



Holy Innocents Out of School Club

Inspection report for early years provision

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Inspector Susan Linda Capon

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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 satisfactory. The registered person meets the National Standards for under 8s day care and childminding.
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WHAT SORT OF SETTING IS IT?

Holy Innocents Out of School group has been registered since 2003, previously operating from different premises. It is a privately owned provision situated in two large classrooms within Holy Innocents School in the London Borough of Bromley. Associated toilet facilities are available indoors and outdoors. There is a play area available for outdoor play.

A maximum of 30 children aged between four and eight years may attend the group at any one time. The group also accommodates children up to 11 years. It is open each weekday from 07.30 until 09.00 and 15.15 until 18.00 during term-time only.

There are currently 20 children aged from four to under eight years on the roll.

The group employs seven staff. Of these, five hold a relevant NVQ2 or NVQ3 childcare qualification. The group receives support from the local Early Years team.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is satisfactory.

The children enjoy physical exercise and fresh air on a regular basis, contributing to their good health. They access a suitable range of equipment for outdoor play. They enjoy playing on the school field practising their football skills and playing a game of rounders. The children also enjoy skipping in the playground. They access large play equipment indoors including a table tennis table and dance mat.

The staff do not allow the children to play outdoors in the hot sun and ensure the children have access to a shady area. All the children are encouraged to wear a sun hat and use sun cream during the hot summer. The children are developing their awareness of how their body works and know when they need to take a rest or a drink after physical exercise.

The staff follow good hygiene routines which protect the children from infection. All the staff wash their hands prior to handling food and clean the work surfaces in the kitchen and play area using anti-bacterial spray. They clean the toilets daily before the children arrive and regularly check them during each session.

Older children are aware "it is hygienic to wash your hands after using the toilet to prevent spreading germs". Notices placed in the toilets remind the children to flush the toilets and wash their hands. All the children used the same bowl of water and hand towel for hand washing prior to eating breakfast. This does not protect them from infection or cross-contamination.

Children receive appropriate accident treatment from the first aid qualified staff and parents see the record. Staff ensure medication is suitably stored and administered according to the written consent from the parent. This keeps the children safe at all times.

Children who become unwell while attending the group receive good attention ensuring they are comfortable. The staff contact the parents if an early collection is required.

The children receive suitable meals although many contain processed foods. The group do not offer fresh fruit and vegetables. They do provide sugar-free drinks and water. Children are fully aware of healthy eating as staff incorporate activities and discussion relating to this topic into the programme.

Several staff have completed the Safe Food Handling course and use this knowledge when they prepare, store and serve food.

The children sit together for their meals, enjoying the social occasion and extending the opportunities to develop good manners. They start each meal with "grace". Staff provide a separate sitting at tea-time for the children, who arrive late after attending a school club. All the children receive suitable food in accordance with their parents' wishes.

Protecting children from harm or neglect and helping them stay safe

The provision is satisfactory.

Staff give a warm welcome to all the children and their parents. They set up the rooms prior to the children's arrival, making them warm and welcoming. The staff display the children's work, making the space their own and building the children's self-esteem.

The children play in two bright and clean rooms. They have ample space to move around freely. The rooms are well-organised to provide suitable areas for physical activities and space to relax and rest in the quiet playroom. Large sofas provide comfortable seating in the book and TV corners.

The children access an excellent range of toys, equipment and activities throughout each session. Free choice is available at all times. Adult directed and free choice art and craft activities are available each session. Everything provided is appropriate to the age and stage of the children attending.

Well-deployed staff inside the premises suitably supervise the children. They are less well-deployed when the children play outdoors. The premises are not fully secure and children are able to leave unnoticed as doors are unlocked and gates are open. There is no effective system in place for managing access to the premises.

Older children are developing an awareness of how to keep themselves safe and know the group rules for playing outdoors. They are fully aware of the areas they may use and understand why other areas are less safe.

Children attending the group from another school understand the importance of following the group rules and wait for the staff member to collect them. They walk together to the school, crossing the road using the Green Cross Code. The staff member carries a mobile in case of emergencies.

Staff follow good procedures when delivering and collecting the younger children from the school. The children are counted in the morning and the older children do not go to the playground until staff have checked that a teacher is available. Staff escort the younger children directly to their classroom.

The children are safe and secure through the staff's good knowledge and understanding of how to manage child protection issues.

Helping children achieve well and enjoy what they do

The provision is good.

The children enjoy their time at the group. Staff greet the children by name on arrival and show an interest in each child's day. This makes the children feel good about themselves. The children have formed good relationships with the staff, making them feel safe and secure. Staff know the children well, including their individual likes and dislikes.

The children look forward to the art and craft activities, eagerly asking what they will be doing each day. They all helped to complete a large mermaid picture to add to the "under the sea" wall display. Many of the children enjoy drawing their own pictures, for example, horses. Staff praise and encourage the children's attempts.

Many of the children talk positively about attending the group. They enjoy meeting new friends, playing together and having fun. They like the range of equipment available and enjoy the topics the staff incorporate into the programme, for example, healthy eating.

Children play imaginatively with the equipment, for example, making their own game of restaurants. Other children enjoy playing the musical instruments, for example, playing Twinkle, Twinkle Little Star on the xylophone. The board games, computers and pool table are firm favourites of all the children.

The children play together co-operatively and interact well with all the staff. They are confident to ask staff for help and enjoy discussing topical issues, for example, the World Cup football matches. Staff encourage the children to share their opinions, for example, who will be the overall winner of the World Cup.

The children are aware of the daily routine and the group rules, for example, they know they should tidy up after playing with the board games. Staff give them two minutes warning before tidy up time and tea. This enables the children to bring their activity to a satisfying conclusion.

The children are fully stimulated throughout their time at the group, preventing them from becoming bored and disruptive.

Helping children make a positive contribution

The provision is satisfactory.

Staff fully value and respect all the children and their families. The children are treated as individuals, for example, new children are asked what they would like to be called, or how to pronounce their name. This makes the children feel valued and respected. Children attend from other cultures and ethnic minorities. The children are developing their awareness of other people and the world about them. They freely access a range of toys and equipment depicting positive images for race, culture and disability. Children enjoy the additional activities staff incorporate into the programme including different festivals, for example, Chinese New Year. All the children have access to all the equipment, for example, the girls enjoy playing pool.

New children settle well. The staff arrange visits to the group prior to the child attending for a whole session. This helps the children to familiarise themselves with the staff, children attending and how the session is organised. A "buddy" system" is available for children if required.

Staff fully support children and families with special needs. They meet individual dietary requirements at all times.

All the children behave well and know the rules of the group. They are fully involved in the rule making as the group operates an involving and consulting policy. Staff remind the children of the rules when required and children usually respond to this well. Staff use suitable strategies in line with the policy and procedures. Many of the staff have completed a behaviour management training course, extending their individual awareness of this area. The children respond well to the staff and have the confidence to share any concerns relating to bullying in the school. This enables the staff and the school to work together to eradicate the problem, making children feel safe and secure.

The children benefit from the good relationships the staff have developed with the parents. Parents find the staff friendly, helpful and approachable. They feel able to share any concerns they have about their child or the group. This in turn makes the children feel safe and secure.

The parents receive good information about the group including the policies and procedures. They know how to make a complaint. Most children arrive at the group with their parent or carer, ensuring their safety at all times. Other children arrive at the group alone as they are left at the gate or in the car park by their carer. This arrangement requires improving to ensure the children's safety.

Organisation

The organisation is satisfactory.

The children are cared for in a generally well-organised provision. They have access to suitable areas for quiet activities, resting, "messy" activities, physical play, eating and time outdoors on a regular basis. The good range of available toys are in good condition, safe and suitable for children's use.

The caring, consistent staff team are suitable to work with children. New staff undergo rigorous checks and work for a probationary period to ensure the children are safe from harm. There are usually sufficient qualified staff on site at each session although the breakfast club does not always have a fully qualified manager in charge. There are suitable contingency plans in place to cover staff holidays, illness and training.

The provider and staff are committed to improving their service and most staff have updated their training since the last inspection. For example, first aid training and safe food handling. New staff receive good induction information, ensuring they are aware of the group's policies and procedures. They attend a session to familiarise themselves with the routine and meet the staff and children.

Staff record the children's attendance using good registration systems. Older children are encouraged to sign themselves in on arrival. They are aware of the dangers of signing in other friends or siblings who have not arrived. Staff complete their own register and take a head count to check the numbers agree.

The group and school liaise well with one another. They keep one another informed of children not arriving or going home sick. These systems ensure the safety of the children at all times. All visitors are required to show their identification or explain their reasons for being on the site. If they stay on site they are required to sign the group's visitor's book. The staff do not leave the children alone with unvetted persons, keeping them safe at all times.

The group maintains good records about the children, sharing these appropriately with parents. These records are suitably stored to maintain confidentiality.

The management keeps fully abreast of the changes to the National Standards, for example, a copy of the registration report is available to parents.

The group meets the needs of the range of children for whom it provides.

Improvements since the last inspection

The group was required to obtain written information from parents about children's dietary requirements and/or allergies. This is now incorporated into the group registration sheet and met as required by the staff, ensuring the children receive appropriate food to their individual needs.

The group was required to ensure that the premises are maintained in good order. The group liaises with the school and caretaker to ensure the premises are in good order and suitable for children's use.

Complaints since the last inspection

There have been two complaints made to Ofsted since 2004.

The first complaint related to National Standards 1, 3 and 12. The group were found to be in breach of Standard 2 and were issued with an action. They were also given a recommendation under Standard 11. The provider has provided suitable information to meet the action and recommendation as required.

The second complaint was a continuation of the initial complaint and this related to the National Standards 1,2,7 and 11. The provider was required to investigate these concerns and detail this investigation in writing to Ofsted. This was completed and there was no evidence to suggest any of the National Standards had been breached. The provider remains qualified for registration.

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.

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WHAT MUST BE DONE TO SECURE FUTURE IMPROVEMENT?

The quality and standards of the care

To improve the quality and standards of care further the registered person should take account of the following recommendation(s):

- ensure the children clean their hands appropriately prior to meal times to prevent cross-contamination and the spread of infection
- provide a healthy option at meal times
- ensure the premises, both indoors and outdoors, are always safe and secure to prevent children leaving the premises unnoticed. Improve the systems for managing access to the premises at all times
- ensure the children under eight years are accompanied by their carer and handed over to the group for registration at the morning session. Improve parents' awareness of the importance of pre-registering their children for attendance at a session
- ensure a suitably-qualified person is in charge at each session.

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