

# Keytime

Inspection report for early years provision

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<b>Unique Reference Number</b>	EY233017
<b>Inspection date</b>	13 November 2007
<b>Inspector</b>	Rosemary Davies
<b>Setting Address</b>	St Paul's Church Centre, Lovell Close, Covingham, Swindon, SN3 5BT
<b>Telephone number</b>	0771 2781 211
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<b>Registered person</b>	Kamla Ladwa
<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 good. The registered person meets the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Keytime registered in 2002. It is privately owned. It provides out of school and holiday care for children aged from three to under eight years of age. The club operates from rooms within the St Paul's Church Centre in the Covingham area of Swindon, Wiltshire. It serves families from the local area. Children use the youth room and two smaller rooms. A secure area is available for outdoor play.

The club opens each weekday from 15.00 until 18.15, during term time and from 08.30 until 18.15 during school holidays. Children attend for a variety of sessions. Currently, it has 24 children on roll, aged from four to 13 years.

The club employs six staff to work with the children, of whom one has an appropriate qualification at Level 3. Keytime receives regular support from the local authority.

## THE EFFECTIVENESS OF THE PROVISION

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

The provision is good.

Children's good health is maintained well when in this club. Children tuck-in to healthy and nutritious snacks. These are often hot during the colder months of the year. Food is properly stored and prepared by staff who have undertaken relevant courses. Kitchen hygiene procedures are good. Staff take care to obtain details of children's individual dietary requirements from parents, so that all children eat food appropriate to their needs. Children learn good personal hygiene routines. They know they must wash their hands before eating and staff remind them to cover their mouths if coughing. Children use very clean premises. Children receive appropriate care if they become unwell or sustain an accident when in the care of this club. Staff undertake appropriate first aid training and good emergency procedures are in place.

Children use the small outdoor area for exercise during longer hours of daylight. In winter months, good use is made of the large adjacent hall for physical exercise. Children choose whether they want to participate and what games they wish to do. Staff are on hand to join in if needed. They help children develop their skills, demonstrating new techniques, such as skipping backwards or with arms crossed.

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

The provision is good.

Children use safe premises because staff carry out thorough risk assessments and conduct daily checks for potential hazards. They make sure that fire exits are clear, for example, as all rooms are used by other groups. Good fire prevention precautions are in place. Children practise a suitable emergency evacuation procedure regularly. Registers record accurately who is on the premises. Staff follow good procedures to keep children safe when off the premises. Schools receive lists of children who will be collected by club staff. Vehicles used to collect children are maintained appropriately and suitable car seats used. Children are supervised closely at all times. They understand what to do if arriving when the car park is busy, so learning how to keep themselves safe.

Children use premises suited to their needs. Staff make the main playroom suitably warm and inviting, preparing it before children arrive. Children move around freely, deciding what they wish to do. The club has plenty of good quality resources and materials for them to play with, although not all are stored methodically, which makes it difficult sometimes to find things quickly.

Children use secure premises; visitors cannot enter uninvited. Staff understand their responsibilities to safeguard children's welfare, although some videos available are unsuitable for the youngest children. Staff undertake training to keep their knowledge of child protection up to date.

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

The provision is good.

Children enter the club happily. They settle quickly to enjoyable activities of their own choosing. Staff plan special activities centred around the year's seasons and celebrations, so that children respond to Hallowe'en, Bonfire Night and Divali, for example. Children decide for themselves

whether to join in with these special activities or to play with the other resources on offer, such as electronic games, pretend play or construction sets. Some children simply want to sit quietly for a while and watch a video, winding down after the busy school day. All find something of interest and there is time and space for children to do their own activities, such as homework or making birthday cards for family members. Regular visits to the adjacent library are enjoyed by children in both the holiday and after school clubs. Relationships between children are good. They come from several different schools and staff help them get on together, so that no one is excluded from games. Relationships between children and staff are friendly but respectful. Children's welfare needs are met well.

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

The provision is good.

All children receive a warm welcome at this club. Staff treat them as individuals and make sure all are included in activities. They recognise that some children have additional needs and know how to make appropriate provision, if needed. Children engage in lots of activities that help them learn about the wider world. They find out about the various festivals and celebrations that different families enjoy. Children get on well together. They share resources amicably and take turns with special pieces of equipment. Older children are caring towards the younger ones. Children behave well. They know what they can and cannot do when in the club because staff make clear their expectations. Parents receive a good range of information about both the holiday and after school clubs. Parents and carers receive clear information about how to contact the regulator, Ofsted, should they so wish. However, the complaints procedure does not fully reflect most recent legislation. Good two-way communications help ensure that children's individual needs are met.

### **Organisation**

The organisation is good.

The club's owner provides clear leadership to the staff team. All staff are aware of their individual roles and responsibilities each session. They interact well with the children to support play. The available space is used effectively. Sessions are organised so that children's time is spent well. Children are cared for by people who are cleared as being suitable to work with children, owing to robust appointment procedures. Effective induction procedures ensure that newly appointed staff know their roles. There is a clear commitment to staff gaining qualifications and continuing to take training, in order to improve what is offered to the children.

All required documentation is in place, although some records are not kept with sufficient regard to confidentiality. Nevertheless, paperwork is kept securely and methodically. A good range of policies underpin the smooth day-to-day running of the club, although some require updating. The owner is aware of this. She has sought help from an outside professional from the local authority to complete this process. She understands the value of self-evaluation and has clear plans for the club's future. The setting meets the needs of the range of children for whom it provides.

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

At the last inspection, the club was required to address one recommendation relating to keeping children safe. An accurate record is now kept of all visitors to the club, so that paperwork relating to children's safety has improved the care offered.

### **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 all videos available to children are suited to their age group
- continue the review of policies and ensure all records are kept so that confidentiality is 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](http://www.ofsted.gov.uk)