

Knebworth Out of School Club

Inspection report for early years provision

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Inspector	Jo Rowley
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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 good. The registered person meets the National Standards for under 8s day care and childminding.

WHAT SORT OF SETTING IS IT?

Knebworth Out Of School Club has been registered since 2000. It operates from two classrooms and has use of the hall in Knebworth Village School, Knebworth, Hertfordshire. The club provides breakfast and after school care for children attending the School. The club opens each weekday from 08:00 until 09:00 and from 15:15 until 18:00 term time only. The club has use of the large enclosed playground and field for outside play.

There are currently 76 children aged four to 11 years on roll. Children attend for a variety of sessions before and after school. The setting is able to support children with learning difficulties and/or disabilities and children who speak English as an additional language.

Six members of staff work with the children each day. Three of which, including the manager, hold an early years qualification to NVQ Level 3, two members of staff are working towards an NVQ Level 3 qualification. The Club has achieved Hertfordshire Quality Standards Accreditation.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is good.

Children's health is promoted because staff follow suitable health and hygiene policies and procedures, ensuring that these are consistently applied. For example, tables are cleaned before children eat their breakfast and snacks. Individual children's health and dietary needs are known because the setting asks parents for their children's individual needs and keeps relevant records on site which are regularly updated enabling staff to be fully aware of the children's specific needs. Most staff hold an appropriate first aid qualification. All accident and medication records are recorded in full and signed by parents, protecting children's welfare.

Children are offered a variety of food at breakfast and tea time which is freshly prepared, providing them with a balanced diet of nutritious food. At tea time children choose from, for example, toast, beans, spaghetti, sandwiches, they also eat yoghurts and fresh fruit and vegetables. At breakfast time children can choose from cereal, toast and fresh fruit as well as milk or juice. Children eat their meals together as this is recognised as a social time where they can talk to their friends and staff. Drinking water is available throughout the session so children are able to independently help themselves. There are good opportunities for children to enjoy physical activities by accessing the large secure outside play area, they play football and basketball, they use hoops, bats and balls and enjoy games such as 'tag' with good staff interaction.

Protecting children from harm or neglect and helping them stay safe

The provision is satisfactory.

Children are cared for in a suitably maintained environment where the areas used are clean and welcoming. Equipment is in a sound condition and offers age-appropriate resources which the children can self-select from clearly labelled cupboards around the room. Staff and children talk about staying safe, they practise the evacuation procedure regularly and the children are aware that when outside they must stay within the specific areas allowed. However, there is no secure entrance system to the club enabling adults and parents to walk in to the club independently, therefore, children's safety is potentially compromised.

Children use child-size furniture and are consistently reminded about keeping themselves safe as staff ask them to follow rules, such as not running inside and being careful when they use the outside resources. Children's welfare is generally protected as the setting has in place relevant policies and procedures. Most staff have completed child protection training and some staff have completed advanced child protection training for designated persons, ensuring that information is shared with other members of staff. However, the child protection policy and procedure that is in place is not updated in line with the Local Safeguarding Children Board, consequently concerns are not recorded appropriately, therefore, children's welfare is not fully promoted.

Helping children achieve well and enjoy what they do

The provision is good.

Children enthusiastically join in with the activities that the club offers. There is a wide range of resources such as art and craft materials, construction, games and imaginative resources such as dressing up clothes, alongside regular planned activities. Children form strong friendships

with other children in the club, they are kind to each other and interact appropriately with staff. Children are involved in a range of activities such as free painting, cutting and sticking and outside physical play, which supports their development and learning. Staff actively join in with football games and spinning hoops whilst outside, as the children have fun and thrive on the staff interaction.

Children often initiate their own play and create their own art work as the club offers children access to pencils, glue and collage materials. Children's imagination is fully encouraged, for example, a group of children make up their own talent contest. They send invites out to other children attending the club, make posters to advertise the contest and decide who will be the judges. The children enjoy performing different song and dance routines for the others to watch and enjoy.

Children are happy and settled, they enjoy their time at the after school club. They are keen to take part in the activities and play opportunities provided and are confident in their relationships with each other and staff. Children are secure and demonstrate a sense of trust as they confidently initiate conversations with the staff and turn to them for support where required. For example, one child is trying to complete some homework when he gets stuck on something. He asks a member of staff for help and she supports the child by listening to him and helping without giving him the answers that he needs. Therefore, children are well supported.

Helping children make a positive contribution

The provision is good.

Children say that they enjoy coming to the club because they enjoy the activities that are offered. They show their respect and appreciation of the staff by being polite and regularly using their manners. For example, children ask if they can leave the table after they have eaten and always ask staff before visiting the toilet. Children's achievements are celebrated, as the setting displays their art work for parents and visitors to see. All staff are positive with the children and consistently praise and encourage them throughout the session such as "Well done" and "Thank you that was helpful". All children, regardless of their background or disability are welcomed in to the club and staff ensure that they are able to meet the needs of all children attending where possible. There is a suggestion box for children to use and previously there have been suggestions made for different foods and activities to be provided. Staff are proactive in listening to children and parents and have made some changes at the club to accommodate this.

Children have awareness of the club rules and behave well because staff are generally consistent in their approach, using gentle reminders, such as children not running inside the club. However, staff use inappropriate methods when dealing with children who show signs of poor behaviour, for example, a naughty chair. If staff want the children's full attention at any time they call out asking for children to stop what they are doing and listen, as the children stop and listen staff praise them for this. The staff have friendly relationships with parents and time is made to greet them at the beginning and end of each session. The club is responsive to the needs and views of parents and they are always encouraged to speak to staff to discuss their child's time at the club. Parents are given information about the club complaints procedure and they are aware of who to contact should they have any issues. On discussion with parents they state that they are very happy with the after school club. They say that staff are friendly and accommodating and their children enjoy the club very much. An informative monthly newsletter is given out to parents keeping them up to date with staff changes, new children starting and

those that are leaving, future events and different activities that are being offered to the children.

Organisation

The organisation is satisfactory.

Overall, children's needs are met. Their safety is generally promoted by the suitable organisation of the setting. Records, policies and procedures are kept on site and available for scrutiny at inspection time. All policies and procedures are linked to the National Standards and are shared with staff at their induction and as they are on the premises at all times staff are able to access these at any time. Children's care and welfare are promoted through the staff's practical knowledge and daily implementation of these policies and procedures. However, written documentation is not stored confidentially and this does not fully support children's welfare. Staff work very well as a team and have experience of working with children of differing ages and abilities, they are a supportive group who are committed to providing an enjoyable club where children can feel secure and happy. Staff meetings and appraisals are not regularly held although staff are consistently looking at their different training needs to improve their knowledge and understanding. Children's records are kept up to date and contain all the relevant information that is required, enabling staff to provide appropriate care and promote children's welfare. There is a staff folder where staff certificates are displayed along with the public liability certificate for parents to access. The after school club displays the certificate of registration.

Improvements since the last inspection

At the last inspection the staff agreed to make sure that staff interact with the children when they supervise various activities throughout the session. Staff interact with children by sitting with them whilst enjoying an activity or joining in with their games, developing their care, learning and play. The staff agreed to record the daily risk assessment. The risk assessment is completed on a daily basis and staff sign the record once completed, protecting children's safety. The staff also agreed to ensure that the medication record is signed by parents. Any medication that is given to children is recorded and parents are requested to sign the record, protecting children's health.

Complaints since the last inspection

Since 1 April 2004 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 the child protection procedure complies with those of the Local Safeguarding Children Board (LSCB)
- improve procedures to ensure that the premises are secure, that unauthorised persons may not enter the building, and to prevent children leaving the premises unsupervised
- develop staff's awareness and understanding of effective ways to manage children's behaviour, taking into account their age and stage of development
- ensure that written documentation is stored confidentially.

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