

# Ashdown Club for Children with Special Needs

Inspection report for early years provision

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<b>Unique Reference Number</b>	113365
<b>Inspection date</b>	21 February 2008
<b>Inspector</b>	Christine Clint
<b>Setting Address</b>	6-8 Ashdown Road, Worthing, West Sussex, BN11 1DF
<b>Telephone number</b>	01903 528607
<b>E-mail</b>	
<b>Registered person</b>	Guildcare
<b>Type of inspection</b>	Childcare
<b>Type of care</b>	Full day 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](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 good. The registered person meets the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Ashdown Club for special needs children operates from an adapted ground floor building in the centre of Worthing, West Sussex. The club supports children with learning difficulties or disabilities from the local area. The provision is part of the Guild Care charity based in Worthing, the charity has a board of trustees and a nominated registered person. The respite centre is organised and run by the centre manager at each session.

The club provides respite care for children aged from five to 18 years. It is open on Saturdays between the hours of 09:30-16:30. The club also operates on Wednesday evenings and provides extra weekday sessions during school holiday periods.

There are 11 part time staff working with the children and four staff hold qualifications in childcare equivalent to National Vocational Qualifications at Level 3. A trained paediatric nurse is employed and all other staff members are experienced in caring for children with special needs. The setting receives support from the local early years network and the local social services department.

There are currently 65 children on roll and at the time of the inspection seven children were present.

## THE EFFECTIVENESS OF THE PROVISION

### Helping children to be healthy

The provision is good.

Children are learning to follow very regular routines to encourage them to develop life skills, they are asked to find their own tissues, they are reminded to wash their hands and staff help them to manage during meal times, according to their individual abilities. The premises are well organised and thoroughly clean; children have ample clear floor space for movement and staff show a high level of awareness in monitoring children's movements and knowing when to manage their personal care.

Children's health is fully maintained because staff record all accidents and obtain parent's signatures. They follow efficient procedures to transfer details to children's own records and this helps staff to monitor children's individual behaviour and development. First aid kits are immediately available and staff are comprehensively trained. There are very clear and detailed procedures for administering medication, all procedures are shared with parents and medical professionals; all permission is routinely obtained and updated. Parents readily discuss children's health when they arrive; they are clearly aware of the club procedures.

Children show interest and excitement when they come together for snacks and meal times. They all sit at a large table to eat and drink, they have healthy options at snack time and bring individual packed lunches. Staff sit with children to encourage them to manage by assisting and showing them what to eat first. Staff are fully considerate and offer politely before assisting children. They are sometimes able to share food preparation with children, especially older children who attend the evening sessions. Children learn to use different cooking utensils and they all make pizzas together.

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

The provision is good.

Children are very secure and safe in the ground floor setting because the premises are well managed and prepared in advance. The main entrance is always locked and all windows have secondary glazing; staff open these at a high level only to ensure that fresh air circulates. Children move freely for most of the day, they are well supervised at all times and staff follow planned routines for locking cupboards and securing areas. There is a comprehensive risk assessment process in place and this is especially detailed for any outings; the manager always visits any new venues first to assess the safety for children. Children have access to a small secure outside play area with a soft surface and they have a dedicated sensory room within the premises. Children can use the main play area with soft seating and a ball pool or access resources in the craft room, they freely handle the tactile play equipment available on the table and staff plan resources to meet the needs of children attending.

Children's safety is prioritised in advance with parents and carers, and password systems for collection are included at times. There is a clear procedure in place for uncollected children and staff know how to manage the situation of a lost child, although this procedure is not fully available. Fire safety is monitored at a high level because staff regularly learn how to evacuate the building and very frequent testing of all fire equipment takes place. Children are rarely involved in fire drills because this causes undue levels of anxiety.

Children's welfare is fully considered and prioritised. All staff have a good knowledge of safeguarding vulnerable children because they attend child protection training and would refer any concerns to the manager. There are close links with the local authority and the manager has clear knowledge and experience of the routines for referring any concerns. The club have a policy in place for child protection, although this does not show how any allegations against staff would be managed. There are full records of injuries that children have on arrival and these include incidents of concern. Parents are informed of the club's duty to consider children first and raise any concerns.

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

The provision is good.

Children have ample freedom and staff fully understand the need for them to make choices depending on their ability and how they are feeling. Children laugh and make their own sounds of enjoyment when they are in the ball pool, they interact with staff and roll on the balls. Some children like to move continually and others are comfortable sitting. They have books to look at and they like the television. Children are especially keen to watch themselves on the television, staff film them and play the video back instantly, it serves as 'an interactive mirror' and mesmerises children because they recognise each other and themselves. Children have a music therapist who visits at times and they are often calmed by music being played and singing with staff. Children who have less speech will often sing all the words to a nursery rhyme and they continue to sing when this makes them happy.

Children have play computers that they carry with them and use in each room; they play with the marble run and cleverly re-design the route the balls take. They name the different engines in the 'Thomas the tank engine' books and they have their favourites in books and television programmes. Children like to wear dressing up clothes and keep these on for most of the day; they have a home corner kitchen for role play. Children's individual folders show detailed information about the wide variety of activities that staff plan and include for each group of children who attend. The daily sessions and the activities are organised to match children's ability levels. Children have outings and go bowling, they visit the local airport and records show how much they enjoyed seeing the planes and helicopters. Children often take part in cooking, they make pizzas and decorate biscuits. They have previously made finger puppets and star wars toys.

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

The provision is outstanding.

Children are very clearly understood and responded to as individuals, because the staff know their care needs well, they also respect children's wishes and manage them according to how they are feeling on the day. Children's patterns of attendance are planned to link with other children in their colour group and the colour group coding helps staff and families to match activities, which staff can then support. For example the resources for the children currently attending are tactile and provide equal opportunities for older children to experience physical play in the ball pool.

Children's care and development is fully understood by very experienced staff who accept key worker roles and learn detailed knowledge about children's needs before they attend. The registration forms cover all aspects of development, from general health and eating habits, to communication and warning signs of different behaviour or impending health difficulties. Staff

are very prepared at all times to meet children's health and medication needs. They know that the time that children spend in the club does not fully influence their learning or achievement, however they keep detailed records and these show good examples of how children are having fun and socialising with others.

Children's behaviour is very varied and staff are fully observant at all times. They use the records and information from parents to follow any behaviour management tactics where possible. There are clear club procedures in place, however staff mostly use hand holding and one to one attention. They predict escalating situations by prompt responses and use polite language and praise children at all times, especially when asking children not to continue with certain behaviour. They interact very appropriately, for example, including singing when this has a positive effect. Children can also be taken into the sensory room which calms and quiets children's behaviour.

The involvement of children's parents and carers is a key element of the success of the club. The manager is strongly supportive of family needs and the sharing of care. All documentation and permission is in place to cover the regulatory requirements, and this includes a sound complaints procedure. There is ample information available for new parents and carers and this covers many areas of need. All staff photographs are displayed and named in the entrance area. All children have dedicated key workers who respond to families at the start and end of the day, and who have responsibility for recording any information on the children's files. There is a regular newsletter which gives parents opportunities to attend informal, quarterly meetings with the manager and one or two staff. These 'user group' meetings are social and take place in the community, they provide strong support for families to meet each other when children have similar needs. The needs of siblings are also recognised because most staff have experience of this and understand how siblings also need support. A new club meeting group for siblings has recently been started by the manager and attendance is growing.

## **Organisation**

The organisation is good.

Children's respite care is thoroughly organised and managed. The providers are responsible for wider care services and have clear procedures in place for staff employment, and for completing all staff and volunteer checks. The manager of the club has detailed information to show when these have been completed. She fully organises the daily routines and plans staff attendance according to the needs of the children; there are bank staff and volunteers available. Staff are organised on regular shift patterns to enable them to build relationships with the children and the manager is always present. Good levels of trained and experienced staff are employed; the company provide mandatory training and this includes child protection, fire and first aid.

The registration certificate is displayed and children and staff attendance is clearly recorded and timed, in the daily register. There is frequent liaison with families regarding children's attendance, mostly because of health needs and offering places to other families at short notice. The manager and staff show dedication and sound competence in caring and providing respite care for the children and their families. The manager also has a good understanding of the National Standards for child care and most policies and procedures are up to date. The setting meets the needs of the range of children for whom they provide.

## **Improvements since the last inspection**

At the last inspection the provider was asked to ensure that written parental consent is obtained to apply creams and lotions and to ensure that written records include necessary detail to share with parents and written consent is obtained to agree health care arrangements of children being cared for. There is clear and frequently updated permission from parents to administer any medication or individual requirements. The systems now in place ensure that all key worker staff and the manager share information about the children in their care and regularly share information from parents to fully maintain and manage children's health needs.

## **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 good. 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 there is a clearly defined procedure to be followed in the event of a child being lost
- expand the child protection policy to include procedures to be followed in the event of any allegations against staff.

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)