



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 251704

INSPECTION DETAILS

Inspection Date	06/12/2004
Inspector Name	Hazel Meadows

SETTING DETAILS

Day Care Type	Out of School Day Care
Setting Name	Victory Club
Setting Address	St John's Church Hall Cauldwell Hall Road Ipswich Suffolk IP4 4QE

REGISTERED PROVIDER DETAILS

Name	The Committee of Victory Club
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ORGANISATION DETAILS

Name	Victory Club
Address	St John's Church Hall Cauldwell Hall Road Ipswich Suffolk IP4 4QE

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

Victory Club After School Club opened in 1994.

It operates from St John's Church Hall, which is a modern, brick built hall, in east Ipswich. The group predominantly uses a main play room with integral toilet and kitchen facilities. This room is used by a pre-school during the day and is purpose built. The group also has access to a large hall on the upper floor for active games and parties. There is a secure outdoor play area comprising of safety surface and grass.

The club is primarily for children who attend St John's CEVA Primary School although children from other schools are welcomed.

The group opens Mondays, Tuesdays, Thursdays and Fridays, 15:15 until 18:00, term-time only. Children can attend a variety of sessions. A maximum of 20 children may attend the club at any one time. There are currently 32 children on roll. The setting supports a small number of children who have special needs.

The club employs two main part time staff and one relief staff member. Two of the staff, including the club manager, hold appropriate early years qualifications.

How good is the Day Care?

Victory Club After School Club provides satisfactory care for children.

The group is well equipped with a broad selection of games and resources suitable for the range of ages and abilities at the club. Children are offered freedom of choice and help themselves to activities from the storage cupboard. Children are mostly purposeful in their play, however at times the session's lack of structure is not conducive to motivate, interest or challenge the children. Staff organise a particular activity such as cookery or a video evening once a month.

The staff have a good level of training and experience of after school club work, however they do not have a working knowledge of the National Standards for Out of School Care and two have not yet completed the suitable person vetting process. Staff are positive role models and firm and fair in their management of children's behaviour. Interaction between the children and staff is spontaneous, relaxed and fun.

Staff have a reasonable understanding of health and safety issues, however the snacks provided consist mostly of sweet spreads rather than healthy options and staff are not aware of the severity of children's individual food allergies and have insufficient information about which foods to avoid. A risk assessment is not routinely undertaken.

Most documentation is in place, however improvements and additions are required to the complaints, behaviour management and child protection policies and accident records. Written operating procedures are also required for specialist activities such as swimming.

Staff work in partnership with the parents and form positive relationships with them. Several parents are actively involved on the committee. Parents are kept well informed of general information and events at the club verbally by staff and via occasional newsletters and an introductory booklet is made available to all parents.

What has improved since the last inspection?

At the last inspection the group agreed to ensure staff training and qualifications were met, keep staff records and a record of visitors, improve medication consent and records and obtain public liability insurance.

The two main staff are now trained to Levels 2 and 3 and staff records are kept. A visitors book is now in place and all visitors to the group are required to sign in and out. Prior written parental consent to administer medication is obtained and a clear record kept when medication is administered including parental acknowledgement. The group has public liability insurance.

At the last inspection the group also agreed to conduct a risk assessment and identify actions to be taken to minimise identified risks. A risk assessment document was written following the current inspection, however this has not been thoroughly and regularly undertaken and does not include the journey from the school to the hall.

The group also agreed to devise a policy regarding special needs consistent with current guidance and legislation. A policy has been written however staff are not systematically keeping informed of current guidance (eg Disability Discrimination Act 1995).

The group agreed to make a written complaints procedure available to parents however it does not include Ofsted's details as specified in the previous action.

The group also agreed to improve the range of activities and resources that promote equal opportunities and this is still an area for ongoing development.

What is being done well?

- A good variety of resources and activities are available to the children ensuring they are mostly well occupied. Children have freedom of choice and

can select items themselves. Children are often consulted over new purchases.

- The staff are interested in and attentive to the children. They engage positively with the children and interaction between the staff and children is relaxed, warm and friendly.
- Staff have an inclusive practice to ensure all children are valued and accepted as individuals. They know all the children well and treat each of them with equal care, concern and respect. They encourage children to participate and become involved and included in activities.
- Staff are firm, consistent and fair in their management of children's behaviour. They treat children with respect and according to their ages and stage of development which is conducive to positive behaviour.

What needs to be improved?

- procedures to ensure all staff working with children are suitably vetted;
- staff knowledge and understanding of the National Standards for out of school care;
- written operating procedures for specialist activities;
- accident records;
- information and action regarding children's food allergies;
- behaviour management policy
- complaints procedure;
- child protection policy and procedures;
- induction procedure for new staff/volunteers;
- risk assessment;
- snacks offered to children;
- equal opportunities practice when appointing new staff;
- the range of resources reflecting positive images of diversity;
- documentation to ensure it is written and kept in accordance with the National Standards;
- policies to be dated and regularly reviewed and updated as necessary.

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	ensure that there are effective procedures in place for checking that staff working with children are suitably vetted	21/01/2005
2	ensure all staff have a working knowledge of the National Standards for Out of School Care	21/01/2005
2	ensure written operating procedures are in place for specialist activities (eg swimming)	21/01/2005
7	ensure accident records contain sufficient detail and entries are confidential	21/01/2005
8	ascertain the severity of children's food allergies from parents and heed any information provided	06/11/2004
11	ensure the behaviour management policy is written in accordance with the National Standards, including a statement on bullying	21/01/2005
12	ensure the complaints procedure is written in accordance with the National Standards and contains the name, address and contact details for Ofsted.	21/01/2005
13	ensure that the child protection procedure for the out of school club complies with local Area Child Protection Committee (ACPC) procedures	21/01/2005
13	ensure the child protection policy includes procedures to be followed in the event of an allegation being made against a member of staff or a volunteer	21/01/2005

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

Std	Recommendation
2	ensure there is an effective induction procedure for new staff/volunteers
6	conduct a regular risk assessment on premises/practices, identifying

	action(s) to be taken to minimize identified risks (eg visibility of children when walking to club at dusk)
8	ensure snacks offered to the children are healthy and nutritious
9	ensure equal opportunities practices and procedures are applied when appointing new staff
9	develop the range of resources that reflect positive images of diversity
14	ensure that all documentation is kept in accordance with the National Standards and that policies are dated and reviewed regularly

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.