



Our Lady's Out of School Care Club

Inspection report for early years provision

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Type of inspection	Childcare
Type of care	Out of School care

ABOUT THIS INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality of childcare and, if applicable, of nursery education. The inspection was carried out under Part XA Children Act 1989 as introduced by the Care Standards Act 2000 and, where nursery education is provided, under Schedule 26 of the School Standards and Framework Act 1998.

This report details the main strengths and any areas for improvement identified during the inspection. The judgements included in the report are made in relation to the outcomes for children set out in the Children Act 2004; the National Standards for under 8s day care and childminding; and, where nursery education is provided, the *Curriculum guidance for the foundation stage*.

The report includes information on any complaints about the childcare provision which Ofsted has received since the last inspection or registration or 1 April 2004 whichever is the later.

The key inspection judgements and what they mean

Outstanding: this aspect of the provision is of exceptionally high quality

Good: this aspect of the provision is strong

Satisfactory: this aspect of the provision is sound

Inadequate: this aspect of the provision is not good enough

For more information about early years inspections, please see the booklet *Are you ready for your inspection?* which is available from Ofsted's website: www.ofsted.gov.uk.

THE QUALITY AND STANDARDS OF THE CARE

On the basis of the evidence collected on this inspection:

The quality and standards of the care are inadequate - notice of action to improve. The registered person does not meet the National Standards for under 8s day care and childminding.

WHAT SORT OF SETTING IS IT?

Our Lady's Out of School Care Club opened in 1997. It is situated within Princethorpe village, which is located between Rugby and Leamington Spa. The club uses the library area of Our Lady's Roman Catholic School, together with the hall and the school playground. A maximum of 23 children may attend at any one time. The provision operates term time between 08.00 to 09.00 and 15.30 to 18.00.

There are currently 48 children aged from 4 to 11 years on roll, all of whom attend the school.

The club employs 4 members of staff all of whom have relevant childcare experience.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is satisfactory.

Children's health is supported appropriately by staff members who have a satisfactory knowledge of suitable health and hygiene procedures. All areas used by children are clean and tidy and one member of staff has received food hygiene training. Children are aware of good practice with regard to hand washing and they do so before snack and after visiting the toilet. Satisfactory procedures are in place to ensure that children's best interests are considered should they become ill or have an accident. First aid supplies are appropriately stocked and parents are made aware of the setting's sickness policy.

Children's dietary needs are satisfactorily met. They receive regular drinks and basic snacks, for example, toast, cereal or a biscuit. Staff ask parents about any allergies or special dietary requirements that their children may have and these are noted and respected.

Children enjoy a good range of activities that help towards their physical development. Children enjoy team games and play with hula hoops and balls. Staff join in enthusiastically with their play. They support children by modelling physical skills and monitoring and encouraging fairness and turn taking. Children can enjoy energetic play on the school playground and there are quiet areas both indoors and outside for them to rest and relax.

Protecting children from harm or neglect and helping them stay safe

The provision is inadequate.

Although children are happy and settled in the club environment, staff have not taken sufficient steps to ensure their safety and overall welfare. Potential risks and hazards to children, both indoors and outside have not been identified and access to the club is not managed effectively. There is no formal written risk assessment covering for example, the premises, equipment or procedures. The outdoor play area is not secure, areas of the premises are accessed by unvetted adults and staff do not keep a record of visitors. Satisfactory arrangements are made with parents about the arrival and collection of children to and from the provision. Children are only released into the care of known individuals and parents are required to inform staff if they are going to be late. However, the club does not have a clearly defined procedure to follow should a child not be collected or become lost and this is a breach of Ofsted's regulations.

Adequate fire detection and control equipment are available and these are maintained by the school on an annual basis. Fire exits are marked and clear. However, not all staff and children have had the opportunity to practise emergency evacuation procedures. Consequently, in the event of a fire, their safety would be

compromised as they would not know what to do. Also, fire safety records contain insufficient detail.

Children are at minimal risk to injury from toys and equipment because staff carry out informal checks of all resources and children bring to their attention any broken or incomplete toys and equipment. Resources are put away after use and satisfactory care is taken to ensure that all resources used by the children are suitable, safe and used appropriately.

Children's welfare with regards to child protection is not fully safeguarded. There is no designated member of staff responsible for liaison with local child protection agencies and with Ofsted, in any child protection situation and the club's child protection policy is out of date and lacks regulatory detail. Some staff members have attended relevant training and demonstrate a basic knowledge of reporting and recording procedures. However, there are no procedures in place for ensuring that child protection is covered as part of the induction for any new staff.

Helping children achieve well and enjoy what they do

The provision is satisfactory.

Children are happy and confident. They interact well and are keen to participate in activities. Older children offer support and encouragement to the younger ones. Children enjoy good relationships with supportive and friendly staff who take time to chat to the children and show an interest in what they have to say. Staff extend their conversation by asking open-ended questions and they encourage children to take turns in speaking and listening to others. Consequently, children are developing social skills and their self-esteem and confidence is raised as their contributions to discussions are valued and listened to.

Activities are informally organised to meet children's needs and reflect their interests. For example, they can play board games, use computers, watch television or build with construction toys. Some sort of physical play time is planned into every session. This encourages children to be active and expend their energy. However, children can choose to relax and rest and there are peaceful areas where children can sleep, enjoy quiet activities or sit and watch the others.

Children have access to satisfactory range of play and learning resources, for example, videos, jigsaws, physical toys and plenty of books. A small selection of toys is put out for the children to choose from and further resources are stored in large storage cupboards sited in the library and adjacent to the playground. Children are confident to ask for resources and know what is available. Therefore, they are able to make some independent decisions about their play and learning.

Helping children make a positive contribution

The provision is satisfactory.

Children have access to a satisfactory range of toys and resources that reflect

diversity. Staff help children to learn about a range of religious and cultural festivals through craft and sharing books and stories. As a result children are learning to appreciate and value each others' similarities and differences. All children are included and valued. Although staff have limited experience of caring for children with special needs they demonstrate a positive attitude towards providing such care. Parents would be consulted and with their permission any necessary further advice or support would be sought. However, the setting does not have a written statement about special needs and therefore, parents are not clearly informed as to how staff intend to meet children's individual needs.

Children enjoy mutually respectful relationships with the staff and each other. They are confident and receive frequent praise and encouragement. Three staff members have attended a course on promoting positive behaviour and this is reflected in the methods used within the setting. For example, staff act as good role models, they calmly remind children of rules and boundaries and actively encourage children to share and take turns. Consequently, children are learning to be considerate towards others and to take responsibility for their actions. The setting's written statement on behaviour management does not include bullying but children are aware that bullying and name calling is unacceptable. They are encouraged to manage minor conflicts independently and staff offer suggestions and reassurance when necessary. Children's good behaviour is acknowledged and as a result their self-esteem is increased and they are motivated to co-operate and behave.

Staff relationships with parents are friendly and informal. Staff greet parents by name and exchange regular information about children's individual care, behaviour and routines. This adds to consistency for children and helps them to settle into the club's rules and routines. Some documentation to enhance the relationship between staff and parents is in place and basic information is displayed on notice boards, for example, staff training certificates. The provision sends out an annual questionnaire to parents asking for their opinions. Comments received indicate that they particularly value the flexibility that the club offers and parents confirm that their children are happy to attend. Parents spoken to at the time of inspection also expressed these views.

Organisation

The organisation is inadequate.

Children's welfare and safety is inadequately protected because the registered person and staff do not understand their roles and responsibilities or the requirements of the National Standards. There is no named deputy and Ofsted have not been kept fully informed with regards to changes to the club's committee. Staff are currently attending training to achieve appropriate qualifications but this has yet to be completed. Recruitment and induction procedures are unsatisfactory and inadequate systems are in place to protect children from unvetted persons and people having unsupervised access. Appropriate procedures to ensure children's safety and security are not being followed and some required documentation, for example, the visitor record and several policies are either not available for inspection or contain insufficient detail.

Required ratios are met and maintained and as a result children receive a sufficient level of attention. However, staff are sometimes distracted from their duties by other children attending after school activities, for example, football club and this compromises the safety of children in the out of school club. Staff are well known to the children, as they work within school during the day and this helps children to settle and feel at ease. Children have sufficient space, resources and activities to provide for a variety of play and experiences. Resources are adequately organised to allow children some independence and freedom of choice.

Overall, the provision does not meet the needs of the children who attend.

Improvements since the last inspection

At the last inspection the registered person agreed to a number of improvements to ensure the safety and welfare of children. The registered person agreed to improve a range of documentation and procedures, increase resources that show positive images of others in society and to ensure that staff meet Ofsted qualification requirements.

Satisfactory improvements have been made with regards to resources that reflect diversity. Children are able to choose from a diverse range of books and some puzzles that show images of a variety of people. Staff also encourage children to gain some understanding of others through planned activities and research on the internet.

Some documentation has been improved. For example, the medication policy now contains the procedures for the use of self-held medication and attendance records include the times of arrival and departure for staff. Also, staff contact details and training certificates are available for inspection.

However, many issues are still outstanding. For example, the club's child protection policy, special needs statement and fire records still require improvements. Staff have yet to meet Ofsted training requirements and there are no clear procedures for the induction of new staff. The club's committee is no longer actively operating but there is no available guidance or information, as to roles and responsibilities, for new or existing committee members. Consequently, little progress has been made in enhancing children's safety and overall welfare and further improvements are necessary.

Complaints since the last inspection

There have been no complaints made to Ofsted since the last inspection.

The provider is required to keep a record of complaints made by parents, which they can see on request. The complaints record may contain complaints other than those made to Ofsted.

THE QUALITY AND STANDARDS OF THE CARE

On the basis of the evidence collected on this inspection:

The quality and standards of the care are inadequate - notice of action to improve. The registered person does not meet the National Standards for under 8s day care and childminding.

WHAT MUST BE DONE TO SECURE FUTURE IMPROVEMENT?

The quality and standards of the care

To improve the quality and standards of care, the registered person **must** take the following actions:

- develop a robust and rigorous system to ensure that all adults on the premises are suitably vetted
- develop an action plan that sets out how and when staff training and qualification requirements will be met
- demonstrate how you will ensure that all staff have training in health and safety and child protection policies in their first week of employment
- carry out rigorous risk assessments, including equipment, premises and procedures and demonstrate how you will manage access to the premises and ensure that all areas of the premises are secure and children are unable to leave them unsupervised
- develop and implement clearly defined procedures for lost and uncollected children that is clearly understood by staff
- ensure that all staff and children are aware of the Club's emergency evacuation procedures and satisfactory records are kept of fire drills
- devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff
- appoint a designated member of staff who will be responsible for liaison with local child protection agencies and with Ofsted, in any child protection situation and ensure that the child protection procedure complies with those of the Local Safeguarding Children Board (LSCB)
- improve knowledge and understanding of the requirements set out in regulations and set in place a procedure to notify Ofsted of relevant matters, for example, changes to the registered person.

These actions are set out in a **notice of action to improve** and must be completed by the date specified in the notice.

Any complaints about the inspection or the report should be made following the

procedures set out in the leaflet *Building better childcare: Compliments and concerns about inspectors' judgements* which is available from Ofsted's website:
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