

Woodies Out of School Club

Inspection report for early years provision

Unique Reference Number	300939
Inspection date	02 October 2007
Inspector	Sarah Gilpin
Setting Address	Woodseats Primary School, 670 Chesterfield Road, Sheffield, South Yorkshire, S8 0SB
Telephone number	07791 688716
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Registered person	Woodies 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?

Woodies Out of School Club opened in 1999. The group operates from two rooms in the basement of Woodseats Primary School. Children who attend the club before and after school generally come from the primary school. The holiday play scheme caters for children from the local and wider communities.

The club may care for a maximum of 32 children aged from four and a half to eight years. There are currently 120 children on roll. Children attend a variety of session each week. There is provision for children with disabilities and learning difficulties and for those children who speak English as a second language.

The club opens from 08.00 until 09.00 and 15.00 until 17.45 each week day during school term time. Full day care is provided during some school holidays when the opening hours are 08.00 until 17.45.

There are six regular members of staff who work with the children, most hold suitable childcare qualifications and others are on training programmes. 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 an environment that is maintained to a satisfactory standard of hygiene. Staff follow suitable health and hygiene procedures, and as a result the children's good health is promoted. For example, the hand washing routine is understood and followed by the children and simple posters around the setting remind them to keep their hands clean. The tables and surfaces are cleaned before snack foods are prepared for them. There are clear procedures for dealing with accidents involving the children in the club. This includes a well stocked first aid box and staff who hold suitable qualifications. However, on occasion the accident records are completed using pencil and the record is not kept in an orderly manner. Information relating to notifiable diseases is readily available, which ensures that children are protected from cross-infection.

The staff provide a choice of snacks for the children, for example, they choose from a variety of fresh fruit to eat and juice to drink. Children are sometimes involved in cooking activities, such as soup making, which help them to understand how food is made. Snack times are sociable occasions and the children chat to their friends while they eat. Details of the children's individual dietary needs and allergies are obtained from parents to ensure they are well protected from unsuitable foods.

The organisation of the group means that children can rest and relax while engaging in quieter activities. They benefit from fresh air and exercise when the weather permits and opportunities are sometimes limited when the outdoor area is being used by other clubs and groups.

Protecting children from harm or neglect and helping them stay safe

The provision is inadequate.

Children are effectively safeguarded because the staff have a clear understanding of their role in dealing with suspected abuse and neglect. There is a detailed child protection policy that is in line with that of the Local Safeguarding Children Board. However, this does not include the mandatory section on how allegations made against the staff team will be managed, which is a breach of regulation. Systems for monitoring and recording incidents and concerns relating to the children in the setting are appropriate.

There are suitable safety policies, such as the lost and uncollected child policy, which meet requirements and ensure that staff can act in the children's best interests. The environment in which the children play is secure, which means children can play safely. Suitable fire fighting and detection equipment is in place and the emergency evacuation procedure is routinely practised. Children are supervised as they play because staff are involved their play activities.

Equipment and resources provided for the children are suitable and meet the required safety standard. Activities are arranged by staff each day to ensure they are easily accessible to the children and additional resources are safely stored in cupboards around the club. Staff ensure that items are maintained and checked to make certain they remain safe for the children to use.

Helping children achieve well and enjoy what they do

The provision is satisfactory.

Children thoroughly enjoy spending time in the club and they are provided with a wide variety of creative, construction and small world activities. They have choice about what to do because the staff encourage them to ask for additional resources. For example, when they have finished playing with the cars children ask for the marble run to replace them.

The children move confidently from one activity to another and engage all adults present in conversations about what they are doing. Children report that they are happy and have fun when they come to the club. They cooperate together as they play and they generally manage to negotiate with their friends when minor disagreements arise. There are some firm friendships developing and children seek out their friends to join their play.

The children enjoy warm, friendly and easy going relationships with the adults who work with them. Planned activities are theme and seasonal based, planning is more structured for the children when they attend the holiday play scheme. Before and after school sessions are more relaxed with activities, such as 'movie night' being very popular with the children.

Helping children make a positive contribution

The provision is inadequate.

All children who attend the group have equal access to the range of resources and equipment that are available. There are outings and planned activities that help the children learn about their local communities and the wider world. The adults know the children well and work hard to meet their individual needs and support their play. There is suitable provision for children with disabilities and learning difficulties and those who speak English as an additional language because the staff operate an inclusive provision.

The children's behaviour is good and they are busy throughout the session. Staff use positive reinforcement to encourage the children to learn about acceptable behaviour and all incidents of unwanted behaviour are dealt with effectively by the staff team. As a result, the children's awareness of what is right and wrong is developing and they are clear of the boundaries in the club.

Staff have positive relationships with the parents. Daily verbal exchanges as the children are collected, mean that staff and parents are kept up to date with the children's changing needs. Some information, such as the policies and procedures are provided for parents because they are easily accessible. However, a complaints procedure is not available, which is a breach of regulation. Parents report their complete satisfaction with the service they and their children receive, they comment that staff are flexible and supportive to their needs.

Organisation

The organisation is inadequate.

The club environment is organised to ensure that children can access a variety of resources. There is a simple routine for each session, which means that children have time for free play, regular outdoor play and a social snack time. There are sufficient staff caring for the children to meet the required ratios and qualification levels. The manager demonstrates a good awareness of the elements of robust recruitment and vetting. However, the staff information files are not

on site and therefore the processes and information held cannot be verified. This unavailability of the required documentation is a breach of regulation.

Most of the required documentation is in place to support the staff in the care of the children, such as children's information, policies for lost and uncollected children and health and safety procedures. However, recording of children's attendance at the group fails to meet requirements and is a further breach of the regulations.

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 judgement of inadequate was made and three actions for improvement were raised. The setting was required to ensure that significant changes in personnel and management were notified to Ofsted. This has now been completed by the management committee to ensure that up to date information is held. The provision was required to review the policies and procedures for the club, with particular regard to child protection and complaints processes. There has been no improvement in these particular policies, and as a result a further action has been raised. Finally, the provision was required to have clear procedures for the recruitment and vetting of staff suitability and to ensure that all records relating to this are available on site, for management and inspection staff to review. The records are still not available in the club, which is a breach of regulation resulting in further actions for improvement being raised.

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:

- clearly demonstrate the procedures for checking staff suitability and ensure that relevant records are maintained and available for inspection
- review and update the child protection policy to include the mandatory section on allegations against staff
- maintain an accurate record of children's attendance at the club, including times of arrival and departure.

- make available to parents a written statement that provides details of the procedure to be followed if they have a complaint

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