

# Time Out

Inspection report for early years provision

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<b>Unique Reference Number</b>	EY355608
<b>Inspection date</b>	19 May 2008
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<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 satisfactory. The registered person meets the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Time out after school and holiday club is owned and run by the provider. It opened in 2007 and operates from a mobile classroom at the rear of Haslington County Primary School. It is situated in the village of Haslington, on the outskirts of Crewe. A maximum of 26 children may attend the club at any one time. It is open each weekday during term time from 07.30 to 09.00 and from 15.15 to 18.00. All children share access to areas of the school playgrounds.

There are currently 62 children on the out of school and holiday club roll. Children mostly come from the local catchment area, although children attending the holiday club may attend other schools. The club supports children with learning difficulties but there are no children currently attending who speak English as an additional language. The holiday club provision runs subject to demand.

The club employs four regular staff. Of these, two hold appropriate early years qualifications and one is working towards a qualification.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is good.

The setting makes a good contribution to children's health because staff involve children in maintaining personal hygiene routines and encourage them to make healthy choices for physical play and fresh air outside. Staff involve children well in keeping their play setting clean and tidy, including setting tables for meals, loading the dishwasher with their dirty plates and cups and putting their scraps from fruit snacks into the bin. Staff use checklists and regularly clean the toilet and kitchen areas during sessions, ensuring that there are ample paper towels and enough liquid soap for children to wash their hands before meals and after using the toilet.

Policies and procedures support children's health in the setting. Parental consents are obtained for the application of sun creams and for the obtaining of any necessary emergency medical treatment or advice. The first aid box is suitable, accessible and taken on trips and all accidents are recorded, with parental signatures of acknowledgement gained afterwards. Most staff on the premises have a current first aid certificate and written parental consent and instructions are obtained before any medication is given.

Children choose and enjoy frequent outdoor physical activity and play outside on the designated areas of the school playground, grass and fixed equipment. Football, tennis and the balancing beams and tyres are currently popular. This activity promotes children's physical well-being and coordination skills. Equally, children can rest in the television and reading area on sofas or cushions. They show good levels of emotional health in the setting and are secure with staff and peers of varying ages, some of whom they know well.

Children attending the club after school or in the holidays enjoy cooked meals made on the premises. Individual children each have a week when they can choose the fruit snack which is eaten upon arrival at the club. Melon slices are the arrival snack on the day of inspection, followed by pasta, tomato sauce, cheese and garlic bread for tea. Apple juice or water is drunk and water is available throughout sessions. A small piece of cake is a treat for after the meal, but the emphasis is upon healthy eating, with children's preferences and any food allergies noted in the kitchen and taken into account. Staff always sit and eat alongside children and talk to them at snack time, making this a time for conversation about the day and what they might want to do.

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

The provision is satisfactory.

Children are cared for in a secure and safe environment. Children are escorted to the setting from school unless their parents give written permission for them to come across independently from after school activities. The building is tidy, warm, clean and well maintained, with recent improvements to the equipment in the toilet and kitchen areas. Children have also participated in labelling and organising the ample resources so that they know where things are and can select what they want to do. There is ample display space for children's artwork and a combination of table, floor and sofa areas to suit all styles of pastime. Staff ensure that children are well supervised and play safely.

Children use games including construction, board games and computer games. Outside they use balls, rackets and fixed play equipment. Arts and crafts materials, cars, play figures, dolls,

dressing up, role play and music are available to choose from and children enjoy a pool table and interactive sport television game console. Children have requested specific toys and equipment using the suggestions book and as a result, more cars, play figures from favourite television characters, domestic role play equipment and particular books and films have been obtained for them.

Children are kept satisfactorily safe because appropriate safety policies and procedures are in use. Accident records are completed and signed by parents and electrical appliances and installations, gas, fire extinguishers and fire alarms are all checked as required. However, a detailed risk assessment of the premises has not been undertaken in order to deal with any identified hazards and an electric socket is not protected on the day of inspection. Similarly, no record has been kept of the fire evacuation practise in order to monitor the suitability and timing of the procedure.

Children are adequately protected from abuse because staff have a basic understanding of their role in child protection and are able to put appropriate procedures into practice when necessary. They record any injuries children come with and have obtained written parental consent for the taking of photographs. Parents are made aware on their initial agreement that the club has a duty to report any concerns that children may be being abused. However, no staff have undertaken recent safeguarding training and the setting's policy has not been written. This is a breach of the regulations. However, no child has been adversely affected because there have been no child protection concerns arising and the manager is giving priority to completion of the policy document.

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

The provision is good.

Children settle straight to play upon arrival after a drink and a piece of fruit if they want it. They find the cardboard houses they are making for their 'gogo' figures or they do some colouring or papier-mâché. Others have a game of pool or set up the cars and garage on the street mat. Staff welcome children and talk to them about their day and what they would like to do. Each individual child has a week when they can choose activity ideas and they make displays as well as helping to plan in advance what the activities and trips on offer during the holidays will be. Children chose an 'end of the world' fantasy theme for recent pencil pictures they are displaying. Children are relaxed and enjoy their play and the company of their friends on the afternoon of the inspection.

Staff ratios are high and staff aim to spend as much time as possible alongside children. For example, they colour and play interactive television games with children. They praise children's careful art work and plan with them how they might decorate and seal their papier-mâché balls to turn them into bowls. Children's level of interest and involvement is good. They have choices about going outside to play and are keen to do so for two periods of time on the day of inspection. Staff join in with tennis and football games while other children use the basketball goal ring or climb and balance on the bars and tyres. Children have a thorough knowledge of what games there are to play with and they enjoy a good range of art and craft materials and role play equipment. As a result, children are busy, enjoy their play and do not rely solely upon the electronic games console and laptop.

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

The provision is satisfactory.

Children join in well and feel a sense of belonging in the setting because staff facilitate their choices and participation in devising, planning, setting up and clearing away their activities. Staff are ready for their arrival, greet them and talk to them about their hobbies, their interests and their family lives. They always remember their birthdays. Children can help to complete the attendance register and have had some input in deciding what trips they will be going on in the holidays. Children have some opportunities to become aware of wider society and cultural diversity because there are dressing up clothes and some play figures, craft activities and food tasting which have a multicultural emphasis. Children with learning difficulties or disabilities are catered for in the setting and staff are willing to take responsibility for personal care needs and the administration of medication as required. Children demonstrate tolerance and warmth towards all others, respecting that their play preferences may be quite different.

Children use good manners and interact well together because staff supervise and play alongside them, acting as warm, patient and enthusiastic role models, moving between and helping children to make the most of their play. They expect children to be polite and well behaved and praise them for the good things they do and for kindness and consideration shown towards others. Many children have written thank you notes for the staff. There are systems in place to record incidents involving behaviour and any physical interventions, but these have not yet been used. Children receive consistency of care in the setting because staff treat parents warmly and provide them all with basic information about the setting and the trips on offer. Staff live locally and know many of the families well, so that parents are happy to spend time in the setting while their children complete their games and activities. Parents express positive comments about the improved full meals, craft, outdoor equipment and electronic games on offer under the present ownership and say that their children enjoy themselves. Parents may formalise their views, concerns or complaints in a suggestions book provided and the Ofsted poster is displayed. However, there is no written complaints procedure in place which is a breach of the regulations.

## **Organisation**

The organisation is satisfactory.

Children are cared for by committed staff, half of whom have suitable qualifications and experience in child care. One member of staff is undertaking training and three of the staff hold suitable first aid qualifications. They work well together as a team, maintain good staff-to-child ratios and share all the daily duties of running the club. Their contact details are retained on the premises but there are no formal induction, training or evaluation systems in place and there is no evidence retained of staff's vetting. This compromises staff morale and holds back their professional development. Nevertheless, staff deployment in the setting is good because staff use their time productively to get involved with the children and liaise meaningfully with parents. They complete administrative tasks when children are not present and include children in domestic duties appropriately so that they continue to be with the children as much as possible.

The setting aims to provide a secure, fun environment. There is a parent contract, child details form and booking form to complete when children first start. This gives essential information but refers to a policy document which does not yet contain statements on equal opportunities, learning difficulties and disabilities, behaviour, partnership with parents, complaints or child protection. These statements are required in the National Standards for out of school care.

Nevertheless, the organisation of the setting satisfactorily promotes children's safety and well-being. For example, the daily attendance register shows arrival and departure times for staff and children should there be an emergency. Likewise, child details and consent forms provide sufficient information to enable good care to be given. However, staff overlooked the need to record an administration of medication a few months ago. This is a breach of the regulations. Nevertheless, the child was not adversely affected because the parents gave prior written permission and instructions. The setting are now combining the consent and record forms for medication to stop this omission happening again.

Overall, the provision meets the needs of the range of the children for whom it provides.

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

Not applicable.

### **Complaints since the last inspection**

Since registration, 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 complaint 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 that hazards are minimised through use of risk assessments and ensure that emergency evacuations are logged for evaluation purposes
- provide a written complaints procedure which includes the address and telephone number of the regulator
- ensure that written records are kept of all medicines administered to children and parents sign the record to acknowledge the entry
- ensure that all staff have induction training and that individual staff records are kept containing information about vetting, recruitment, training and qualifications
- produce written statements on equal opportunities, special needs, behaviour management and child protection which contain up to date and relevant information as explained in the National Standards for out of school and holiday care.

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)