



Time Out After School Club

Inspection report for early years provision

Unique Reference Number	123638
Inspection date	29 November 2005
Inspector	Christine Pettitt
Setting Address	Manland School, Sauncy Avenue, Harpenden, Hertfordshire, AL5 5LA
Telephone number	01582 765335
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Registered person	Time Out After School 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 good. The registered person meets the National Standards for under 8s day care and childminding.

WHAT SORT OF SETTING IS IT?

Time Out After School Club takes place at Manland School in Harpenden. The club is open Monday to Friday from 15:15 to 18:15, term time only and is managed by a voluntary committee of parents. The areas available for use by the After School Club include a classroom, the school hall, separate cloakroom areas for girls and boys and the school playground. The club has sole use of the classroom whilst in operation and the hall is available at agreed times. The outside area includes the use of the school playing fields and playground. It is fully secure and not used by the public.

The After School Club is for children attending Manland school, aged rising 5 to 11

years and is registered for 24 children under 8 years. There is also a breakfast club which opens from 8:00am until 8:45 am.

THE EFFECTIVENESS OF THE PROVISION

Helping children to be healthy

The provision is good.

Children are welcomed into a friendly, relaxed environment. The club room and other areas used are clean and well maintained. Children carry out their personal hygiene independently. They wash their hands before snack and tea time. They learn about hygiene through observing staff engaged in effective hygiene practice when preparing and providing food. Some of the staff have a food hygiene certificate. The food preparation hygiene practice and a sickness policy ensures children's health is promoted.

Children are offered a snack and a drink immediately after school, and some children have tea later. The tea provided is generally a healthy option, consisting of a cooked snack and includes fruit and yoghurts. Drinks are also available at tea and are accessible throughout the club session if children are thirsty. Children make suggestions for the tea menu and they sometimes help to prepare their own tea, for example, making pizza faces or pancake wraps. Children's dietary requirements are supported well through information from parents. Staff use meal times to talk about healthy eating.

Children greatly enjoy outdoor play in the playground and most children play outside for some time, even when it is getting dark. They delight in engaging in team games, playing chase, role play and using the playground equipment. Children are encouraged positively in physical play through staff support and their involvement in the activities.

Protecting children from harm or neglect and helping them stay safe

The provision is satisfactory.

Children enjoy play and activities in a bright environment which is organised to promote safe play. They independently access toys and play materials which are safe and meet the needs of the children. Staff supervise children well and always ensure two staff members are with the children outside. However, security for those inside when most of the children are outside is not robust. There is a fire evacuation procedure but fire drills are not always completed routinely. Risk assessments take place and are reviewed regularly. There are safety related policies. There is a password system used if children are collected by an adult unknown to the staff.

Children are learning about safety, they know to make staff aware if they go to the toilets or to the outside area. They keep out of the kitchen area when food is being cooked. Their wellbeing is promoted by staff having current first aid certificates. Children are safeguarded because of the leader and deputies sound knowledge of child protection procedures through child protection training and a policy linked to the

school procedures.

Helping children achieve well and enjoy what they do

The provision is good.

Children enter the club happily and eagerly. They are very confident and independently collect their snack and drink and sit at tables and engage in board games or drawing whilst having their snack. The children are relaxed and relate warmly to the staff. They respond to staff interest as they are asked questions about their day, which encourages them to know they are valued. They choose their preferred play from options provided on the tables or help themselves from storage units. Children ask for resources not displayed if they wish to use these. There is a good variety of resources providing opportunity for different types of play. Children have input into the resources purchased when the club are able to do this.

Individual choice of children is of high priority. Some examples are, children are able to attend after school activities and to join the club later. Children who have brought money to spend at the school craft fair are taken to do this by a staff member. Those who wish to engage in outside play have the opportunity to do so. A craft activity with a staff member is offered for those who wish to do this. Currently they are making Christmas decorations. Children engage in creating attractive collages to display in the club room. Children benefit from staff involvement in activities and conversations which take place during these times. Long term plans provide suggestions for activities relating to each term, but these are not extended to provide a weekly plan. There are currently no records of activities completed.

Helping children make a positive contribution

The provision is good.

Children's behaviour is effectively encouraged through the provision of a variety of different activities, observant supervision and staff being good role models. The children are well behaved, polite and helpful. They play harmoniously together, help to tidy away play equipment before tea and show respect towards one another and display good manners. The after school club reinforces the school theme of 'good manners' week and a list of rules of good manners is displayed. There is a written policy which emphasises the importance of working with parents to promote acceptable behaviour.

Children's individual needs are recognised and met. Children from different cultures and those with special needs are warmly welcomed. Children for whom English is a second language attend the club, where encouragement to improve their language skills through staff interaction is evident. Other children are made aware of the child's situation, so they can show friendship and help them. Children are also learning about other cultures through festivals, posters and resources reflecting positive images. A proactive approach towards children with special needs is evident through a policy which highlights issues to be addressed before a child attends. There are sign language posters displayed which encourages children to learn sign language

and be aware of other children's needs.

An effective partnership with parents is evident. A prospectus, newsletters and notice boards within and outside the club room keep parents informed of current events. There is a selection of policies available for parents to read. Verbal information is given to parents if there are any concerns when children are collected. Parents are extremely enthusiastic about the club and state that their children often do not want to go home.

Organisation

The organisation is satisfactory.

Children's care is enhanced by efficient organisation. They are secure and confident in the environment. They know the consistent routine and enter the club happily. Older children who are unsure if they should be at club that day pop in to clarify if they should be attending. The room is prepared with play equipment displayed and snacks ready.

The required documentation is in place and confidential information securely kept. There are policies relating to the National Standards available for staff and parents. The complaints policy does not currently meet the new requirements. Staff are aware of their duties through a duty list and carry these out responsibly. Most procedures for appointing and vetting staff are in place. There are induction procedures for new staff, but these are not robust. Staff meetings take place to discuss the next terms events. Overall, the provision meets the needs of the children who attend.

Improvements since the last inspection

Following the previous inspection the following recommendations were made; to ensure there is a designated person for child protection; to increase knowledge and resources to reflect equal opportunities; to ensure there are effective procedures in place so that any person who has not been vetted is never left alone with children.

The manager of the after school club is the designated child protection person. She and her deputy have attended child protection training.

Cultural resources such as dolls and books are provided. Activities around festivals take place, for example, hand decorations relating to the festival of Eid. Food which originates from other countries are sometimes provided for tea. Children are made aware of other children's cultures by staff encouraging children to talk about this.

Staff not yet vetted are not left with the children on their own. The manager ensures that the mix of those in process of being vetted and vetted staff are outside and inside. This is included in the induction information for new staff.

Complaints since the last inspection

There are no complaints made to Ofsted since registration.

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):

- improve systems for appointing and vetting staff, induction procedures and complaint records
- review safety procedures for security and fire drills.

Any complaints about the inspection or the report should be made following the procedures set out in the leaflet *Building better childcare: Compliments and concerns about inspectors' judgements* which is available from Ofsted's website: www.ofsted.gov.uk