

Milton School Care Club

Inspection report for early years provision

Unique Reference Number	260345
Inspection date	30 January 2008
Inspector	John Vernon
Setting Address	c/o Milton CP School, Leek Road, Stoke-on-Trent, Staffordshire, ST2 7AF
Telephone number	01782 234787
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Registered person	Milton School Care 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 satisfactory. The registered person meets the National Standards for under 8s day care and childminding.

WHAT SORT OF SETTING IS IT?

Milton Out of School Care Club opened in 2001. It operates from four rooms in Milton Youth and Adult Centre. There are currently 40 children from three to 11 years on roll. Children attend for a variety of sessions. The club opens five days a week during school term time and most of the school holidays. Sessions are from 07:30 to 9:00 and 15:15 to 18:00 during term time and 07:45 to 17:30 during holiday time.

Three part time staff work with the children. All have early years qualifications to NVQ level 2 or 3.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is satisfactory.

Children's health within the provision is supported by staff who follow adequate hygiene procedures. Children are beginning to gain an understanding of the importance of personal hygiene and are encouraged to wash their hands before snack and after visiting the toilet thus reducing the possibility of the spread of germs.

Staff hold appropriate first aid qualifications and have a separate first aid box for the care of children at the club. Children's accidents are documented and recorded accurately and most are signed by parents.

Children have regular opportunities to play outdoors. They have access to a safe outdoor play area, along with a suitable range of outdoor play equipment, such as bats, balls, skipping ropes and hoops. One staff member has completed 'Active Club Training' with the British Heart Foundation and regularly offers games and activities to encourage all children to be physically active. Children enjoy adult-led games such as 'Hot Potato', 'Duck, Duck, Goose' and 'The Island Game' and also have fun making up their own games such as 'Kings and Queens' and sharing these with friends. Children have regular access to fresh drinking water to ensure they do not become de-hydrated.

Staff responsible for the preparation and handling of food are fully aware of regulations relating to food and hygiene. Through conversation, children have some opportunities to talk about the benefits of a healthy lifestyle. However, children are only offered fruit once every two weeks. Snacks frequently offered include less healthy options such as crumpets, toast, muffins, pancakes and scones and children who attend the holiday play scheme without lunch are taken to the local fish and chip shop to purchase food. Consequently, overall, children have limited opportunity to follow a varied, healthy and balanced diet.

Protecting children from harm or neglect and helping them stay safe

The provision is satisfactory.

The premises used are clean, light and suitably ventilated. It offers suitable space for the children to rest, play and move freely and is adequate for the number and age of children attending. There are suitable toileting and hand washing facilities in place. Additionally, sufficient suitably sized tables and chairs are available to ensure that individual needs are met.

In the case of a child being lost or not collected there is a clearly defined procedure to be followed. Children are given some opportunities to increase and develop a greater awareness of their own safety. For example, staff complete regular fire drills with the children to ensure they are aware of the procedure to follow in case of an emergency. However, the fire door in the snooker table area can be easily opened by children. Once opened, there are no further barriers to prevent children from leaving the premises. Consequently, the welfare and safety of all children is not always fully assured.

Overall, across the team, staff demonstrate a satisfactory knowledge and understanding of the possible signs and symptoms of child abuse and in turn, their roles and responsibilities. There is a written policy in place which includes procedures to be followed in the event of an allegation being made against a member of staff. Staff are aware of the appropriate procedures to follow to report any concerns and as a consequence all children are adequately protected from harm.

Helping children achieve well and enjoy what they do

The provision is satisfactory.

Children are offered a range of adult-led or free play opportunities, in and out of doors. They play computer games, table top games and join in creative activities organised by staff such as designing and making celebration cards and decorations. Children talk enthusiastically about making 'Snake pots', decorative pin cushions and puppets made of lolly pop sticks and scrap materials. Overall, children appear relaxed and staff have a warm and friendly relationship with

the children. All freely tell jokes and engage each other in conversation. Colourful art work completed by the children is displayed within the setting showing that they are valued.

Children actively enjoy sharing table top games with friends such as 'Jenga' or 'Connect 4' as well as excitedly competing with each other, whilst engaged in computer games. Staff have an adequate knowledge and understanding of how children develop and learn through play. Staff plan some activities and opportunities for children to design and be creative and provide suitable art materials which enables them to draw freely or follow activities and ideas suggested by staff. Children enjoy trips to places of interest within the local area, for example Trentham Gardens and Monkey Forest. Overall, children have appropriate opportunities to play and learn.

Helping children make a positive contribution

The provision is satisfactory.

Children have access to some resources which enable them to learn about other people and which positively promote equality of opportunity. Staff plan some activities around a range of festivals and cultural events held throughout the year. In celebration of the Jewish festival of Hanukah, children make cards and to mark the Muslim festival of Eid, children enjoy sharing and eating samosas and poppadoms. Subsequently, children are able to gain some understanding of the wider world.

Children with learning difficulties and/or disabilities are welcome at the club. Staff have some experience of working with children with special needs. Staff demonstrate an adequate knowledge and understanding of issues surrounding the care of this group of children in order to ensure that individual children's care needs are met.

Overall, children behave well and understand the club's rules which are clearly visible around the setting as a reminder to the children. Staff challenge unwanted behaviour sensitively and appropriately which promotes children's welfare. There is a written behaviour policy in place and staff are clear that no physical punishment or threats should be used with the children. When children behave especially well they are allowed to play with special toys such as the I-cam or Karaoke machine. Overall, the management of children's behaviour is satisfactory.

Staff annually review information kept on file about the children to ensure this is accurate and up to date. Parents are provided with information about the setting, for example, admissions policy, routines, behaviour management policy and staffing on a notice board and in a folder. Should they have a complaint, parents are aware of the telephone number or address of the regulator.

Organisation

The organisation is satisfactory.

The registered provider's awareness and understanding of their role and responsibilities as providers of care to children is satisfactory. Criminal record bureau checks are completed for all staff members having unsupervised access to children. However, no additional documents relating to staff suitability and their continued suitability to work with children are available, such as references. In addition, a member of the committee has not had all of the necessary checks completed. Consequently, the registered provider is unable to demonstrate that there is a robust recruitment and vetting procedure in place to fully ensure the welfare of all children.

There is a system in place to record children's attendance. The expected arrival time of each child is typed onto the register sheet and departure times are mostly recorded by parents on collection. The regulation is met, however, arrival times are not consistently recorded when children arrive at slightly different times than anticipated and at all collection times. There is a system to record staff's attendance. The regulation is met in respect that staff who care for children are named on the children's register sheets. However, staff's hours of attendance is not consistently recorded and therefore this does not demonstrate adult:child ratios are met at all times.

Space is appropriately organised to benefit the needs of the children. The manager is level 3 qualified and there is a named deputy who is suitably able to take charge in her absence. Overall, children's needs are met.

Improvements since the last inspection

At the last inspection, to improve standards of care, three actions were raised.

An action was raised to ensure that Ofsted are informed about changes to the person in charge and adults working with the children and ensure appropriate procedures are in place to protect children from persons not vetted. This action has not been fully met and as a result, this area for improvement will be carried forward following this inspection.

An action was raised to ensure parents sign the medication administration records to acknowledge the entry. Procedures are in place to ensure that parents sign the medication administration records to acknowledge the entry. As a consequence, children's health is suitably maintained.

An action was raised to develop staff's knowledge and understanding of child protection and ensure that child protection procedures for the club comply with current guidance. One member of staff has attended training in child protection. Some members of staff have read the government booklet 'What To Do If You're Worried A Child Is Being Abused'. In discussion, across the team, staff demonstrated a satisfactory knowledge and awareness of child protection in order to appropriately maintain children's welfare.

At the last inspection, to improve standards of care, three recommendations were raised.

A recommendation was raised to improve the accuracy of the details recorded in the daily attendance record. Overall, this regulation is met. However, staff hours of attendance are not consistently recorded therefore this does not give a clear picture of adult:child ratios being met at any given time. Equally, arrival times are not consistently recorded when children arrive at slightly different times than anticipated and at all collection times. Consequently, this recommendation has not been fully met and as a result, this area for improvement will be carried forward following this inspection.

A recommendation was raised to devise and make available to parents a written statement on special needs which is consistent with current legislation and guidance, and ensure this is understood and implemented by all staff. Staff have devised and made available to parents a written statement on special needs. The statement is consistent with current legislation and guidance and both understood and implemented by staff. Therefore, the individual needs of all children are met.

A recommendation was raised to devise and implement a behaviour policy. Staff have written and implemented a behaviour policy which is understood by the children. As a consequence, children's behaviour is managed appropriately to their age and stage of development.

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 satisfactory. 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 food offered to children is healthy and nutritious
- ensure that the premises are secure and children are not able to leave them unsupervised with specific regard to the fire door that is easily opened
- ensure that attendance records of staff and children can demonstrate that adequate staff:child ratios are met at all times
- ensure that robust recruitment and vetting procedures are in place to ensure that all staff are fit and suitable to care for children
- ensure records are always available for inspection by the early years childcare inspector.

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