable demand.

- Linda Morgan, has the recognised equivalent Level 3 Play Work Qualification accepted by Welsh Government and CIW.
- Seren Legge has successfully completed the Level 2 Play Work Qualification accepted by Welsh Government and CIW.
- Matthew Burke, and Gianluca Masia have all completed the Level 2 Play Work Qualification accepted by Welsh Government and CIW.
- Tina Lia has a teaching assistant qualification and has agreed to undertake the process of completing the Level 2 Play Work Qualification accepted by Welsh Government and CIW.
- All staff have completed safeguarding, food hygiene and Paediatric first aid training.
- All other operational staff have expressed an interest in completing similar recognised training packages.

Security and Safety

- All members of staff have undergone Disclosure and Barring Service checks which have not revealed any issues in relation to any individual.
- All activities and venues within the school or beyond the school which are used to deliver activities are subjected to a risk assessment.
- The required gas and electrical installation checks and certificates are maintained and retained by the school as it is responsible for these aspects of safety for the spaces and times the company rents through the services level agreement. All portable electrical items are PAT tested annually. This usually takes place during the school holidays and this work is undertaken by the school as part of the leasing arrangement.
- The two fridges have digital thermometers in place to ensure the temperature for storage of foods are at the recommended levels.
- The boiler and cooker are both in good condition and the setting has been redecorated some new furniture has been purchased and sections of flooring have been replaced during the past two years. The toilets to the designated areas are in good condition.
- Obviously during the pandemic access arrangements underwent a complete review and the appropriate arrangements were put in place

Facilities

- All our facilities including equipment and resources are listed in our Operational Plan which is located in the Policy Folder which is kept in the storage facility at the entrance to the club.

Resources: Additions, Alterations and Improvements

- The setting uses a steady supply of consumable items during an average week to provide breakfast and snacks to the children who use the club. In

- additions cleaning, sanitising and washing equipment, materials are also used
- Toys and games have been replaced and added to during this period.
 - The staging area has been completely refurbished in the last few years.
 - Shortwave radio system which along with the mobile phones all staff have available allows constant communication between staff when required.
 - A mobile internet dongle has been purchased to allow access mainly for administration purposes.
 - A new TV and PlayStation has been provided.
 - A microwave oven, three large toasters and kettles have been replaced regularly as needed during this period.
 - A storage facility has been rented to allow storage of larger items not in everyday use off site.
 - The website has been developed and was launched in the Spring of 2023.

Emergencies

- Details of actions that would be taken and staff who would undertake such actions is contained in our Emergency Action Plan which is located in the Policy Folder which is kept in the storage facility at the entrance to the club.

Client Feedback

We have as in previous years provided both parents and children with an opportunity to comment on a wide range of aspects of the club. There is a combination of straight yes/no questions and opportunities to make comments and suggestions.

- There were no significant negative comments from either group of clients through the questionnaires.
- Both client groups are specifically asked the same type of questions: PARENTS "What do you like/dislike about the club?" Typical responses are: "We rely on this service", "I am happy with all aspects but especially the relationships that has developed between my 4year and older children." And "I love the fact they are all with their friends and staff that they know and trust and it's an enjoyable experience for _ _ _ _ ." "My child really enjoys coming to morning and evening sessions that is important to us."
- In answer to the question "Is there anything that could be improved most parents said "No"
- CHILDREN "What I Like" "I like the breakfast" "I like being in club" " Mr _ _ _ _ _ looks after us he is kind" " I like making things and playing games "What I dislike" "We don't go outside enough and play football" "Some of the dvd's are boring and I've seen them" "I don't like the films" "I like painting" " "I wish we could go out in the mornings."
- Some of the children's responses to the option to suggest new ideas were:" could we go on the playground equipment sometimes" "Can we have cinema nights more?" "Football and games early in the morning."
- The comments were generally very positive indeed.

Finances

- The current fee structure is £4.70 for a morning session, £8.20 for an afternoon session with a reduction to £7.20 for each sibling. This will have to be reviewed during the financial year as we have to cover rising cost and the provision of pension facilities to those staff who are eligible. The company also has to cover holiday pay for all staff.
- The fees are very competitive and whilst they are reviewed each year they remain considerably below those of similar providers in our locality. The intention is always to ensure that the cost of care is within reach of all our families. The modest rental from the school for the times and spaces occupied by the provider help to maintaining the very competitive fee structure.
- Strong occupancy levels in both morning and evening sessions generate an income that enables the costs of salaries, fees, fixed expenses, consumable expenses and insurances to be met.
- The company does make a modest profit which is kept on deposit to be used in the event that occupancy levels dip or unforeseen expenses are incurred.
- As a small employer the setting is obliged to explore the desire of eligible employees to be enrolled in a pension scheme. The company has If there is interest from a single employee the setting will be again obliged to identify a suitable provider. There will then be a further obligation to make the required employee contributions which currently exceed those of the employee. Depending upon the level of interest and subsequent take up by current and future employees this could have a knock on effect upon fee scales.
- Since April 2005 the WAG funded DBS checks (previously CRB checks) for all staff working in our type of provision. Under changes introduced on 1st April 2014 a third sector organisation can have access to the Criminal Records Unit (CRU) service free of charge and would only pay the cost of the DBS check. As we are a private sector organisation we will continue to pay the administration charge per application in addition to the cost of the DBS check. In the last two years we have used a company called U Check to undertake DBS checks. This means that a payment of £53.70 per DBS check for each paid employee, directly involved in operations, must be paid to process any check request. DBS checks for volunteers remain free of DBS charge.

Development Plan Priorities for 2025-26

- Review the existing Service Level Agreement (SLA) with representatives of the school.
- A full review of all policies and practices in relation to child protection and other aspects of safeguarding.
- Implement the arrangements to enrol all eligible staff who choose to in the pension scheme offered by the company.
- Review the operation of the existing Pension Scheme
- Review the fee structure.
- Review documentation and systems for billing and providing operational expenses and resources
- Review children's resources and respond to children and adult observations

where practicable and cost effective.

- Review the provision of food and snacks provided to promote healthy eating.
- Ensure a smooth transition and appropriate induction and additional training programme for staff that have been engaged to replace staff who will be leaving to pursue studies.
- Seek guidance and plan for the changes and obligations that have been highlighted within the Employment Rights Act 2025 where applicable to our setting.
- Consult with all staff to ensure they are fully informed about the changes.
- Inform parents of the changes to employment law and the potential issues for the service.

Joshua Flynn

Managing Director St Peter's Out of School Care Limited

1st January 2026