



# Altrincham Church of England Aided School

Inspection report for early years provision

<b>Unique Reference Number</b>	318131
<b>Inspection date</b>	25 April 2006
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<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 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?

Altrincham Church of England Aided Out of School Club opened in August 1994. It operates from the school hall and outdoor playing areas of the school premises. The club serves children who attend the school.

The club is registered to care for up to 30 children at any one time. There are currently 40 children from 3 to 11 years old on-roll. Children attend for a variety of sessions. The Breakfast and After School group opens 5 days a week during school term-times. Sessions are from 07.45 until 09.00 and from 15.20 until 18.00.

In addition to the manager, one full time member of staff, one part time member of staff and a volunteer work with the children. The manager is working towards a suitable qualification. Over half the staff have early year's qualifications to NVQ level 2 or 3.

## **THE EFFECTIVENESS OF THE PROVISION**

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

The provision is satisfactory.

Most children's individual needs are suitably met because staff seek information from parents about medical and dietary needs. Children develop a positive approach to healthy eating as they enjoy a snack and a daily portion of fruit with a choice of water or sugar free juice. Children routinely help adults during snack, developing their self-help and social skills much further. Staff have satisfactory routines for cleaning tables, cutlery and plates after snacks.

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

The provision is inadequate.

Some staff have a basic knowledge of Child Protection procedures, one part-time member of staff has received recent training, however, the manager and full-time staff are uncertain as to the local procedures, and children's safety may therefore be compromised. The setting does have the Local Safeguarding Children Board procedures (LSCB).

Children are beginning to take responsibility for keeping themselves safe as they are reminded not to run indoors. However, children's safety is compromised as staff do not have records of fire drills and evacuation procedures.

Children are cared for in a secure environment. Children move around freely, which promotes their sense of confidence and belonging. They have access to a variety of toys, equipment and resources, which promote their interest and development. The equipment is effectively organised, which allows children to self-select and make decisions from what is available. Positive steps are taken to minimise risks to children, consideration is given to security, doors remain locked at all times and visitors are escorted into the premises.

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

The provision is satisfactory.

Children are generally happy in the setting. They make good relationships with staff, which ensures that they settle and enjoy their time. Children are happy, secure and confident because their emotional needs are well fostered. Children engage in a variety of activities. They have the opportunity to use the computer and each have a designated time for reading. They approach their activities with enthusiasm and

interest, ensuring that they take full advantage of all the activities on offer. Children are confident due to the praise and encouragement that they receive for their efforts and achievements. They behave well as they are polite and show a willingness to share and help others. Children make good use of the outdoor play area as they run about and let off steam.

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

The provision is inadequate.

Children do not benefit as partnerships with parents is inadequate, parents are not informed of staff shortages and some policies and procedures are not followed, which impacts upon the quality of childcare. The complaints procedure is not in line with recent amendments.

Children's individual needs are known due to communication with parents at the time of placement. Children are made to feel welcome in the setting as the staff are positive role models. However, they are not provided with sufficient activities and resources to raise their awareness of diversity and the wider world. Children are developing an understanding of right and wrong due to consistent behaviour management, which helps them to learn about the consequences of their behaviour. Children receive plenty of praise and encouragement, which values their achievements and ensures that they feel good about themselves and therefore learn to be kind and responsive to other people's needs.

### **Organisation**

The organisation is inadequate.

Significant changes within the staffing structure has weakened the operation plan within the setting. The provider has played a distant role in the running of the Out of School club and the manager has insufficient knowledge of the standards, which prevents them from maintaining a sufficient knowledge of regulation. As a consequence, the manager does not hold a suitable qualification, Ofsted have not been informed of the appointment and procedures for the vetting of staff have not been carried out. This puts children at risk.

The safety and welfare of children and staff is compromised by inadequate contingency arrangements. The minimum staffing ratios are not in operation. Whilst children's attendance is recorded there was no evidence of staff attendance records. There are currently significant gaps with regard to the range of documents kept and how they are maintained. Documents, such as the public liability insurance certificate, suitability checks, recruitment, qualifications, staff files, staff attendance records are not readily available. No evidence was found of a qualified first aid person and neither the acting manager or staff hold a current first aid certificate. Some policies and procedures are not implemented; this prevents childcare staff from understanding their roles and responsibilities, which impacts on children's safety, care and well-being.

Overall, the setting does not meet the needs of children attending at this time.

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

At the last inspection the following recommendations were made: develop and implement a key-worker system for holiday care; further develop the planning of activities to meet the needs of the children attending; ensure that records, including first aid certificates, are available for inspection; record evacuation details on the fire log; keep a record of medication administered to children and ensure that parents sign to acknowledge the entry; ensure that staff knowledge and awareness of Child Protection procedures is updated.

Most of the recommendations are still outstanding but records of medication administered and parent's signatures are now in evidence. Activities to meet the needs of children are in evidence although planning is not carried out.

### **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 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:

- complete an appropriate first aid course that includes training in first aid for infants and young children
- develop and implement an action plan that sets out how the manager will achieve a level 3 qualification
- ensure staff attendances are recorded, minimum staffing ratios are met at all times and suitable contingency arrangements are in place to cover staff

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- ensure fire evacuation procedures are known to staff and fire drills are carried out and recorded
- develop staff's knowledge and understanding of anti-discriminatory practice and ensure children have access to resources which reflect diversity
- ensure policies and procedures for the provision are put into practise
- improve knowledge and understanding of the requirements set out in regulations and ensure any changes in managers are notified
- ensure that all records relating to day care activities are retained for the specified timescales and are readily accessible and available for inspection at all times
- ensure staff knowledge and understanding of the child protection procedures that comply with those of the Local Safeguarding Children Board (LSCB).

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

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