



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 200720

### INSPECTION DETAILS

Inspection Date 25/11/2003  
Inspector Name Valerie Jean Edward

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Precious People Out Of School Club  
Setting Address Shustoke Primary School  
Forge Road, Shustoke, Coleshill  
Birmingham  
West Midlands  
B46 2AU

### REGISTERED PROVIDER DETAILS

Name Mrs Fiona Sheppard

## 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

Precious People Out of School Club opened in 1999. It operates from a port-a-cabin classroom on the site of Shustoke Primary School in the village of Shustoke. The club also have occasional use of the school hall. The Club serves the children attending Shustoke Primary School.

There are currently twenty-four children on roll from 4 years to 8 years. Children over 8 years also attend. Children attend for a variety of sessions. There are no children presently attending who have special needs or who speak English as an additional language.

The club opens five days a week during school term time. Sessions are from 15.15 until 17.30.

Four members of staff work with the children. Over half the staff hold an early years qualification to NVQ level 3.

### How good is the Day Care?

Precious People Out of School Club provides satisfactory care for the children. Staff work well together and interaction between staff and children is good. Staff are interested in what the children do and say, they talk and listen to them.

There is a written safety policy and most hazards have been reduced, however, the provision needs to ensure that electrical sockets are inaccessible to children at all times. There are arrangements for first aid and the club needs to ensure there is at least one member of staff who holds a current first aid certificate on the premises at any one time.

A range of activities and resources are provided that are interesting and fun, most of which are easily accessible to all of the children. Children can make decisions; they are involved and interested in their play. Strategies for dealing with behaviour are appropriate with good behaviour being valued and encouraged.

There is good documentation in place, however, the club needs to ensure that all records relating to staff are readily accessible on the premises at all times. There is a written child protection policy, however, staff's knowledge and understanding of

child protection issues needs to be developed. The policy needs to include procedures to be followed in the event of an allegation being made against a member of staff.

Parents and staff have a good relationship and there are procedures in place to keep parents informed about the provision. There is a notice board for parents and parents receive regular newsletters. Policies and procedures are shared with parents; however, the statement of procedures where a parent has a complaint should include details of the regulator.

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

At the last inspection the club were asked to devise and share with parents a policy for the exclusion of children who are ill or infectious and a special needs statement. A policy regarding children who are ill or infectious and a special needs statement have been devised and are part of the operational plan, which is shared with parents enabling them to be fully aware of the procedures regarding these issues. They were also asked to expand the statement for child protection to include clear staff responsibilities for the reporting of suspected child abuse and a procedure to be followed in the event of an allegation being made against a member of staff. The policy has been expanded, however, still does not include procedures to be followed in the event of staff allegation. The Club were asked to ensure that all records relating to day care activities are readily accessible on the premises and available for inspection at all times. Records are available, however, information containing staff details is not on the premises, which could result in important information not being available in the case of emergency.

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

- Relationships between staff and children are good encouraging children to be confident, independent and develop their self-esteem.
- Children can make decisions about their play as they choose from a range of equipment.
- Staff manage children's behaviour in a way, which promotes their welfare and development.

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

- children's safety by ensuring all electrical sockets are covered, thereby, reducing hazards
- staff's knowledge of first aid procedures to ensure children are treated appropriately when there is an accident
- procedures for parents to include details of regulator so that parents have full information of who and where to make a complaint
- staff's knowledge and understanding of child protection issues to enable them to deal with any child protection concerns efficiently

- the child protection policy to include procedures so that the provider and staff know what action to take in the event of an allegation being made against a member of staff
- access to staff's details so that appropriate action can be taken in the event of an emergency.

### 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
13	Develop staff's knowledge and understanding of child protection issues.	01/12/2003
13	Ensure child protection policy includes procedures to be followed in the event of an allegation being made against a member of staff or volunteer.	01/12/2003
14	Ensure that all records relating to staff are readily accessible on the premises and available for inspection at all times.	25/11/2003

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

Std	Recommendation
6	Ensure electrical sockets are not accessible to children.
7	Ensure at least one member of staff with a current first aid certificate will be on the premises at any one time.
12	Ensure statement of procedures where parent has a complaint includes details of the regulator.

## **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.*