



# Horsell Village After School Club Ltd

Inspection report for early years provision

<b>Unique Reference Number</b>	120266
<b>Inspection date</b>	20 September 2006
<b>Inspector</b>	Nicola Hill
<b>Setting Address</b>	The Parish Institute, High Street, Horsell, Woking, Surrey, GU21 4SS
<b>Telephone number</b>	
<b>E-mail</b>	
<b>Registered person</b>	The Horsell Village After School Club Ltd
<b>Type of inspection</b>	Childcare
<b>Type of care</b>	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](http://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 good. The registered person meets the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Horsell Village After School Club opened in 1999. It is run by a private company but this is non-profit making and committee members act on a voluntary basis. The club operates from the Parish Institute building in the village of Horsell, on the outskirts of Woking town centre. Children have access to two rooms within the building and cloakroom facilities. There is no outside play area attached to the building but staff provide opportunities for outside play in an adjacent garden. The club serves the local area and children are collected from the infant and junior schools within the village by club staff.

The club is registered to care for a maximum of 28 children from the age of four to eight years, however children up to the age of 11 years may attend. There are currently 60 children on roll. The club runs during term time only and is open Monday to Friday from 15.00 until 18.00. Children attend for a variety of sessions. The club welcomes children with learning difficulties and/or disabilities, and those who speak English as an additional language.

There are five members of staff currently working with the children, three of whom hold appropriate qualifications. Three members of staff hold a current first aid certificate.

## **THE EFFECTIVENESS OF THE PROVISION**

### **Helping children to be healthy**

The provision is good.

Children have regular opportunities to develop and use their physical skills. Each day they walk accompanied by staff, to the club from their schools and develop a healthy lifestyle as they join in with both planned and free play activities in the garden, such as football, volleyball and ten-pin bowling. Children have lots of fun playing parachute games with staff and older children teach younger children how to play with the swing ball set. All children have a quiet time for relaxation as they stop and rest for tea. They can also choose quieter activities if they wish, such as puzzles or listening to a story with a member of staff.

Children identify the need to take regular drinks as a way to maintain their health. Staff provide drinks at regular intervals and children know they can ask staff for a drink if they are thirsty. Children stay healthy because they are provided with a freshly prepared tea, which is nutritious, varied and well balanced, such as pasta, pizza and sausages with cucumber, peppers and an apple for dessert. Staff ensure that they meet children's individual dietary requirements because they seek relevant information from parents. Meal times are sociable. Children chat happily amongst themselves and play an active role within the setting as they help to lay the table and make their own sandwiches or pittas, which develops their confidence and enables them to take responsibility.

Children are well protected from the spread of infection as staff implement effective hygiene routines, such as cleaning and ensuring children with infectious illnesses are excluded. Staff are well informed about children's health care matters and share this information with parents. Children are generally encouraged to maintain good hygiene practices such as washing their hands before eating and after visiting the toilet. However, hand washing is not always part of the routine before snack time, which does not fully support them in developing their awareness of good personal hygiene. There are effective systems in place to record accidents and administration of medication and all parents have signed their consent for staff to seek medical attention in the event of an emergency. There are always at least two members of staff who are qualified in first aid on duty.

### **Protecting children from harm or neglect and helping them stay safe**

The provision is good.

The premises are well ventilated and well maintained and staff ensure the rooms that children use are comfortable and inviting to children. The staff have taken good steps to create a lovely, welcoming environment for the children by displaying their artwork around the building and ensuring each child has a named coat peg or chair where they can leave their school bags. Staff set up appropriate activities and resources in advance, which means that children are able to play as soon as they arrive which helps them settle. The environment is arranged well to enable different types of activity to take place at the same time. Children confidently select the toys

they wish to use from the range available within the setting or request further equipment from staff. Staff regularly check items to ensure they are safe and ready for children to use.

Children are kept safe at the club because staff conduct daily safety checks of the premises and are extremely vigilant in observing the whereabouts of children. They position themselves appropriately, both inside and out, to ensure all children are well supervised. Children are well protected because of the good arrival and collection procedures in place and the security of the building. The club employs additional escorts to help staff accompany the children from school and all visitors have to ring to gain entry to the building. Children are aware of the need to keep themselves safe and understand the clear rules that help safeguard them, such as why they wear reflective bands when walking from school. Staff plan topics such as road and fire safety and undertake regular fire drills. However, these are not always carried out promptly at the beginning of term.

Staff have a clear understanding of the child protection procedures and routes for referral to protect children in their care. There are appropriate written policies and procedures in place to support practice and staff are familiar with these.

### **Helping children achieve well and enjoy what they do**

The provision is good.

Children enter the setting confidently and with ease, they chat to adults in the setting about their school day and plans for their time in the after school club. Children are keen to take part in the activities and play opportunities provided and are confident in their relationships with each other and staff. They play harmoniously in pairs or small groups as they work together on giant puzzles or teach each other how to play games such as swing ball. Staff interact well with the children, involving themselves in their play and offering appropriate assistance.

Staff plan a good range of activities which children find interesting and enjoyable. Staff plan topics to focus the children's interests, such as 'under the sea', 'endangered animals' and 'dinosaurs'. Children are encouraged to contribute their ideas and plans reflect their opinions so that they feel some ownership over their club. Information about the current topic is displayed for children and parents to view, and staff also create a topic table for children to access learning resources if they wish, such as books and models. Children join in circle time on arrival to the club, where they talk about their special news or bring in items from home to show. Children respect each other's views and listen well.

Children make friends at the club and are well occupied. They are provided with a range of toys and resources such as board games, art and craft, role play and construction, which are freely accessible throughout the session. Children have fun making dinosaur pictures and model aeroplanes from lego. There is a lively atmosphere and lots of laughter as children build ramps to roll their cars down and play with the parachute. Older children are given time and a quiet space to do homework if necessary. They often help and support each other, but staff ensure that they have plenty of time to play and enjoy themselves.

## **Helping children make a positive contribution**

The provision is good.

Children are respected and treated as individuals. They develop high levels of confidence and self-esteem because staff encourage them to make choices and voice their opinions. Staff are positive with the children and consistently praise them throughout the session. They display children's pictures in the setting and this helps to build children's self-esteem. Children develop strong relationships with the staff. They converse freely and easily to all adults in the setting. Parents' and children's views about the club have been sought, via the completion of a recent survey, and thus, they are able to feel involved and consulted.

All children are valued and are encouraged to develop a positive attitude towards others through discussion with staff and planned topics celebrating various countries and cultures, such as Chinese New Year, Diwali and Egypt. Children take part in activities such as making hieroglyphics and learning how to write their names using Chinese symbols. The use of play resources reflecting positive images of race, gender and ability, such as books and puzzles, also enables children to develop a positive attitude towards diversity.

Staff act as good role models and use clear and consistent strategies to manage children's behaviour. Children behave well and are aware of the group's rules, having helped to draw up a behaviour contract, which has been signed by all the children. They are able to take turns and share the toys and resources, showing co-operation with their peers in their play. The children's decision to set up a 'Kids Council' enables them to feel their views are being listened to and respected by adults.

Staff and parents develop good relationships ensuring that the children are happy and at ease within the setting. They verbally exchange information at the end of the day, which ensures staff are able to meet the needs of the children in their care. Parents receive a wealth of information about the club through regular newsletters and a notice board, displaying information such as the menu, health and safety procedures and photographs of the staff. A comprehensive file of the club's policies and procedures are available for parents to view. However, the contact details for Ofsted were not up to date at the inspection.

## **Organisation**

The organisation is good.

Staff have high regard for the children in their care. They make effective use of the available space within the building and children move freely around all areas identified for their use. The children receive support as appropriate to their needs and clearly enjoy the time they spend at the club.

The staff work well together as a team and have a sound knowledge of their individual roles and responsibilities within the setting. Staff are deployed effectively and work together to ensure the setting is well organised. The setting meets minimum qualification levels. Staff are committed to improving practice and the service to children through attendance at regular training. Recruitment and vetting procedures ensure children are well protected and cared for by staff with knowledge and understanding of caring for children, and appropriate procedures

are in place for ensuring the continuing suitability of staff. The club has not however, informed Ofsted of changes to all the committee members.

Required adult to child ratios are maintained at all times, ensuring the children are well supported. Policies and procedures are used effectively and are shared with parents. Children's records are kept up to date and contain all the relevant information that is required, enabling staff to provide appropriate care and promote children's welfare. Overall, the setting meets the needs of the range of children for whom it provides.

### **Improvements since the last inspection**

At the last inspection the provider was requested to develop an action plan to identify how staff training and qualification requirements would be met and to ensure that the premises are maintained at an adequate and comfortable temperature in hot weather. Recommendations were also raised regarding the need to develop the links between the committee and staff and to notify Ofsted of any changes which may affect the registration.

At least half of the current staff are now suitably qualified, with others actively looking into appropriate playwork courses. Each member of staff also has an individual training plan. Staff have taken steps to address the problem of the temperature within the premises by purchasing electrical fans, opening windows and keeping areas in shade by closing the curtains. The temperature and ventilation within the building was noted to be suitable at this inspection.

The links between the committee and staff have greatly improved. The manager of the club is invited to every committee meeting where she is able to pass on comments and requests from staff. Relevant information from the committee is then passed on to staff at their meetings every half term. Some committee members play an active role in the setting and volunteer their services where possible. Since the last inspection, Ofsted has been informed of the most recent changes to the committee, which shows the previous recommendation was taken on board. However, some members already on the committee at the time of the last inspection are still not known to Ofsted. Therefore, this has been carried forward as a recommendation following this inspection.

### **Complaints since the last inspection**

Since 1 April 2004 there have been no complaints made to Ofsted that required the provider or Ofsted to take any action in order to meet the National Standards.

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 good. The registered person meets 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 further the registered person should take account of the following recommendation(s):

- improve hygiene practices and procedures with regard to hand washing before snack time to ensure children's good health is promoted
- ensure that Ofsted is informed of all changes to committee members.

Any complaints about the inspection or the report should be made following the procedures set out in the leaflet *Complaints about Ofsted Early Years: concerns or complaints about Ofsted's role in regulating and inspecting childcare and early education (HMI ref no 2599)* which is available from Ofsted's website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)