



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 511184

INSPECTION DETAILS

Inspection Date	18/08/2003
Inspector Name	Sheila Collins

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	The Fun Zone Out of School Club
Setting Address	Mrs Blands Infants School Jordans Lane, Burghfield Common Reading Berkshire RG7 3LP

REGISTERED PROVIDER DETAILS

Name	Mrs B. Taylor
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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 Fun Zone opened in 1997. It is situated at Mrs Bland's School in Burghfield Common. The club has it's own room attached to the school and has use of the school playing fields and playground. All children attending must be in full time education. During the term time the club operates before school, 8:00 to 8:45 and after school between 15:00 and 18:00 for children who attend Mrs Bland's Infant school and the nearby Garlands Junior School. In the holidays, the club opens from 8.00 to 18:00, Monday to Friday only, not including Bank Holidays. The holiday club is open to any child in the community with children coming from nearby villages such as Mortimer and Burghfield, as well as Burghfield Common itself. Children with special needs are welcomed in the club.

The club is run by a parent committee with the head teacher as chairperson. It is staffed by club manager, play leader and six assistants. The manager, who holds an NVQ level III qualification works both during the term and holidays. Other staff work either in the holidays or term time, depending on availability and commitments. The club receives support from the West Berkshire EYDCP development workers.

How good is the Day Care?

The Fun Zone provides a satisfactory standard of care for children. Staff develop good relationships with the children within a welcoming environment. There are sufficient staff available at all times to ensure correct staff child ratios are maintained, however, insufficient staff currently meet the correct level of qualification. Staff are vigilant to ensure children's safety, but there are areas outside which are not easily observed.

Staff draw up an outline plan activities for the children but children are consulted and are able to influence the planning on a daily basis. Children are involved in the decision making about the club. Children are encouraged to participate in all activities and have opportunities to choose toys and resources for themselves. Children with special needs are well supported and fully included in activities. Staff are consistent with behaviour management and have appropriate expectations of children's behaviour. Children help to draw up the rules for the club which are displayed. Staff promote children's personal hygiene well . Snacks are offered and children bring their own lunches in the holidays.

The club has good relationships with parents. Parents are kept informed about

activities and changes through discussion, letters and notices. The club has a set of policies and procedures to run by but not all are comprehensive or shared with parents.

What has improved since the last inspection?

Last inspection was transition.

What is being done well?

- There are sufficient staff available at all times to ensure correct staff child ratios are maintained.
- Good relationships between staff and children, within a happy and relaxed atmosphere.
- Children make decisions about activities for themselves and can choose whether to play in or out of doors.
- The area used by the children is well organised and toys and resources are age and stage appropriate.
- Staff are vigilant to ensure the safety of children at all times.
- Staff are aware of children's individual needs and ensure that all children are included..

What needs to be improved?

- the qualifications of staff ;
- the procedures in the event of a child becoming lost;
- the registration system to include times of arrival and departure of children;
- the security of the playground when children playing outside;
- the recording of medication given to include parent's signature;
- the behaviour management policy to include bullying;
- the child protection policy to include the procedure to be followed in the event of an allegation being made against a staff member;
- the policies and procedures to ensure that they are accurate and comprehensive enough to meet the requirements of the National Standards.

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
2	develop an action plan that sets out how staff training and qualification requirements will be met	31/12/2003

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

Std	Recommendation
2	ensure that a procedure is in place regarding practice to be followed if a child becomes lost.
2	include the arrival and departure times of children in the registration system.
7	ensure that parent's signatures are obtained on medication records.
13	ensure that the child protection procedure for the club includes the procedures to be followed in the event of an allegation being made against a staff member.
13	ensure that the policy is shared with parents.

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.