

# Yateley Manor Playscheme

Inspection report for early years provision

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<b>Unique Reference Number</b>	509544
<b>Inspection date</b>	07 August 2007
<b>Inspector</b>	Lynne Elizabeth Lewington
<b>Setting Address</b>	C/O Yateley Manor Preparatory School, 51 Reading Road, Yateley, Hampshire, GU46 7UQ
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<b>Registered person</b>	YATELEY MANOR SCHOOL
<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?

Yateley Manor Play scheme has been established since 1990. The play scheme is held in Yateley Manor School in Yateley. The school facilities and grounds are used for the activities. The play scheme is open to the children of Yateley Manor School and also serves the families from the surrounding areas.

The play scheme is open Monday to Friday from 08:30 to 17:00 during the holidays. Younger children attend for a shorter day. The club is registered to care for a maximum of 150 children aged three to under eight years old. Older children also attend the play scheme. There are currently 38 children on roll. There are currently no children attending who have disabilities or who speak English as an additional language.

Eleven members of staff work with the children, two are qualified teachers. The majority of staff hold current First Aid certificates.

## THE EFFECTIVENESS OF THE PROVISION

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

The provision is inadequate.

The majority of staff hold first aid qualifications enabling them to effectively deal with any accidents that occur. First aid equipment is available throughout the setting enabling easy access if required. However, whilst accident forms are available, accidents are not recorded routinely or by the persons who administer the first aid. Medication administered is not recorded. This does not promote the children's health and safety sufficiently and it is a breach of regulations.

The setting and its resources are very clean and well maintained. Children enjoy both indoor and outdoor activity enabling them to exercise and experience fresh air in a fun environment. Children move confidently around the good quality attractive play equipment showing increasing confidence and agility.

Staff encourage children to follow simple hand washing routines before snack times which help to prevent the spread of germs. The younger children are supervised and have access to soap and paper towels in attractive clean washrooms.

Children are encouraged to have frequent drinks from a selection of squashes and water is available. Staff talk to the children about the need to drink frequently in hot weather to prevent dehydration. Biscuits provide energy at snack times. Good quality freshly prepared food is cooked on the premises for the children's lunches. They make independent choices from a variety of nutritious options including salads and jacket potatoes.

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

The provision is satisfactory.

Children benefit positively from the opportunities to play in the attractive well maintained and equipped environment. They have easy and safe access to a range of activities and resources appropriate for their ages. Staff organise the indoor space and outdoor activities effectively, allowing children to move around and experience a variety of suitable activities. Good routines and gentle reminders help children to learn about safety within the setting.

Satisfactory procedures are in place to promote the safe arrival and departure of children. The premises are secure to prevent unwanted visitors gaining access, however, visitors to the play scheme are not always signed in. Staff indicate a sound awareness of fire evacuation routines. The high staff/child ratio and good staff deployment ensures children are well supervised. There are regular documented risk assessments both indoors and out that enable staff to identify and quickly address any potential hazards.

Some staff have a good understanding of child protection and share their knowledge informally with less experienced staff at the beginning of the scheme to help promote the welfare of the children and safeguard themselves. The school child protection policy is available on the school intranet but is not easily accessible to staff or parents and does not refer to the play scheme.

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

The provision is good.

Children thoroughly enjoy their time at the play scheme. They enjoy the food, participating in many activities and making choices in their play. They confidently form positive relationships with their peers and staff members as they play sport and undertake games and creative tasks. The daily routine enables the children to have times of physical activity and quieter activity ensuring they have lively and restful periods, with regular breaks for refreshment.

Staff are attentive to the young children, showing concern and interest in their play and care. They listen attentively and enable the children to develop their skills as they play. For example, a young child tells the adult about the den in the bush and asks them to come and see. The adult listens and does as requested asking appropriate questions which help to fuel the child's imagination further. Both the older and younger children have good opportunities to learn to share and take turns as they join in games. Staff congratulate and praise the children encouraging their participation and the children in turn show developing awareness of praising their peers.

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

The provision is inadequate.

Basic information about the activities planned and the groups children are assigned to is available for parents at the entrance to the scheme. However, the registered person has little knowledge of the complaints regulation and parents have no easily accessible information regarding making complaints about the service offered. This is a breach of regulations. Policies and procedures can not be easily accessed and therefore parents are not fully informed regarding the service they entrust their children to.

Children are treated with respect and staff use lots of praise and encouragement to promote the children's self esteem. They encourage all children to participate in activities of their choice. Children have equal opportunities to participate and maximise their enjoyment. The information gathered from parents enables any individual needs to be met appropriately.

Children behave well and respond to the staff positively. They appear to understand the boundaries and show care and consideration for others in their play and activity. They are encouraged through praise and good role modelling to show kindness and respect for others. For example, they take turns to use the play park equipment, patiently waiting for other children to finish their turn. Children demonstrate an awareness of the importance of good manners due to the good example set by the staff.

## **Organisation**

The organisation is inadequate.

Whilst the children enjoy the activities offered at the play scheme insufficient attention is paid to the organisation and administration of the scheme and this has an impact on the children's care.

The registered provider does not pay regard to the requirements of the National Standards for Out of School care, consequently, staff are not knowledgeable regarding the requirements. The required records are not maintained effectively to promote the welfare of the children. Policies referring to the play scheme are not easily accessible for parents or staff. These

documents provide guidance to staff, parents and users of the service and provide an important record of actions taken to safeguard children.

The children enjoy the good facilities and fun activities appropriate to their ages and interests, have good quality food and form positive relationships with their peers and staff. Children's welfare is given consideration as staff are generally appointed who already work in the school and suitability checks are made to ensure they are suitable to work with children, therefore they receive appropriate care. However, no staff have play work experience and there are currently no plans to encourage staff to develop play work skills.

Therefore, the setting does not meet the needs of the range of children for whom it provides.

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

At the last inspection the registered provider was recommended to review policies, provide a statement regarding lost children and failure to collect, maintain accident and medication records, display conditions of registration, display insurance information, complaints information and ensure the birth dates of children attending available.

Insufficient improvement has been made. Whilst the birth dates of all children are now available and information regarding insurance is included on the booking form, the completion of other records is not consistent and there is little information displayed for parents.

### **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 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:

- improve knowledge and understanding of the requirements set out in regulations and the National Standards
- develop an action plan that sets out how staff training and qualification requirements will be met
- keep a written record, signed by parents, of medicines given to children

- devise and implement a procedure for recording childrens accidents and the administration of medication
- ensure all accident and medication records are completed routinely and in a timely fashion.
- ensure parents have easy access to a complaints policy and keep a record of complaints and any action taken.

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)