



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 101592

INSPECTION DETAILS

Inspection Date	15/02/2005
Inspector Name	Nigel Lindsay Smith

SETTING DETAILS

Day Care Type	Full Day Care
Setting Name	Children's Opportunity Centre
Setting Address	Bowen's Hill Road Coleford Gloucestershire GL16 8DU

REGISTERED PROVIDER DETAILS

Name	The Committee of Children's Opportunity Centre
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ORGANISATION DETAILS

Name	Children's Opportunity Centre
Address	Bowen's Hill Road Coleford Glos GL16 8DU

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

The Children's Opportunity Centre Holiday Scheme opened in 1991. It operates from the playroom, quiet room, multi-sensory room and therapy room and two outside play areas at the Forest of Dean Children's Opportunity Centre. This is a purpose-built facility for children with special needs and their families in Coleford, Gloucestershire.

The scheme provides activity days for a mixture of children with and without special needs, and activities are designed to include all the children. The scheme serves the Forest of Dean area.

There are currently 39 children from 2 to 7 years on roll. The group opens for 26 days a year, during the school holidays. Sessions are from 09.30 to 15.00.

Three part-time and five full time staff work with the children. Four of the staff have early years qualifications to NVQ level 2 or 3.

How good is the Day Care?

The Children's Opportunity Centre Holiday Scheme provides satisfactory care for children. The staff are appropriately qualified and experienced, although systems are not in place to inform Ofsted of changes to personnel or to ensure that the required checks are completed. The scheme has developed their policies and procedures, but staff attendance is not recorded in the register, parents are not asked to sign acknowledging that medication has been given to their child, and the child protection policy does not include informing Ofsted if allegations are made against staff. Staff organise the premises and equipment to provide children with a welcoming environment. There is a wide range of equipment available for the activities, accessible to the children.

Staff promote good hygiene and take steps to avoid children catching infection and illness unnecessarily. Procedures to identify and reduce risk are generally effective, although fire drills are not sufficiently practised in the Holiday Scheme to ensure that staff are familiar with them. Staff make appropriate arrangements to ensure that children have regular drinks.

Staff provide children with a planned range of activities which include all children, taking into account their individual needs. Staff are caring and helpful and support all

children well. They provide clear expectations of good behaviour and manage this effectively.

Staff have introduced appropriate systems to ensure that they care for children according to parents' wishes and keep them informed about their children and the setting.

What has improved since the last inspection?

At the last inspection the Provider agreed to:

Maintain signed records of accidents, develop procedures relating to lost or uncollected children and to provide parents with written information about the scheme. These have been achieved.

Make available for inspection driver and private vehicle documents; this is not currently necessary as the scheme only uses the Centre's minibus.

Keep records of medicine administered, signed by parents; there are records but they are not signed.

Develop procedures for checking staff, and keep records on the premises with information including information about recruitment, training and qualifications; these have not been consistently achieved.

What is being done well?

- Children and their families are offered a well-planned range of activities which fully include all children, who have a range of individual needs.
- The scheme has access to a varied choice of rooms, including a multi-sensory room, and a wide range of equipment.
- Staff relate to children in a caring way, and support them well to enjoy and explore.

What needs to be improved?

- the arrangements for vetting staff through Ofsted, and for maintaining the required records on the premises
- the arrangements for recording staff attendance
- the arrangements for practising fire drills
- the arrangements for parents to acknowledge that they have been informed that medication has been administered
- the child protection procedures relating to allegations against staff

PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)

There are no complaints to report.

Outcome of the inspection

Satisfactory

CONDITIONS OF REGISTRATION

All registered persons must comply with all conditions of registration included on his/her certificate of registration.

As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.

WHAT NEEDS TO BE DONE NEXT?

The Registered Person must take the following actions by the date shown

Std	Action	Date
1	Inform Ofsted about any changes to the person in charge or to adults living or employed on the premises, and ensure that there are effective procedures in place for checking that staff are suitably qualified and/or experienced to work with children, with records available for inspection.	25/03/2005

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
2	Ensure that staff attendance is registered on a daily basis, showing hours of attendance.
6	Ensure that fire drills are carried out periodically in the Holiday Scheme.
7	Ensure that written records of medicines given to children are signed by parents
13	Ensure that the section in the child protection statement regarding allegations against staff includes informing Ofsted

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is

proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14 - DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.