



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN 147553

INSPECTION DETAILS

Inspection Date 20/07/2004
Inspector Name Ann Marie Cozzi

SETTING DETAILS

Day Care Type Out of School Day Care
Setting Name Highland Games
Setting Address North End Road
London
NW11 7HY

REGISTERED PROVIDER DETAILS

Name The Highland Games Activity Weeks Limited 03956402

ORGANISATION DETAILS

Name The Highland Games Activity Weeks Limited
Address 7 Ashley Lane
London
NW4 1HD

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

Highland Games summer holiday play scheme has been registered since July 1997.

The group operates from King Alfred School which is situated in Golders Green.

There are currently 90 children under 8 years on roll, who attend for a variety of sessions.

The emphasis is on children participating in art, craft and sport, although there are other activities on offer.

The scheme operates during the school summer holidays. Their hours of operation are Monday to Friday from 09:30 until 16:00.

The qualifications held by the Manager and staff working at the setting are sports based.

The staff team also includes a number of volunteers who are aged under 16 years.

These volunteers are not taken into account in the staffing ratios.

How good is the Day Care?

The standard of care provided by Highland Games has been judged as unsatisfactory.

This is due to significant weaknesses in the staffing and a failure to meet several of the National Standards for Out Of School Care.

The provider demonstrated a poor understanding and lack of commitment in meeting the National Standards. This has had a negative impact on the overall running of the scheme. There has also been a failure in notifying Ofsted of significant changes within the required timescales. Organisation of staff ensures they are evenly distributed throughout the premises. To address security of the site and supervision of children. However there is no procedure in place in the event of a child being lost or uncollected. A number of required documents are not readily available or accessibly for inspection. Although information is held on some staff, volunteers and persons employed on the premises it is not comprehensive. Similarly other documentation lacks the necessary detail and is not up to date. Staff are employed

without appropriate recruitment and vetting procedures. There are no arrangements in place to ensure that person's not vetted are never left alone with children.

There is sufficient space which is organised to accommodate sports and craft activities. However children have been exposed to unnecessary safety hazards as the group are not vigilant in identifying and removing risks. Children are able to make choices about which activities they undertake. Staff are helpful and friendly. They lead by example and are pro active in setting clear guidelines and boundaries for managing children's behaviour.

What has improved since the last inspection?

At the last inspection a number of actions were raised. The provider agreed to make sure that the cleanliness of the premises is maintained, keep a record of fire drills, develop a risk assessment procedure. Some systems have been put in to place and these area's continue to be developed. The provider also agreed to obtain written parental permission regarding emergency treatment. This has been achieved it is now included in the application form. As a result this assists staff in ensuring children's safety in the event of a medical emergency

What is being done well?

- Children are able to make choices about what activities they undertake each day.
- Staff lead by example and clear guidelines and boundaries have been established with regard to behaviour management.

What needs to be improved?

- the systems in place for recruitment of staff with regards to evidence of qualifications, experience and the required vetting procedures
- the registered person's knowledge and understanding of the National Standards
- the arrangements in place to ensure that any person who has not been vetted is never left alone with children
- the procedure for lost or uncollected children
- the availability of records held on staff, volunteers and persons employed on the premises
- the children's safety with regard to accessibility of potential risks and hazards
- the procedure for notifying Ofsted of significant changes within the required timescales
- the documentation, with regards to the availability and accessibility of all the required policies and procedures relating to Out Of School activities for inspection by an Early Years Childcare Inspector.

Outcome of the inspection

Unsatisfactory

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	Have in place effective procedures for the recruitment of staff.	04/08/2004
1	Develop your knowledge and understanding of the National Standards for Out Of School Care.	04/08/2004
2	Devise a procedure to be followed in the event of a child being lost or a parent failing to collect a child.	04/08/2004
2	Keep a record of all staff, volunteers and persons employed on the premises and make available for inspection by an Early Years Childcare Inspector	21/07/2004
14	Notify Ofsted of any significant changes including, structural alterations to the premises, staff changes, and any other person's working on the premises, before the event, in all other cases as soon as reasonably practicable, but not later than 14 days, after the event has occurred.	21/07/2004
14	Make sure that all records relating to Out Of School activities are readily accessible on the premises and available for inspection at all times	04/08/2004

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.