



## Woodseats After School Club

Inspection report for early years provision

<b>Unique Reference Number</b>	300939
<b>Inspection date</b>	21 February 2007
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<b>Registered person</b>	Woodseats After School Club
<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 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?

Woodseats After School Club opened in 1999. It is known to children and parents as Woodies Out of School. The group operates from two rooms in the basement of Woodseats Primary School, Sheffield. Most children currently attending are pupils at the school.

The facility is registered to provide 32 places for children between the ages of four and a half and eleven years. There are currently 75 children on roll. Children attend a variety of sessions each week. The club currently supports a number of children with learning difficulties and a number who speak English as a second language.

The group opens between the hours of 08.00 and 09.00, and between 15.00 and 17.45, Monday to Friday during school term time. Full day care is provided during some school holidays when the opening hours are 08.00 until 17.45. Sessions are between 08.00 and 13.00 and 13.00 and 17.45.

The setting is managed by a management committee which is made up of parent representatives. There are four regular members of staff working directly with the children, three of whom have relevant qualifications. The group has links with the Out of School Network.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is satisfactory.

Children are cared for in a clean and comfortable environment, where staff follow safe hygiene practices and take appropriate measures to prevent the spread of infection. They clean tables with anti-bacterial spray before food is served and they carefully follow agreed cleaning schedules. Children are encouraged with hand washing routines and notices are displayed above sinks as reminders for them. There is information available about communicable illnesses for reference. Staff have recently renewed first aid training and there are systems in place for recording any accidents and medication administered. However, staff do not consistently ensure that accident records are signed by parents and the procedures for obtaining and recording parental consents to administer medication are unclear.

Children are offered a variety of snacks, which include fresh fruit. They choose to have snack when they are feeling hungry, rather than all sitting down together. Staff are trying to incorporate more healthy options into the menu and to encourage discussion about the importance of eating a well balanced diet. For example, children are encouraged to share their news about 'Captain Cholesterol', a performance they have seen in school to raise their awareness of healthy and unhealthy foods. They are invited to draw pictures about it for display and they begin to think about making up their own play.

There are some opportunities for fresh air and exercise, although outdoor play is not offered at every session. During holiday play schemes, interesting outings are organised, including walks in nearby countryside and visits to parks and play centres. Children like to exercise with hula hoops, play basket ball and organise dancing sessions, which help to keep them fit and active.

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

The provision is inadequate.

The setting is not able to demonstrate that there are robust procedures in place for vetting of staff and Ofsted has not been notified of changes to the management committee, so that the required checks can be undertaken. This is a breach in regulations and compromises children's safety. Child protection procedures do not clearly include measures to be taken if an allegation is made against a member of staff and are in need of updating to ensure they reflect changes. However, the manager has recently attended additional training in this area through her work in school.

Staff take appropriate measures to maintain a secure environment for the children. They supervise children carefully and manage the collection of children from school so that they are kept safe. Children develop a good understanding of safety issues and follow agreed rules,

such as walking in line from the assembly point down to the club rooms and staying together. Staff give gentle reminders and explanations to minimise the risk of injury to children. For example, they advise children how to carry chairs properly and remind them that they should not take scissors and other craft items into the den they have been building in case someone is hurt. Staff make use of opportunities as they arise to discuss safety issues, such as talking with the children about how to keep safe near fires and fireworks before bonfire night. They remind children about road safety during outings and draw their attention to the extra care they need to take during darker winter evenings. Children become familiar with emergency evacuation procedures because they are practised regularly with them. A detailed record of fire drills is kept and staff are sensitive to children's anxieties and concerns.

Children enjoy a varied range of toys and play materials, which are checked routinely to ensure that they are safe and clean. Shared use of rooms means that resources cannot be left out each day, but there are suitable storage facilities and staff bring out a selection during the session. They respond readily to children's requests for additional toys to be brought out.

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

The provision is good.

Children are happy and relaxed at the club where they enjoy each other's company and are familiar with routines. They chat together as they wait for all the children to arrive at the assembly point and there is friendly interaction with staff. Some are very eager to share their news at registration time. They show pictures they have made in school and describe special events. Although there is laughter and friendly banter, children listen and behave well.

Children have access to a wide variety of resources, which they use with interest and enjoyment. They spend time making models with construction toys and use their imaginations to build dens, draping large pieces of cloth over tables. They dress up and play with small world toys. Interesting outings are planned during holiday periods, such as a visit to The Deep and to parks and play centres. They play parachute games and plan a 'super construction challenge' where they work together to make the biggest model they can. A displayed wish list allows them to share their ideas about new activities and resources.

Relationships are friendly and positive. Staff are keen for the children to feel that they can relax and have fun at the club after a busy day in school. They allow children to develop their own ideas, while offering support if it is needed. New children settle in quickly and many are reluctant to leave at the end of the session.

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

The provision is satisfactory.

Children feel a sense of belonging at the club. They have opportunities to express their ideas and to make their own contributions. Children's work is on display, which shows them that they are valued and gives them a sense of pride in their achievements. Their awareness of the diversity of the wider society is raised through outings during the holidays and through access to resources, such as books and posters, which show positive images of different cultures and

lifestyles. Children are able to make choices about their play during the session and have equal access to toys and play materials. Staff sensitively support children with learning difficulties and are aware of their individual needs and preferences.

Children behave well and play cooperatively together. They work effectively in pairs and small groups. For example, a group of children decide to make a den and use available materials to build this together. Others play card games or sit alongside each other as they draw, making friendly conversation. A merit board is used to acknowledge children's achievements and this motivates children to try their best or to be kind and helpful. Staff comment positively on how well children sit and listen at group times.

There is a satisfactory partnership with parents and carers. The management committee consists of parent representatives, which enables them to influence the way in which the setting operates. Information about the setting is displayed on the notice board although policies and procedures are not so easily accessible, being kept on a shelf in the play room. The complaints procedure is displayed in an area which is little used by parents collecting their children and does not clearly reflect changes to complaints regulations. Most record keeping systems are shared appropriately with parents and a comprehensive contract ensures that parents fully understand the arrangements they are making about their child's care.

## **Organisation**

The organisation is inadequate.

Children's welfare and safety is compromised as significant changes to the registered person have not been notified to the regulator so that required checks can be completed. Staffing information, such as evidence of staff clearances, is not kept readily accessible on the premises. These are breaches in regulation. However, the new management committee is anxious to meet requirements and to give support to the staff team in order to help the club to move forward.

Children are cared for in comfortable and welcoming surroundings, where staff are suitably deployed to provide appropriate levels of support and supervision. They ensure that resources are organised so as to offer a good variety of activities. Most record keeping systems are maintained appropriately and there is secure storage for confidential information. There are policies and procedures to cover most aspects of the service although in some instances, such as with regard to complaints and child protection, they lack necessary detail and are in need of review and updating.

Overall the provision does not meet the needs of the range of the children for whom it provides.

## **Improvements since the last inspection**

At the last inspection a number of actions were raised. The provider was required to develop action plans to show how at least one member of staff would obtain a current first aid certificate and to detail how the deputy would become suitably qualified to cover in the absence of the person in charge. Staff have recently completed first aid training, which means that there is always more than one person who is able to deal with accidents. The person identified as deputy has only a level two qualification at present but is willing to work towards level three.

The provider was also required to improve the arrangements made for recording accidents and medication. Accident record sheets are kept but are not always signed by parents to acknowledge that the record has been shared with them. A log is kept of medicines administered, which staff and parents initial. However, the arrangements made for obtaining prior written parental consent remain unclear.

In addition the provider was required to ensure that the name and telephone number of the registered person and the staff are on the premises. Details of staff are on site and stored securely in locked cabinets. Information about the management committee is displayed but not all required detail is readily available.

Several recommendations were also made. The provider agreed to review the storage of information regarding suitability letters and staff files. Additional lockable cabinets have now been provided, which means that confidential information can be stored securely. However, not all required documentation, such as details about staff checks, are easily accessible.

The provider agreed to review some safety procedures. The emergency evacuation plan is displayed and practised regularly. A detailed record is kept which identifies significant issues such as time taken and difficulties encountered. Staff ensure that the outer doors are locked once the children have been escorted to the club. Improvements have been made to the attendance register to ensure that it is clear when children arrive and leave the premises. Parents are asked to sign children out and staff give regular reminders. There are now procedures in place for dealing with situations where children go missing or are not collected. These measures improve children's security and help to keep them safe.

It was also recommended that staff review the procedures for snack times. The setting aims to support the work done in school on promoting healthy eating, by providing foods such as fresh fruit and wholemeal bread. Snacks are prepared and set out so that children can choose when they wish to eat. Although all children do not sit down at the same time, the organisation of snack enables them to make their own choices. The setting was asked to improve the resources which promote equality of opportunity. There are now dolls, books and games available which reflect positive images and help to raise children's awareness of diversity.

In addition the provider agreed to review and develop child protection procedures and to improve knowledge in this area. The manager has recently completed some additional relevant training through her work in school, which has updated her knowledge of the procedures to follow. The policy statement is still in need of review and amendment to ensure that it includes procedures if an allegation is made against a member of staff and to reflect recent changes.

### **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 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:

- ensure that significant changes, such as changes to the management committee, are notified to Ofsted so that required checks can be undertaken
- develop clear procedures for checking staff suitability and ensure that relevant records are maintained and available for inspection
- review and update policies and procedures, with specific regard to complaints and child protection.

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 *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)