



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN EY248600

### INSPECTION DETAILS

Inspection Date 19/04/2004  
Inspector Name Kay Roberts

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Wick Out of School Club  
Setting Address Wick C of E Primary School  
Church Road, Wick  
Bristol  
BS30 5PD

### REGISTERED PROVIDER DETAILS

Name The Committee of Wick Out of School Club

### ORGANISATION DETAILS

Name Wick Out of School Club  
Address Wick C of E Primary School  
Church Road  
Wick  
Bristol

## 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

Wick Out of School Club first opened in 2002. It is a community group which is managed by a parent committee.

It located within Wick Primary School, either in a terrapin building, or in the study room, which is within the school premises. The group currently provide after school care during term time, from 15:15 to 17:45 hours, Monday to Thursday. Outside play is available on either the field or tarmac area.

There are four members of staff, three of whom hold a relevant child care qualification.

### How good is the Day Care?

Wick Out of School Club provides satisfactory care in clean, well maintained premises, in which staff provide a warm welcome. Space and resources are well organised. There are many readily accessible, safe, stimulating toys, which offer sufficient challenge and cover all aspects of development.

Although staff are vigilant about children's safety, arrangements to meet health and safety regulations are unsatisfactory. Risk assessments have not been undertaken and fire drills are not practised. Children are protected from illness and infection, and know that they need to wash their hands before snack time, which is held mid-session.

Many staff are new to the setting and poor induction has resulted in confusion. This is exacerbated as policies and procedures are not available on site. In addition, one leader does not hold a level three, child care qualification. An appraisal system is in place.

All children are valued and included. Staff talk with children, listen to what they say and offer praise and encouragement. There is a strong emphasis on participation in group activities such as 'I spy', but no planned activities.

Children are confident, polite and well behaved. They particularly enjoy imaginative play in the home corner, which is well resourced.

Parents receive an induction pack which provides a précis of some policies and procedures. Not all documentation as required under the National Standards is in

place, and some procedures are out of date. With the exception of accident records, confidentiality is maintained.

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

At the last inspection, Wick Out of School Club agreed to provide an induction package for new staff and volunteers. This has not been addressed and continues to be a concern.

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

- Staff provide a warm welcome in clean, well organised premises.
- Staff provide many readily accessible, safe, stimulating toys, which offer sufficient challenge and cover all aspects of development.
- Staff are vigilant about children's safety.
- Staff value and include all children.
- Children are confident, polite and well behaved.
- Parents receive an induction pack which provides a précis of some policies and procedures.

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

- qualification held by one leader
- induction procedure for new members of staff
- fire safety and safety review of the premises and outside area
- documentation and access to information by staff, parents and inspector
- confidentiality of documentation
- planning of activities.

#### **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?

<b>The Registered Person must take the following actions by the date shown</b>		
Std	Action	Date
14	Ensure that all documentation as required under the National Standards is in place, policies and procedures regularly are reviewed and, where appropriate, confidentially is maintained.	19/06/2004
1	Devise an action plan to ensure that all leaders are appropriately qualified to a level 3 in child care.	19/06/2004
2	Devise an induction procedure, so that staff have a full knowledge of routines, policies and procedures, to facilitate effective deployment within the premises and to ensure the safety, welfare and development of children.	19/06/2004
6	Ensure fire safety requirements are met, including regular fire drills, the details of which are fully recorded.	19/06/2004
6	Undertake a thorough risk assessment of the premises and outside area, and devise an action plan with timescales, to minimise identified risks, and regularly review.	19/06/2004
14	Ensure that all relevant information is readily accessible to parents and staff, and is available for inspection.	19/06/2004

<b>The Registered Person should have regard to the following recommendations by the time of the next inspection</b>	
Std	Recommendation
3	Plan a stimulating, balanced range of activities, which help children make progress in all areas of development.

## **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.*