

Kidzone Out of School Club

Inspection report for early years provision

Unique Reference Number	301914
Inspection date	16 August 2007
Inspector	Noreen Elizabeth Appleby
Setting Address	Stamfordham County First School, Stamfordham, Newcastle upon Tyne, Tyne and Wear, NE18 0NA
Telephone number	01661 886123
E-mail	
Registered person	Committee of Kidzone Out of School Club
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.

WHAT SORT OF SETTING IS IT?

Kidzone Out of School Club is a committee run setting, which has been registered since 2000. The club operates from premises within Stamfordham First School, where they use the school hall, the library, a designated classroom and associated facilities. The school playground and the adjoining grassed areas are available for outdoor play.

The setting operates each term time weekday from 08.00 to 09.00 and from 15.00 to 17.30. During school holiday periods it operates, as required, from 08.30 to 16.30. There are currently 26 children aged from four to under eight years on roll, as well as nine children aged over eight years. Most children come from the local catchment area, as their parents live nearby.

There are two regular staff, who work with the children. They are supported by two relief staff. The play leader holds an appropriate Level 3 childcare qualification. The club has strong links with the school.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is satisfactory.

Sound procedures ensure children's health requirements are appropriately met. For example, staff discuss children's health with parents and carers and inform them of relevant health policies. Staff have completed relevant first aid training, which enables them to manage minor injuries adequately. An accident log is maintained. However, information is not always sufficiently detailed regarding injuries sustained or treatment administered and some entries have not been signed by relevant staff. Parents and carers have given written permission for staff to seek emergency medical treatment or advice. No medication has been administered, although there are suitable plans in place to ensure a satisfactory record is kept.

Children benefit from regular outdoor play and exercise, which contributes towards their good health and physical development. Many enjoy playing chase, hide and seek or tennis, as well as going for occasional walks around the village. During school holidays, a varied timetable enables them to develop their football skills, exercise techniques, dance and coordination. Children also have suitable opportunities for quiet times, such as table-top activities or reading.

Suitable daily routines help children to learn the importance of thorough personal hygiene and cleanliness. For example, children are encouraged to wash their hands after using the toilet or before they eat, although this is not consistently practised at snack time. They are also learning not to bite their finger nails because of all the germs trapped underneath them. In addition, premises and equipment are suitably maintained in a clean condition, which contributes towards children's health and hygiene.

Children's dietary needs are thoroughly discussed with parents and carers. Children bring their own packed lunches and snacks, although perishable foodstuffs are not always effectively stored. Staff provide jugs of fruit cordial or water, to which children help themselves. Staff encourage children to have regular drinks, especially after physical activity, which keeps children adequately hydrated. Children sit together in small groups for snack and meal times. They enjoy chatting with one another about things that interest them and they are also learning to use good table manners.

Protecting children from harm or neglect and helping them stay safe

The provision is satisfactory.

Children benefit from premises which are suitably maintained and provide a spacious, child-friendly environment. Staff ensure toys and resources meet relevant safety standards and that they are appropriately maintained, in a clean and safe condition. Areas are suitably set out to provide a range of interesting and accessible activities. This promotes children's freedom of choice and independence.

Safety issues are appropriately considered in order to protect children. A record of visitors is maintained, although the times of arrival and departure are not always fully completed. Staff use a daily checklist to ensure hazards are successfully minimised. However, adequate security arrangements are not effectively maintained, as the external door is not always closed after visitors arrive or leave. This compromises children's safety. Nevertheless, staff are generally aware of children's movement around the premises. They have recently introduced an 'In and out' sheet, to account for all children and to monitor staff deployment. Children are also learning

suitable strategies for keeping themselves safe, as they are reminded to walk carefully indoors, or as they learn suitable road safety drills when they go for walks in the village. They are also learning to handle equipment safely, for example, as they use pointed sticks to spin the plates when working with the juggler. Sound arrangements are in place regarding fire safety. Appropriate equipment is available and regular fire drills ensure that children and adults are fully aware of the emergency evacuation procedure.

Staff demonstrate a satisfactory awareness of child protection issues and they have relevant contact numbers available to report any concerns. However, it is some years since they accessed relevant training and they are not fully familiar with current guidelines. In addition, the group policy statement has not yet been updated and children's existing injuries are not presently recorded. As a result, there is no effective plan for ensuring children are adequately safeguarded, or that concerns are competently managed in line with the Local Safeguarding Children Board procedures.

Helping children achieve well and enjoy what they do

The provision is good.

Children benefit from regular routines, which help them to know what is expected of them. Most are well mannered, respectful towards staff and demonstrate kindness and consideration for each other. They have free access to a good range of play opportunities, suited to their individual needs. During the school holidays, they enjoy an interesting and varied timetable. For example, the present holiday activity scheme enhances children's sports and coordination skills, introduces them to various styles of dance and teaches them how to make a den, using a range of natural and man-made materials.

Children have good opportunities to play individually or to take part in group activities. Some choose solitary play, such as drawing pictures or colouring in. Others play happily together in pairs or in small groups, for example, playing board games, using construction or sitting together to watch a film. Staff and children all join in when the juggler teaches them new skills, such as juggling scarves, balancing and spinning plates, or learning to coordinate the sticks and diablo. Children watch with interest as the juggler shows them how to ride a unicycle and they learn to balance and coordinate their own movements, as they pedal across the room. Staff provide encouragement and support. They praise children for their efforts, which boosts children's self esteem.

Helping children make a positive contribution

The provision is satisfactory.

Children and their families are equally valued, respected and considered. Staff work closely with parents and carers, familiarising themselves with children's individual needs, to ensure any specific requirements are appropriately met. All children are fully included and supported. Staff are aware of gender issues. They ensure the children can access all toys and resources. Children have suitable opportunities to learn about diversity and the wider world through planned activities, linked to religious festivals. For example, they made dragon masks at Chinese New Year and celebrated Divali by making model candles. Good use is made of visitors to enhance children's learning and enjoyment.

Children have suitable opportunities to contribute towards the group. They make decisions during activities and team games and they contribute towards future plans by making

suggestions for future holiday scheme activities. They are also encouraged to help with tidying up. Most children are well behaved. They play happily together and are learning to share, take turns and have respect and consideration for each other. They are also learning to accept responsibility for their own actions and to consider the impact of their behaviour on others. Staff handle challenging behaviour calmly, with the minimum of fuss, so it causes little disruption to others. Children receive lots of encouragement and purposeful praise, which enhances their confidence and self esteem.

Information about children's care arrangements and routines are appropriately shared with parents and carers. An introductory leaflet provides general information about the club. The policy file can be seen on request, although some policies are currently being reviewed and updated. For example, no group complaints policy statement is available but a complaints sheet is displayed and accessible to parents and carers. It identifies the procedure for reporting a complaint and it includes the address and telephone number of the regulator. Therefore, parents know how to raise complaint. Other information is exchanged with parents and carers through formal contracts, written agreements, newsletters and displays on the notice board. Staff also use informal feedback to discuss relevant issues with parents and carers when they arrive or collect the children. This keeps them updated about their child's care and progress.

Organisation

The organisation is satisfactory.

Children's personal information and contact details for parents, carers, staff and committee are available within the setting. A number of other records and policy statements are also available, although others are presently being drafted or updated. Registration arrangements do not clearly identify staff attendance and documentation systems are not well organised. Therefore, present arrangements breach regulatory requirements as they do not ensure effective procedures are understood and consistently followed, within the setting. However, through discussion, the registered provider and staff have shown a commitment towards further improving recording systems and they have identified satisfactory routines for ensuring children's care and welfare are adequately supported.

Appropriate recruitment and selection processes ensure new staff are suitably qualified and experienced for their roles. The manager holds a relevant qualification, although the remaining staff do not. In addition, there are no clear and consistent contingency arrangements in place to verify that a deputy, who is appropriately qualified, skilled and experienced, will take full charge in the absence of the manager. Therefore, present arrangements breach regulatory requirements. Nevertheless, present staff and committee have completed all relevant checks. In addition, the registered provider and the manager ensure there are sufficient staff on duty and that they are suitably deployed, to support children and to keep them safe. Overall, the provision meets the needs of the range of the children for whom it provides.

Improvements since the last inspection

As a result of actions raised at the last inspection, the committee and staff have improved practices and routines within the setting. They now ensure that regulatory staffing ratios are always maintained. Staff and committee are all suitably vetted. The registered provider ensures that Ofsted is kept informed of significant events. They have drafted and updated some records,

policies and procedures, and others are currently in process. Therefore, systems are being improved to enhance children's safety and care.

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):

- develop staff's knowledge of the Local Safeguarding Children Board procedures and ensure that all adults working and looking after children are able to put the procedures into practice
- ensure premises are secure at all times
- devise and implement an action plan to verify that at least half of all staff will hold a relevant Level 2 qualification and that the deputy will have the appropriate qualifications, skills and experience to take full charge in the absence of the manager
- further develop documentation systems, to ensure all relevant records, policies and procedures which are required for the efficient and safe management of the provision and to promote the welfare, care and learning of the children, are maintained.

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