



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 227026

INSPECTION DETAILS

Inspection Date 21/10/2003
Inspector Name Chaula Amin

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Leicester Civil Service Holiday Playscheme
Setting Address The Lancaster Sports College
Knighton Lane East
Leicester
Leicestershire
LE2 6FU

REGISTERED PROVIDER DETAILS

Name The Committee of Leicester Civil Service Holiday Playscheme

ORGANISATION DETAILS

Name Leicester Civil Service Holiday Playscheme
Address The Lancaster Sports College
Knighton Lane East
Leicester
Leicestershire
LE2 6FU

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 Leicester Civil Service Holiday Play scheme opened in 1990 situated in Aylstone in the City of Leicester. It operates from The Lancaster Sports College.

Registered to provide Out of School care for no more than 50 children between the ages of four years to eight years, however the scheme takes children from eight years to twelve years. Children attend for a variety of sessions. Children bring their own pack lunch.

The provision operates during the school holidays five days a week from 08:15 to 17:15.

There are 14 staff working with the children three staff have early years qualification.

How good is the Day Care?

The Play Scheme provides satisfactory care for children.

The staff offer a warm, welcoming and well maintained environment where children feel secure and happy. Staff are aware of their roles and responsibilities adhering to their policies and procedures. Staff ensure children are safe when using the designated areas. Children have good access of outdoor areas.

Staff are aware of the children's individual needs and meet these accordingly. Staff have good systems in place for health and safety and proper precautions are taken for specialists activities and outings.

Children have opportunities for free play and a wide range of adult led activities. There are suitable resources and toys available for children. The staff have a positive approach to behaviour management.

Staff work in partnership with parents and carers and exchange daily information about the children and forthcoming events and activities.

What has improved since the last inspection?

At the last inspection the provision agreed to ensure operational procedures were in place for the safe conduct of children on outing, all outings are risk assessed and a

procedure is now in place. They were asked to ensure that the management committee completed DC2 forms and any other persons who has contact with the children comply with the vetting procedure, also the committee was to nominate a person to liaise with Ofsted as the nominated representative. All have completed DC2 forms for all committee members and staff and they have elected a nominated person. They were to ensure that Fire drills are carried out periodically, that the recommendation made by the Fire Safety Officer were complied with and records maintained, fire drills are carried out regularly indicated by the records. They needed to provide a written statement based on the Area Child Protection Committee they now have a policy. Ensure evidence of qualifications are available for inspection, a file is available with all staff's qualification and personal details. They were asked to ensure that there is a procedure for lost and uncollected children, they now have a policy in place and staff are aware of it. They were asked to ensure parents signed the medication records, there is a section on the form for parents to acknowledge the entry. They were asked to provide a clear policy regarding the administration of medication this is now in place. The complaints procedure now includes the telephone number and address of the regulator (Ofsted). All of the improvements made have had a positive impact on the safety and care of the children.

What is being done well?

- The staff work well together ensuring that children are happy and involved in a wide range of activities.
- A warm and welcoming and well maintained environment ensures that children are safe and well care for.
- Staff work in partnership with parents and cares.

What needs to be improved?

- documentation to include a procedure for ensuring that all staff and parents are aware of incidents involving physical intervention;
- procedure for the management of behaviour including methods used to manage children's behaviour;
- written statement about special needs;
- arrangement for the person in charge to achieve level 3/4 qualification.

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

Std	Recommendation
1	develop and implement an action plan that sets out how supervisors will achieve a level 3 qualification
10	devise and make available to parents, a written statement on special needs which is consistent with current legislation and guidance. Ensure that this is understood and implemented by all staff.
11	devise and implement a written statement on behaviour management, which states the methods used to manage children's behaviour.
11	devise and implement a system to record any incident of physical intervention
13	devise and implement a procedure to be followed in the event of an allegation being made against a member of staff or volunteer.

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.