

# Action House

Inspection report for early years provision

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<b>Unique Reference Number</b>	EY233061
<b>Inspection date</b>	17 December 2007
<b>Inspector</b>	Janet Marie Thouless
<b>Setting Address</b>	St. Paul's School, St. Pauls Road West, Dorking, Surrey, RH4 2HS
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<b>Registered person</b>	Action House
<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?

Action House was registered in 2002. It operates from a large hall with an adjacent kitchen area, two classrooms and a separate games room at St Paul's School, Dorking. The out of school club is open to the pupils of the school.

Action House is registered for 40 children from four to eight years, but children up to 12 years may attend and are included in the registered numbers. There are currently 25 children on roll. Action House opens every weekday, during term time, from 15:20 to 18:00 and also operates during some school holidays. Children with additional needs are welcome and fully integrated in everyday care.

A team of qualified and experienced play worker staff supervise the children and offer a range of activities making full use of the school's facilities.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is good.

Children's good health is promoted and cross-infection is minimised because staff follow clear health and hygiene procedures. Children manage their own personal hygiene needs independently. They tell a staff member if they are going to visit the toilets and they understand the importance of washing their hands before and after snack times.

Staff have completed first aid training. This enables them to deal with accidents or emergencies and ensure the correct action is taken and care and attention is given. Records are in place of any accidents or incidents and these are shared with and signed by the parents or carers to keep them fully informed. Health related documentation is in place and updated as required enabling staff to meet children's individual needs as they occur. A clear sick child policy is in place to help prevent the spread of infection.

Children understand the importance of having regular drinks to maintain good health and independently help themselves to water and juice to quench their thirst. Children enjoy fresh fruit, toast and spreads, cheese and crackers and a range of fillings to make their own sandwiches. They enjoy the responsibility of serving themselves which promotes their independence and self esteem. Snack time is relaxed and sociable with children sitting together talking about the day's events.

Children's health is further promoted through the participation in physical activity and organised games. They enjoy games, such as, football, badminton, tennis and quick cricket. They show good co-ordination and physical control whilst using the range of fixed equipment in the school grounds. This helps children to develop a positive attitude to physical play and exercise.

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

The provision is good.

Children benefit from playing in an organised environment. The premises are suitable and provide plenty of space for children to play safely and move around freely. They show great interest in the range of activities on offer and enthusiastically make choices. Children use a range of resources appropriate to their age and stage of development. This ensures that children are provided with suitable and stimulating play opportunities at all times.

Risk assessments are carried to show how the premises are kept safe. This means that staff are competent in identifying and addressing any potential hazards. Staff supervise children closely and children are reminded throughout the session on how to keep themselves safe, for example, no running around the hall. Effective procedures are in place to ensure children are unable to leave the premises without a suitable adult and that visitors cannot enter unchallenged. However, the lost child policy does not contain sufficient detail to guide staff and inform parents.

Clear child protection policies and procedures are in place for reference and staff have a clear understanding of the requirements of the Local Safeguarding Children Procedure. As a consequence, children's welfare is suitably safeguarded.

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

The provision is good.

Children have great fun at the setting. They arrive happy and confident, know where to place personal belongings and quickly make choices in their play and learning. They benefit from the close relationship they have with staff and staff greet them warmly on arrival. This enables children to feel confident and settled within the out of school environment.

Children enjoy the range of worthwhile activities. They participate in a range of craft activities and enjoy participating in knitting and embroidery. They confidently discuss cross stitch as they embroider their Christmas stockings. They participate fully in topics, such as, space travel and make detailed models of robots and rockets developing their imaginations well. Staff support this by providing appropriate resources, such as, books to extend children's creative ideas. They play board games in small groups, such as Downfall, Hangman, and Guess Who and particularly enjoy more active games, such as, snooker and table football which helps to develop their control and co-ordination. Children are able to explore the vast school grounds and participate in a range of team games along with the use of the climbing apparatus. On warmer days, children enjoy building dens with sticks in the near by copse under the close supervision of staff.

Children speak confidently to peers and adults. They talk openly about themselves, their families and school events. They express their ideas and experiences well using good vocabulary. Staff show an interest in what children have to say and engage them in many worthwhile conversations, for example, they discuss traditional female roles within pantomimes. Staff are good role models; children enjoy their company and staff demonstrate a positive attitude to care and learning with an emphasis on fun and relaxation at the end of a busy school day.

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

The provision is good.

Children are happy, relaxed and at ease within their surroundings because staff welcome them and ensure they feel settled and secure. Staff make themselves available to parents at the end of each session, to share any relevant information. This helps to strengthen the partnership between staff and parents and ensures all children's personal needs are met. Staff provide written information for parents, enabling them to be fully informed of all care routines, policies and procedures and the service on offer.

Children are happy, relaxed and at ease within their surroundings because staff welcome them and ensure they feel settled and secure. They benefit from good levels of support, and activities are organised to ensure all children can participate and achieve at their own level. Staff promote children's understanding of diversity, and celebrate festivals from other cultures with them. Staff are extremely supportive of children with additional needs, and adapt activities for them, as appropriate. They encourage all children to be understanding of their each others needs.

Staff are consistent in their approach to behaviour management, and use effective strategies to promote good behaviour. Staff lead by example, and children understand what is expected of them. Parents are informed of children's behaviour when and if necessary. As a result, children are well behaved. Children play harmoniously together, are supportive of each other and develop an awareness of their own needs and those of others.

## **Organisation**

The organisation is good.

Children feel comfortable and at ease in the well-organised environment. This means they are confident to initiate and extend their own play and learning enjoying the many activities on offer. The daily routine is organised around the individual needs of the children attending. The staff provide a flexible routine, thus creating a very child-centred environment. Children receive good support from the staff team who enjoy their company and know them well helping them to feel happy, secure and confident.

Children's welfare is promoted because staff use policies and procedures effectively to promote the well-being of children. The setting has comprehensive policies and procedures in place, which includes full operating guidance and is linked with the National Standards for out of school care. Parents complete all necessary documentation because staff follow the guidelines for registration. The staff team have a good knowledge and understanding of the recent changes to regulations relating to complaints. However, the current complaints procedure does not show how any complaint received will be investigated as required. The staff team have a high regard for children's safety and well-being. Their good practice promotes opportunities for children to be effectively supported in all aspects of their care, learning and play. Children benefit from their commitment to providing good quality childcare.

Overall, the provider meets the needs of the range of children for who it provides care.

## **Improvements since the last inspection**

At the last inspection the setting was asked to ensure a trained first aider is present at all times, the complaints policy contains details of the regulator and improve communication between school staff and club staff to ensure relevant information is passed on to parents.

Staff are first aid trained, the complaints procedure now includes up to date details of the regulator and staff work in partnership with the school to ensure all relevant information is shared with parents and carers. This promotes the safety and well being of children and keeps parents and carers fully involved.

## **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):

- update the lost child policy to guide staff and inform parents.
- update the complaints procedure in line with current legislation.

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)