

Heptonstall Out of School Club

Inspection report for early years provision

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| Unique Reference Number | 303746 |
| Inspection date | 09 July 2007 |
| Inspector | Shaheen Matloob |
| Setting Address | Heptonstall J, I & N School, Smithwell Lane, Hebden Bridge, West Yorkshire, HX7 7NX |
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| Registered person | Heptonstall 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 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?

Heptonstall Out of School Club opened in 1995 and was opened in January 1997 and is managed by a voluntary management committee. It operates from Heptonstall Junior, Infant and Nursery School, a small village school in Heptonstall, situated in Hebden Bridge, Halifax. It operates in the main school hall, and has use of kitchen facilities in the staff room on the first floor. Children share access to a secure outdoor play area.

A maximum of 24 children may attend the provision at any one time. The out of school provision includes a breakfast club that operates each weekday from 07.30 until 08.55 and the after school club opens from 15.30 until 18.00 during term time only. There are currently 60 children aged from three to under eight years on roll.

The out of school club employs one full time and two part time staff. Currently none of the staff hold an appropriate early years qualification.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is inadequate.

Children are cared for in a clean and well-maintained environment where staff promote the importance of personal hygiene, in order to prevent the spread of infection. Children know that hand washing before meals and after using the toilet prevents germs. Adequate arrangements are generally in place for accidents and medication. There is one member of staff who holds a current first aid certificate. However, this training is not consistent with guidance issued regarding specific first aid training. This is a clear breach of requirements and as a result, children are not adequately protected and kept safe.

Children have adequate opportunities to engage in physical activity as the spacious environment allows them to move and play freely. They use space hoppers to develop control and coordination as they move around. They also participate in story time with movement and role play as they act out characters. Children understand the importance of physical activity and recognise that 'exercise makes your body stronger'.

Children benefit from a suitable range of well presented and appetising snacks, essential for their healthy growth and well-being. Snack times are a relaxed and social occasion where children use the opportunity to socially interact with their friends, and clearly enjoy their food. Clear records indicate children's dietary requirements and preferences, and children's individual needs are catered for in accordance with parental wishes. Children have a suitable understanding of healthy eating. They distinguish between good and bad foods and state 'we always have fruit available and you can just get that when you want'.

Protecting children from harm or neglect and helping them stay safe

The provision is inadequate.

The club provides children with a welcoming and friendly environment. Children's art work is respected and displayed attractively to give them a sense of belonging and ownership. Children and parents are welcomed into the setting and greeted by friendly and approachable staff. Resources and furniture are organised suitably, offering children opportunities to play safely and independently.

Staff take appropriate steps to promote children's safety within the setting. Daily visual checks alongside an adequate risk assessment ensures that potential risks are identified and minimised. Children have access to a suitable range of age appropriate toys and equipment which meet the varying needs of children. All toys and equipment are regularly checked for damage and weakness. Fire safety is appropriate and evacuations are carried out periodically and recorded. Children have a suitable understanding of the settings evacuation procedure. They know that they 'have to rush out onto the field outside'.

Children are not adequately protected because staff have an insufficient understanding of child protection issues. The setting has a child protection policy which meets requirements. However, none of the staff have completed any safeguarding training and supporting records, such as existing injuries, significant concerns and incident records, are not kept.

Helping children achieve well and enjoy what they do

The provision is satisfactory.

Children are broadly happy and settled in the setting as they openly talk about why they like coming to the club, 'because I like playing with cars and the ship' and 'I like story time and events like fashion shows and talent shows'. Children are involved in a satisfactory range of activities, which support their development and learning. They enjoy mark making as they use writing and colouring materials to colour pictures of their choice.

Children enjoy the story time session as they all sit quietly and concentrate on listening to a story. The storyteller fully involves the group of children in the activity. For example, children have to clap if the story teller falls asleep. Children are able to be active during this session as they are involved in vigorous physical activity as they enthusiastically join in with action rhymes, such as head shoulders knees and toes and repeat this faster the second time around.

Helping children make a positive contribution

The provision is inadequate.

All children are valued and their individuality is respected. However, staff have a limited knowledge of equal opportunities and anti-discriminatory practice. Children have some access to resources that positively represent children who attend as well as individuals from the wider community. However, these resources and activities are limited in their availability for children and do not provide sufficient opportunities to enhance children's knowledge of diversity.

Children are generally well behaved and polite in response to the expectations of staff. Methods used to manage children's behaviour are positive and promote their welfare and development. Children have a sound understanding of good behaviour and sensitive explanation from staff helps them to understand the difference between right and wrong. The club has adopted the school code of conduct and rules, such as be kind to everyone and always be polite, are reinforced. Children know that good behaviour means 'you have to keep the noise down' and 'not snatch'. Children develop self-esteem as they are praised and encouraged for displays of good behaviour. They are encouraged to cooperate and work together collaboratively, taking turns and sharing. This means that children are able to behave in a responsible manner and promote their self-worth.

Children have their individual needs met by staff who work in partnership with parents. Children benefit from this relationship as they have positive relationships with staff and other children. Parents receive adequate information about the setting and regular newsletters keep them up to date about aspects of the setting. However, parents do not have access to a written complaints procedure and there are no systems in place to records any complaints made. Parents are kept informed about their child's activities through daily verbal communication to promote continuity of care.

Organisation

The organisation is inadequate.

Staff have a satisfactory understanding of child development and regard for the well-being and care of children. However, they have an inadequate understanding of the National Standards and the supporting criteria. Staff organise space and resources to enable children to self-select and make some choices about their play. Required adult-child ratios are maintained and

appropriate levels of care and supervision ensure that children are supported in their play and learning. Although, currently staff qualifications do not meet requirements.

The setting's policies and procedures are generally satisfactory and adequately promote children's health, safety, enjoyment and ability to make a positive contribution. Record keeping systems are used appropriately to manage and meet children's needs. Legally required documentation, such as attendance record and staff information regarding clearances, is unavailable or incomplete. A visitors record is also not kept. 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 the setting was asked to devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff and develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification appropriate to the post.

The setting has devised a suitable written statement regarding special needs which is understood by staff. However, the setting has failed to meet the requirements to ensure that at least half of all childcare staff hold a level 2 qualifications appropriate to the post, and currently the coordinator does not hold a level 3 qualification as required in the National Standards. As a result, a further action has been raised.

Complaints since the last inspection

Since 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:

- develop attendance records to show staff and children's attendance, recording times of arrival and departure and keep and maintain a record of visitors
- develop staff's knowledge of safeguarding issues and devise systems to record existing injuries, significant issues and incidents relating to physical restraint

- develop staff's knowledge of equality and diversity and extend resources and activities that promote children's understanding of diversity and the wider world.
- provide the complaints procedure for parents and devise a system to record any complaints made
- develop and implement an action plan detailing how at least half of all childcare staff will hold a level 2 qualification appropriate to the post and that the coordinator has at least a level 3 qualification appropriate to the post
- improve staff's knowledge and understanding of the National Standards and requirements and ensure that all information regarding staff is available for inspection.

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