



## Time Out

Inspection report for early years provision

<b>Unique Reference Number</b>	EY310467
<b>Inspection date</b>	16 February 2006
<b>Inspector</b>	Margaret Shelborn
<b>Setting Address</b>	St Margaret's C of E School, Town Street, Horsforth, Leeds, West Yorkshire, LS18 5BL
<b>Telephone number</b>	0113 2144824
<b>E-mail</b>	
<b>Registered person</b>	Time Out
<b>Type of inspection</b>	Childcare
<b>Type of care</b>	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 at St. Margaret's out of school was registered in 2005. It operates from a large hall and the community room within St. Margaret's school. Children have access to the schools outdoor playground. Time Out, out of school club serves children from St. Margaret's school in Horsforth a suburb of Leeds. Children have access to the club from Monday to Friday, from 08.00 until 09.00 and from 15.15 until 17.30 term-time.

A maximum of 40 children, aged between 4 and 11 years old, may attend at any one time. There are currently 100 children on the roll and children attend a variety of

sessions.

There are five members of staff. The manager and two members of staff hold a level three qualification and two members of staff a level two qualification.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is satisfactory.

Children are provided with healthy nutritious snacks. They choose from a picture menu and prepare their own cold snacks for example, children select what they want from a selection of sandwich fillings and make their own sandwich. If warm food is required children place their order with a staff member; such snacks as cheese and ham toasties and crumpets are popular. Children sit together to eat their snack; this is a very pleasant happy and social occasion as children chat confidently to each other about their school-day and about what is going on in their lives. Drinks are available with their meal and throughout the session. Detailed information is gathered from parents about children's specific dietary needs and preferences.

Most children know and understand the importance of good hygiene practice in order to keep themselves healthy. This is reinforced by staff as some children need to be reminded to wash their hands before helping themselves to a snack. Older children say hands need to be washed as they have germs on them. Younger children are not sure why they have been asked to wash their hands. Most of the staff have a food and hygiene certificate and a valid first aid certificate, there is a first aid kit available. Policies and procedures are in place, which include written permission from parents, for medication and emergency treatment.

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

The provision is satisfactory.

Children are welcomed into a warm spacious provision. Staff and children have created an inviting and safe environment in which they can take part in a reasonable range of activities that have been set up by staff before the children arrive. The premises and equipment are well maintained. There is plenty of space for children to move around freely and spread out. Children have use of a large hall and the community room where there is a quiet area for them to rest and enjoy quieter activities, such as reading and drawing.

All risks to children's safety are minimised due to clear concise health and safety policies which are fully implemented by staff and children. Emergency evacuation drills are regularly practised to ensure that all the children attending know the procedures to follow. There are effective daily routines in place for checking the safety of the premises. Staff have a good understanding of child protection procedures and they know the correct action to take if they have any concerns about a child in their care. However, some staff are not aware of what procedures would be followed if an allegation was made against a member of staff.

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

The provision is satisfactory.

Children have opportunities to become engaged in a reasonable range of play activities and show appropriate levels of interest in activities. However, these are limited. Staff have established good relationships with the children, who feel very safe and secure in their care. Staff spend time talking and listening to children. They are skilled in supporting and enabling them to become fully involved in self-chosen activities. Children are able to relax and have fun after a busy day at school.

Children have become friends and enjoy each others company. They talk enthusiastically about what they have been doing in school. They take turns with popular computer games and wait patiently for their turn to have their teatime snack.

Staff are kind and attentive towards children, they respect their backgrounds and value what they have to offer. Staff recognise the children as individuals and meet their differing needs well. Children relate and play well with their peers and the children are happy and settled.

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

The provision is satisfactory.

Children are happy and settled in the setting. Staff have built up good relationships with all the children to enable them to feel secure and safe. Detailed information is gathered from parents and the children before a child starts to ensure that all their individual needs are met. Staff are proactive in fully including all children in activities whatever their age or ability.

Children get on well together and their behaviour is good. They understand the importance of sharing, taking turns and being kind to each other. For example, older children help the younger children prepare their teatime snack. Children are consulted in creating the ground rules, which has a positive impact on their behaviour. There is a detailed written behaviour policy, which is shared with parents and children. It has a clear focus on consistency and maintaining a positive approach.

Parents are kept informed about the running of the club and are greeted warmly by the staff when they arrive to pick their children up. Parents receive a daily update about their child's time at the club and any information or letters are passed on from the school. They find the service invaluable and are full of praise for the staff and the organisation.

## **Organisation**

The organisation is satisfactory.

Children benefit from the effective leadership of the club. The staff are motivated and work well together as a team to ensure that children are cared for well. The children

feel at home in the child friendly environment. This means that they are confident in their play. There are good routines in place which help the children to feel secure and settled.

Staff understand how to interpret the groups policies and procedures in the best interests of the children. These are individual to the setting and they enhance the care and welfare of the children. All the required documentation is in place and this contributes to the management of the service provided. All information on the children is stored confidentially, but is easily accessible if needed in an emergency. Records, policies and procedures support good practice, safeguarding children's welfare. However policies could be made more accessible to parents.

Overall the provision meets the needs of the children attending.

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

Not applicable

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

There are no complaints to report.

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 staff are familiar with the procedures to be followed should an allegation be made against a staff member
- provide a broader selection of activities for each session
- ensure policies are made more accessible to parents.

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)