



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 106966

### INSPECTION DETAILS

Inspection Date 03/03/2004  
Inspector Name Sue Davey

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name H.A.N.D.S Holiday Playscheme  
Setting Address Hope Chapel Hill  
Bristol  
Avon  
BS8 4ND

### REGISTERED PROVIDER DETAILS

Name The Committee of H.A.N.D.S. Holiday Playscheme

### ORGANISATION DETAILS

Name H.A.N.D.S. Holiday Playscheme  
Address Hope Chapel Hill  
Bristol  
Avon  
BS8 4ND

## 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

H.A.N.D.S. (Hotwells and Neighbourhood Day Care Scheme) After School and Holiday Play Scheme has been operating for over twenty-five years. It is managed by a voluntary parent committee and there are two experienced members of staff who work directly with the children. One member of staff is currently working towards a level three, senior playleader qualification.

The After School Club is available to children who receive full-time education at Hotwells Primary School. It operates Monday to Friday during the school terms; sessions run from 15.30 - 18.00

The Holiday Play Scheme is open to the children of parents working or living in the Bristol area. It operates during school holiday periods, half-terms, and in-service days, Monday - Friday, from 8.30 - 18.00.

Children have access to the Lower Hall and toilet facilities; the Nursery Classroom is also used on occasions. Externally, they have supervised use of the school grounds which consist of: playground areas, soft bark section with climbing apparatus, a grassed area and a small amphitheatre.

The group is affiliated to Bristol Association for Neighbourhood Day Care (BAND).

### How good is the Day Care?

Hotwells and Neighbourhood Day care Scheme (H.A.N.D.S.) provides satisfactory care for children in their After School and Holiday Play scheme. Staff are committed to providing consistent care for the children despite the difficulties they have faced in recruiting staff. The group meets in Hotwells Primary School which offers a child centred environment. The hall provides sufficient space for a range of activities to take place and the outside area is well designed. However, due to it's layout, direct supervision of children is difficult at times. Toys and equipment are limited due to lack of storage space, although the children are well occupied throughout the session. All regulatory documentation is in place with just a couple of omissions.

Staff are aware of safety issues but the risk assessment does not sufficiently highlight potential dangers. The premises are kept clean and in good order. Records are in place should a child need medication and staff demonstrate good practice with regard to hygiene. Drinks and snacks in the form of juice and biscuits are provided.

Information about children with specific dietary and cultural needs is recorded and adhered to. Staff put the welfare of children first and know where to seek advice if concerns arise.

All children are free to choose activities and have good access to the resources provided. Staff encourage children's creative and imaginative play. They join in with games and spend time talking and listening to the children. During holiday periods activities are planned around a theme and outings are organised. If necessary activities are adapted for children with special needs and respect is shown for individual religious practice. Children are well behaved and they uphold the three club rules. Staff support and encourage children to negotiate and resolve disputes. They inform parents about forthcoming events and discuss concerns as they arise. Arrangements for the collection of children are effective.

#### **What has improved since the last inspection?**

At the transitional inspection there were a number of actions raised concerning policies and procedures, staff qualifications and the range of activities and resources that promote equal opportunities.

The staff have now addressed these issues. There are written policies on: health and safety which include medication, sick children and fire evacuation; equal opportunities, special needs and behaviour management. There are also written procedures to follow in the event of a child being lost or a parent failing to collect a child. The deputy play leader is currently attending a level 3 senior playleader's course, he has up-to-date training in first aid and is the designated person for child protection, having attended relevant training in this area. The group has addressed the issue of equal opportunities by obtaining resources which show positive images of diversity from a local specialist toy library. They also explore various festivals throughout the year and uphold the traditions and practices of individual families.

#### **What is being done well?**

- Staff build strong relationships with children that are supportive of their individual needs.
- Staff give children the opportunity and encouragement to play imaginatively and creatively.
- The well designed outside area provides extensive opportunities for a wide range of activities.
- Behaviour management is consistent and appropriate to children's level of understanding and maturity.

#### **What needs to be improved?**

- supervision of children when playing outside
- the booking system to show which children are expected to attend the after

school club

- the risk assessment to include potential hazards and the identified action needed
- children's records, to show that permission has been sought from parents for emergency medical advice treatment to be given
- the child protection policy, to include a procedure to follow should an allegation be made against a member of staff.

### 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
2	Make sure children are directly supervised at all times, limiting where necessary children's access to some outdoor play areas.
6	Conduct a thorough risk assessment on the premises and outside, identifying actions to be taken to minimize identified risks.
7	Request written permission from parents for seeking emergency medical advice or treatment
13	Devise a procedure to follow if an allegation of abuse is made against a member of staff.

## **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.*