



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 401994

INSPECTION DETAILS

Inspection Date 25/10/2004
Inspector Name Cheryl Langley

SETTING DETAILS

Day Care Type Sessional Day Care, Out of School Day Care
Setting Name The Meads
Setting Address Mill Mead School
Hertford
Hertfordshire
SG14 3AA

REGISTERED PROVIDER DETAILS

Name The Committee of The Meads Management Group

ORGANISATION DETAILS

Name The Meads Management Group
Address Mill Mead School
Hertford
Hertfordshire
SG14 3AA

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 Meads Management Group Committee has been registered to run a holiday playscheme at the Mill Mead School in Hertford since 1995. They also run The Meads Out of School facility, which includes an after school club and breakfast club and the Three/Four group for 3 to 5 year olds. The groups operate from a number of rooms in the school close to Hertford town centre. A maximum of 38 children, under 8, may attend the out of school clubs and a maximum of 24 for the Three/Four group. The breakfast club, after school club and Three/Four group operate during term times. The inspection took place during the school holiday at the playscheme. All the children have access to a secure enclosed outdoor play area.

There are currently 46 children on roll for the holiday club. Children from the Mill Mead School as well as other local schools and the surrounding towns, attend the holiday club. All of the groups managed by the Meads Management Group Committee welcome children with special needs, or those who speak English as an additional language.

There are eight permanent members of staff employed to run the out of school facility and two members of permanent staff working in the Three/Four group. There are an additional six members of staff who work during the school holidays to support the playschemes.

How good is the Day Care?

The Meads Holiday Playscheme provides satisfactory care for children. There is a warm and welcoming environment where children feel happy and secure. They are able to display some of their art work around the room and take part in a variety of activities. Space is organised which provides different areas for play and rest, including a well equipped and secure outdoor area.

Safety measures are in place, as is some of the documentation to support these procedures. The staff team are well deployed both indoors and during outside play sessions. Not all staff are qualified to the required levels and no staff have a current First Aid Qualification. The operational plan is in place and accessible to parents. Records are in place to support this provision, although some lack detail. Staff promote children's awareness of healthy practices through daily routines. Children learn about the importance of a healthy and nutritious diet and have the opportunity to try different foods. Staff set good examples and children's behaviour is valued and

encouraged. They use appropriate strategies to manage behaviour and the children play well together, show regard for each other and are polite to the staff and their peers.

There are a broad range of activities provided. Regular outings and visitors from the community are part of the holiday playscheme programme. Children are involved and interested in the different types of play available. The staff enjoy working with the children and spend time talking and listening to them.

The partnership with parents is valued. Information is shared on a formal and informal basis. Ofsted have received positive and complimentary comments from parents.

What has improved since the last inspection?

Following the last inspection and an additional visit, a number of actions were agreed:

A plan showing how the person in charge, the deputy and Three/Four group staff would meet the qualification requirements. The deputy is working towards a Level Three qualification and the plan for the manager and staff in the Three/Four group has to be drawn up.

Staff conduct risk assessments of the premises identifying actions to be taken to minimize risks. Hazards identified have been addressed to ensure children are safe both inside and outside the premises. Fire drills are conducted periodically. Clearly defined procedures are in place to evacuate the building in an emergency. Fire fighting equipment is checked to ensure it is in working order.

A number of records have been updated. These are to help protect children from persons not vetted and provide information should emergency evacuation be required. An attendance record is kept of all the children and staff present showing arrival and departure times. Individual staff records are maintained which includes evidence that all staff are vetted. Visitors are required to sign in and out.

Consent has been requested from parents to take children on outings, to access emergency medical treatment or advice, and to administer medication. Parents are given information to share the care of their children with the groups, through the policies and procedures in place. Each parent is given a parent booklet which includes, the operational plan, sick children policy, medication policy and special needs statement. A copy of the complaints procedure is to be added. Some staff have attended child protection training. A policy is in place which sets out procedures in accordance with the local Area Child Protection Committee.

A range of resources to promote equality of opportunity are provided for all the children. Toys for the Three/Four group are stored at low level for children to access them easily.

What is being done well?

- The children have access to a broad and varied range of different daily activities that are planned and linked to a theme. They are kept interested and stimulated by visitors from the local community, outings to farms or activity centres, and planned and free play opportunities both inside and outside. A warm welcome was given to the visiting Fire Safety Officers. The children are confident and relaxed, they talked about Fire Safety and investigated and explored the fire engine with the staff and their peers.
- The group has a Healthy Eating Policy in place, which is consistent with the school and is shared with parents. Children are encouraged to follow a healthy and nutritious diet and try new and different foods. Cooking is regular activity for after school club and holiday playscheme. Children can cook for themselves on 'cook your own dinner day'. They enjoyed preparing jam buns.
- Appropriate strategies are used to deal with behaviour. Praise and encouragement are given to promote good behaviour and develop confidence and self esteem. Children are well behaved, they take turns, share toys and resources, and are polite.
- Parents are provided with a variety of information about the provision and the activities their children can take part in. There is a regular Newsletter, a notice board, parent booklets and memos to inform parents of any current information or changes.

What needs to be improved?

- the procedures to ensure staff have the required qualifications and up to date first aid to work in an early years setting
- the procedures for completing the medication records and the fire log
- documents, regarding a statement of the complaints procedures and to support knowledge of child protection issues.

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	Ensure that staff are suitably qualified to work with children, as required by the National Standards. This relates to Out of School staff and Three/Four staff and send an action plan to Ofsted of how this will be achieved.	25/11/2004
1	Develop and implement an action plan detailing how at least one member of staff with a current first aid certificate will be on the premises or on outings at any one time.	25/11/2004

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

Std	Recommendation
14	Ensure that records are available that show the fire drills and risk assessments carried out.
14	Update documentation to ensure parents signatures are obtained to acknowledge any medication administered, the child protection statement adheres to the summary guidance "What to do if you're worried a child is being abused" and a statement of the procedure to be followed where a parent has a complaint about the service provided by the registered person is devised.

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.