

# Alphabet After School Club

Inspection report for early years provision

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<b>Unique Reference Number</b>	203407
<b>Inspection date</b>	11 June 2007
<b>Inspector</b>	Barbara Ann Bush
<b>Setting Address</b>	St. Mary's School, St. Mary's Road, Kelvedon, Essex, CO5 9DS
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<b>Registered person</b>	Alphabet 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 satisfactory. The registered person meets the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Alphabet Out Of School Club opened in 2000. It operates from portacabins in the grounds of a school in the village of Kelvedon, Essex. All children share access to an outdoor play area. The group has no pets. The setting primarily serves the children attending the school on site. A maximum of 40 children aged four years to under eight years may attend at any one time.

There are currently 99 children on roll. Children attend for a variety of sessions. The setting supports a number of children with learning difficulties and disabilities. They could also support children who speak English as an additional language.

The group opens five days a week during school term times and holidays. Sessions are from 07.45 until 09.00 for the breakfast club; 15.00 until 18.00 for the after school club and 08.00 until 18.00 for the holiday scheme.

The group employs six members of staff. There are two members of staff with a recognised early years qualification and there are two members of staff currently working towards a qualification. The setting receives support from 4Children, an organisation that advises out of school clubs.

## THE EFFECTIVENESS OF THE PROVISION

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

The provision is satisfactory.

The scheme has adequate information regarding the children's health backgrounds and has permission to seek treatment for children in the event of an emergency or the need to administer any medication. However, records regarding medication are not confidential therefore parents can access information about other children. Children are protected by the presence of staff trained in first aid and who are confident about dealing with any situations that may arise. Children are expected to wash their hands before eating and after messy play and staff remind them of this basic hygiene routine. This satisfactorily prevents the spread of infection. Children are encouraged to be independent when using the toilets and simple explanatory pictures gives advice on the hand washing routine.

All of the children's dietary requirements are provided by the staff and there are regular breaks for drinks throughout the sessions. Children enjoy a sociable time together for their meal and snack times and they are encouraged to use good table manners. Food is often eaten outside on the school benches and this makes for a carefree time together. Children are able to take part in cooking sessions from time to time, recently making fudge and jelly. Menus are available for parents to see although the children are not preparing their own.

Children are able to exercise on the field and in the playground adjacent to the building. Their physical development is fostered by the provision of a range of games and activities designed to enhance movement and flexibility. Children participate enthusiastically and clearly enjoy the challenge presented to them, for example, football, playing with hoops, measuring games and hide and seek. However, staff are not maximising opportunities to support children's developing understanding of physical activity or the importance of making healthy choices in relation to food.

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

The provision is satisfactory.

Children are kept safe in premises that are secure and suitable for their purpose. Children are able to use the main play room, field and school playground. The premises has sufficient space for the activities the scheme provides for the children. The premises is cleaned to a satisfactory standard and walls are decorated with the children's artwork and posters.

Children benefit from using equipment that is clean and well maintained. Specific materials are available to fulfil the aim of each activity. Children are aware of the daily programme. They use equipment that is prepared by the staff who then talk with the children about the rules and instructions for the activities.

Children are learning to keep themselves safe as staff members inform them about using equipment with care and to stay within the boundaries set for them. Children understand the importance of practising the fire drill and the procedure for road safety. Staff members are aware of safety issues and complete a written risk assessment. Children are supervised at all times as there are other people accessing the school when the group operates.

Children's safety is adequately promoted by the scheme's policy for safeguarding children and staff members are confident about the correct procedures involved. The staff have acquired

the new guidance booklet and paperwork which reflects that the Local Safeguarding Children Board is responsible for child protection issues. This assists staff to protect the well-being of the children.

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

The provision is good.

A good range of play activities are planned by the staff and revolve around a theme for the day. This week the children are making Father's Day cards with a variety of materials. Some are drawing pictures and others have opted to have their photographs on the front of the card. Children are encouraged to create models with building bricks and talk about their purpose with the staff, for example, one child had made futuristic rockets and was animatedly explaining how they worked. Children participate with enthusiasm, interest and laughter.

Children can choose between a variety of activities that are provided for them and thoroughly enjoy exploring and investigating what is on offer. They can also access the store of toys and request materials that they wish to play with. They participate in physical activities on the field and in the playground. They benefit from the use of the school's larger pieces of climbing equipment. Children are very happy, engrossed in their play and are content with the choices.

Children are able to cooperate, share and take turns with the resources, for example, a game of playing cards involving a large group of boys. The game was also played successfully with just one boy and a member of staff. They have made firm friendships and can easily express themselves. Children are motivated and make requests to the staff. There is spontaneous play, such as, hand clapping games and songs which involve both girls and boys. Others choose to sit quietly and watch a favourite television programme before moving away to start an activity.

The session is organised between the playground, field and indoor room. The outdoor area is used for balancing, jumping and running skills. Enthusiasm from the staff members ensures that the children enjoy the range of games and their concentration is sustained. Children are able to talk with confidence, approach the staff for their needs and feel safe and reassured during the session. Staff members give their praise and acknowledgement of children's achievements generously.

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

The provision is satisfactory.

Children are aware of respecting each other's choices and work together when completing tasks. Their helpfulness and kindness is recognised by the staff. Resources are available to both boys and girls. Children know that discriminatory remarks will be challenged by the staff.

There are children attending who require additional support and access to the site is good. The manager has undertaken training and is the group's special needs coordinator. Resources can be adapted and staff are aware of children's individual needs when plans are drawn up. However, staff do not have a copy of the Disability Discrimination Act, a document that ensures that they have access to current legislation and guidance regarding children with disabilities and learning difficulties.

Children understand the rules of the club and in general follow instructions well. Good behaviour is encouraged and both staff and parents are aware of the group's behaviour policy. Staff

members deal with any challenging behaviour in a calm and consistent manner. Children respond favourably to the staff who deal with each child according to their age and understanding.

Children and parents are welcomed by the staff members and time is made to talk with parents should they wish to have additional information about their child's day. Parents are aware of the aims of the scheme and receive information via the notice board.

### **Organisation**

The organisation is satisfactory.

The manager is recently in post and is getting to know the running of the scheme and dealing with the relevant paperwork. Children benefit from being cared for by staff members who undertake training and have appropriate experience and qualifications for working with them. Staff members undergo robust vetting procedures to ensure their suitability.

Children are able to have some one to one time with an adult as there are sufficient staff members to deal with the children's needs. The sessions are organised to maximise the time children spend participating in activities. At present children do not have key workers assigned to them; staff are mainly responsible for his or her well-being and ensures that information about the child is exchanged with parents. Additional staff can be called upon should the need arise.

Children's health, safety and enjoyment are generally supported by a range of policies and procedures that are in place. However, the documentation requires updating in line with current guidelines. Paperwork is kept for the recommended timescales.

Overall, children's needs are met.

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

At the last inspection the staff were required to ensure that the entries into the accident book were kept confidential. Since the inspection, each child now has a separate sheet and parents can sign the copies individually. Therefore, information regarding each child is secure.

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

Since the last inspection 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 satisfactory. 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):

- ensure that entries regarding medication are kept confidential
- promote the benefits of a nutritional diet and support children's developing understanding of the importance of physical activity
- allocate a key worker to each child
- ensure policies and procedures are updated in line with current guidelines
- obtain current legislation and guidance regarding the needs of children with disabilities and learning difficulties.

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)