



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 504093

### INSPECTION DETAILS

Inspection Date 06/01/2004  
Inspector Name Cathleen Howarth

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Luddendenfoot Out of School Club  
Setting Address Luddendenfoot J & I School  
Burnley Road  
Halifax  
HX2 6AU

### REGISTERED PROVIDER DETAILS

Name The Committee of Luddendenfoot Out of School Club

### ORGANISATION DETAILS

Name Luddendenfoot Out of School Club  
Address Luddendenfoot J & I School  
Burnley Road  
Halifax  
HX2 6AU

## 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

Luddendenfoot OOS Club operates from Luddenenfoot Junior and Infant School, Halifax.

It has been registered for three years and is managed by a voluntary management committee.

All children from the OOS Club attend Luddendenfoot Junior and Infant School which serves the local community.

The Club is open term time only from 07:30 - 09:00 and 15:00 - 18:00.

There are 33 children on the register and attendance is on a sessional basis.

All children speak English as their first language. There are no children with SEN.

There are three permanent staff including the Co Coordinator who is the person in charge.

The provision has contact with Calderdale EYDCP.

### How good is the Day Care?

The overall judgement for the quality of day care is satisfactory.

Luddendenfoot Out of School Club has an new staff team and have worked together for three months. The person in charge( PIC ) must ensure Ofsted is kept informed of changes and clearances for the committee are obtained. The new staff team work well together and they provide a stable and predictable environment for children to play and learn. However the current procedure for children who use the toilets on the floor above the club is not acceptable. In the main the premises are safe, secure and suitable for their purpose. Although resources for outdoor play are insufficient, staff have been fundraising to build on the limited range of resources that were available to children when they took up post. In the main records required to promote the welfare, care and learning of children are available for inspection. A medication policy, procedure and record is required and should include what would happen if an allegation of abuse was made against a member of staff.

Reasonable steps are taken to promote the safety of children and staff comply with

health and safety regulations. There are effective measures in place to promote the good health of children. Staff are proactive in promoting healthy eating and they encourage children to prepare fresh and nutritious snacks. The individual needs of children are met and children are treated with equal concern. There are appropriate systems in place to provide for children with special needs. Staff effectively manage children's behaviour and they are suitably trained and experienced to do so. There is an appropriate system in place to deal with child protection issues.

Staff plan a sufficient range of activities to keep children involved and challenged in their play and learning.

Verbal feedback is given to parents about their children's progress however staff need to ensure completed parent's questionnaires are sent to region.

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

Staff needed to plan activities and play opportunities for children. The children are now involved and help staff plan their weekly activities and outings.

A sick children policy was required which has now been implemented.

An existing injuries record was required which is now maintained.

A Key Worker system was required to ensure a named member of staff is responsible for individual children to ensure continuity of care. This system is now in place and will be developed.

A Child Protection statement was required which has now been implemented.

An Incident record was required which has now been implemented.

Induction training for all staff was required. New staff have been inducted and are aware of health and safety requirements including procedures for child protection.

A visitors record was required which is now maintained.

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

- The cohesive staff team provide children with a stable, predictable and calm environment.
- Children are involved in planning a sufficient range of activities to provide a stimulating environment to play and learn.
- Staff are proactive and promote healthy eating. They encourage children to assist with the preparation of fresh, nutritious snacks promoting self help and independence.
- The individual needs of children are met. Staff are committed and involved in children's care, welfare, learning and play.

- Staff are appropriately trained and experienced to effectively manage children's behaviour.
- There are improved procedures in place to deal with Child Protection issues.
- Parents are kept informed of their children's progress.

#### What needs to be improved?

- keep Ofsted informed of changes and ensure clearances are obtained for the committee
- ensure staff ratios are maintained and a suitable procedure is in place to supervise children when they leave the group to go to the toilet
- ensure a medication policy, procedure and record
- ensure the complaints policy and procedure includes what would happen if an allegation of abuse is 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 must take the following actions by the date shown

Std	Action	Date
7	Ensure parents give prior permission to administer any medication.	02/02/2004
1	Ensure you keep Ofsted informed of relevant changes and obtain clearances for the committee.	02/02/2004
4	Ensure a suitable procedure is in place to supervise children when they leave the group to go to the toilet	02/02/2004
7	Ensure a written record is kept of all medication administered to children and that parents sign the record book.	02/02/2004

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

Std	Recommendation
7	Provide a written medication policy and procedure.
12	Ensure completed parents questionnaires are submitted to Ofsted
12	Ensure the complaints procedure includes what would happen 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.*