



## Schools Out Club - Truro High School

Inspection report for early years provision

<b>Unique Reference Number</b>	EY281285
<b>Inspection date</b>	06 December 2005
<b>Inspector</b>	Nicola Jayne Pascoe

<b>Setting Address</b>	Truro High School, Falmouth Road, Truro, Cornwall, TR1 2HU
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<b>Registered person</b>	Yvonne Louise Mary Smith
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<b>Type of inspection</b>	Childcare
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<b>Type of care</b>	Out of School care
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## 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 inadequate - notice of action to improve. The registered person does not meet the National Standards for under 8s day care and childminding.

### WHAT SORT OF SETTING IS IT?

Schools Out Club at Truro High School is 1 of a group of 7 privately owned out of school clubs. It opened in 2004 and operates from classrooms in Trevean Nursery at Truro High School. It is situated in the city of Truro, Cornwall. A maximum of 20 children may attend the out of school club at any one time. The club is open each weekday from 15:15 until 18:00 during term times and from 08:00 until 18:00 during school holidays. All children share access to a secure enclosed outdoor play area.

There are currently 74 children from 4 to 8 years on roll. Children generally come

from a wide catchment area.

The out of school club employs 4 staff. Over half the staff hold play work qualifications to NVQ level 2 or 3. One member of staff is currently working towards a qualification. The setting receives support from Play lines.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is inadequate.

Children benefit from the use of a purpose built nursery unit. However, staff do not prepare for children's arrival by cleaning and organising this area in advance. As a result, children use paint-covered wash basins, toilets which have not been flushed and play on dirty carpets. Tables are wiped by staff before children eat their snack. Children are reminded to wash their hands before they eat; clean cups and plates are provided. A sufficient range of healthy and nutritious food is available. Children enjoy banana, cheese and toast with a choice of fresh pineapple juice, milk or water. However, children are not able to freely access fresh drinking water at other times.

Children are not adequately protected from illness and infection. For example, staff who have very recently suffered sickness are working in the setting. There is no written medication policy or medication records available for use. Accident records show that children are treated appropriately and a basic first aid kit is available. However, there is no written evidence to show that staff have completed appropriate first aid training. Children rest in the quiet room where they are able to sit on a comfortable sofa or large cushions to read books. They use the 'rumpus' room for more active play, when at times it is dark and unsafe to use the outside play area.

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

The provision is inadequate.

Children use child centred premises which are maintained by Truro High school. The written risk assessment although developed, is not successfully implemented. Staff do not check the equipment, resources or premises before children arrive. Children have use of a limited amount of suitable resources provided by the out of school club. However, they enjoy use of some nursery school resources, which are safe and age appropriate for younger children. Access to the kitchen is restricted appropriately through use of a safety gate.

Children are kept secure through the use of the nursery school systems to monitor access by unauthorised persons. For example, vision panels, door locks and a bell. However, although a visitor record book is available, staff do not prompt visitors to use this on entry to the setting. Children participate in regular fire drills. There are no systems in place to record any child protection concerns. Staff do not have access to detailed local child protection procedures, and as a result they do not demonstrate confidence in their ability to identify, record or report concerns appropriately. Children are collected from local schools in vehicles driven by staff. However, there are no

vehicle documents or staff driving licence available for inspection. As a result, children are vulnerable and at risk of potential harm from persons who are not checked for suitability. The public liability insurance document displayed on the kitchen door is expired.

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

The provision is inadequate.

Children have use of a limited amount of resources, but are able to use some of the nursery equipment. Upon arrival at the setting the children decide what they will do and staff support them by providing craft materials. Children chat freely and are busy and occupied throughout the session. They make Christmas decorations, but are unable to display their work in order to share their achievements with others. Children are listened and responded to appropriately by staff.

Some children choose to sit in the quiet room and read a book. Others enjoy a social time when they make their decorations. There is a distinct lack of purpose to the session and children amuse themselves until parents arrive to collect them. Craft materials are of a poor quality but children manage well and are able to produce satisfactory results. The lack of forward planning by staff, results in children receiving an insufficiently balanced range of activities. Staff do not consider providing activities which appeal to children's individual needs, preferences and levels of ability.

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

The provision is inadequate.

Children are not encouraged to discuss their day at school or events at home. They do not explore their own and different cultures, beliefs and abilities. Children are treated with concern and respect by staff. They are encouraged to assist in the preparation of snack time, by setting the tables with cups and plates. Staff set suitable examples to children and children are generally well behaved. Staff interact appropriately when children disagree and are able to assist them in resolving their differences amicably. There is a brief behaviour management policy in place, but children are not involved in developing and implementing their own ground rules. Although the premises are suitable for children with special needs, there is no written special needs policy available.

Children's welfare is not well maintained, due to the settings poor ability to share information with parents. There is a very limited amount of information made available to parents. Policies and procedures are not made freely available and parents are not provided with sufficient information about the provision. There is no evidence available of future planned activities, even though it will soon be time for the Christmas holiday club. Children are not able to display their work for parents to admire. Parents show concern at the regular change of staff and the impact this has on their own and their child's ability to develop strong and trusting relationships with these adults. As a result of these regular changes, staff do not demonstrate a familiarity with the children attending and their individual preferences and abilities.

## **Organisation**

The organisation is inadequate.

Although children are cared for in a secure and comfortable environment, the premises are not prepared for children's use. There is no evidence at the setting to show that staff are appropriately qualified, experienced or cleared as suitable to work with children. The regular manager of the setting is attending training and a relief manager covers for her for two days per week. However, the relief manager is not always the same person and the assistant does not know who this will be until they arrive. As a result, the relief manager is not familiar with the children or the documentation used at this setting. The assistant is relatively new to the setting and does not demonstrate confidence in her ability to support the relief manager in her knowledge of the children, or the documentation used. The registered person does not demonstrate an ability or willingness to meet the requirements of the national standards for out of school care provision. As a result, children are not cared for by regular staff and do not follow familiar daily routines.

Children are not collected promptly from school. Staff rely on Truro High School staff for support and do not have written agreements with parents to show at what times they take overall responsibility for the children attending. Staff do not know how many children will be attending each session. Children are not adequately protected through the use of the settings documentation systems. For example, there is no medication policy or administration records kept, some of the children's enrolment forms are not available, there are no local child protection procedures for staff to follow or incident record used and there is no special needs policy in place. As a result, children are vulnerable and are at risk of not being supported or cared for appropriately. There are no suitable vehicle or driver documents available for inspection and there is no evidence to show that effective recruitment and induction procedures are followed. Consequently, children are potentially at risk of being cared for by unsuitable adults. The setting does not meet the needs of the range of the children for whom it provides.

## **Improvements since the last inspection**

At the last inspection the setting was required to develop and implement effective registration systems to ensure that staff are aware of the number and ages children attending, in order that individual needs of all children are met. There has been no action taken to address this issue and there is evidence to show that staff do not know the number or ages of the children planned to attend the session prior to collection. As a result, more children arrive at the setting than expected and staff have not planned suitable activities to meet the needs of these particular children. The setting was also required to ensure children are provided with regular drinks and nutritious food in adequate quantities for their needs. This should comply with their specific dietary requirements. Staff do now provide a healthy and nutritious snack for children, which is available in sufficient quantities. As a result, children enjoy fruit, cheese and toast accompanied by a choice of fresh pineapple juice, milk or water. Staff also demonstrate that they are familiar with children's specific dietary requirements. Finally the setting was required to ensure that all records relating to

day care activities are readily accessible and available for inspection at all times. The amount of documentation available is limited and little improvement has been made in this area. As a result, children are not adequately protected from harm. For example, children are cared for by staff who do not have evidence of their suitability readily available for inspection.

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

Since the last inspection a complaint has been received by Ofsted relating to standard 6 (Safety).

This is with regard to the safety of children who are transported by vehicle from local schools.

The investigation is ongoing.

## **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 inadequate - notice of action to improve. The registered person does not meet 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, the registered person **must** take the following actions:

- ensure effective procedures are in place to appoint and vet staff, ensure their continuing suitability and provide effective contingency plans for staff illness, training and emergencies
- develop and implement effective registration systems to ensure that staff are aware of the number and ages of children attending, in order that the individual needs of all children are planned to be met
- develop familiar daily routines, introduce planned activities and provide a range of stimulating and age appropriate resources, in order that children may further develop their own interests and abilities
- ensure that children's safety is maintained through use of risk assessments and an increased staff knowledge and understanding of child protection procedures
- ensure children are adequately protected from illness and infection, develop and implement medication administration procedures and enable children to

freely access fresh drinking water at all times

- improve the level of written information available to parents regarding the care provided, ensure information is regularly and appropriately shared.

These actions are set out in a ***notice of action to improve*** and must be completed by the date specified in the notice.

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](http://www.ofsted.gov.uk)