



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 400224

### INSPECTION DETAILS

Inspection Date 20/12/2004  
Inspector Name Christine Snowdon

### SETTING DETAILS

Day Care Type Out of School Day Care  
Setting Name Time Out  
Setting Address The Bungalow, Garden Lane  
Sherburn in Elmet  
Leeds  
West Yorkshire  
LS25 6AS

### REGISTERED PROVIDER DETAILS

Name Miss Julie Jackson

## 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

Time Out is an Out of School Club and was registered in July 2000. It is privately owned and operates from a single story building located in the grounds of Sherburn High School in Sherburn-in-Elmet. The building has three play rooms, kitchen, office and toilet facilities. There is an enclosed garden for outside play.

A maximum of 24 children may attend at any one time. The club is open Monday to Friday from 07:30 - 09:15 and 14:45 - 18:00 in term time and from 07:30 - 18:00 during school holidays. There are currently 78 children on roll who attend for a variety of sessions. The club provides out of school care for children from 4 to 14 years who come from the local and surrounding areas.

The club employs 4 staff and are supported by 2 regular volunteers. The owner/manager holds an appropriate qualification.

### How good is the Day Care?

Time Out provides satisfactory care for school age children. They offer a welcoming and relaxed environment where children can have fun and socialise. The premises have several rooms which are well organised and used for different activities. Staff know their roles and responsibilities and carry them out effectively. They have very good relationships with the children and behaviour is very good. However the staff qualification standard is not fully met, and a child, under the registered age group, was present on the inspection.

There is a good standard of health and safety both on and off site. Risk assessments are carried out and all aspects of safety and security are being met. All areas are clean and well maintained and children demonstrate good hygiene practices.

Staff plan and provide a wide range of interesting activities that meets the needs of the wide age range of children attending. There is a good range of resources that children can access themselves promoting free-choice and independence.

There are very good relationships with the parents. Information is shared both verbally and through newsletters and notices. There are good communication systems in place with the parents, staff and schools to ensure the school collection programme meets their needs effectively. Most policies and procedures are in place

but some lacks necessary detail.

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

not applicable

**What is being done well?**

- Children enjoy the socialisation of the club and the interesting range of activities provided. They eagerly take part in the wide range of activities on offer, for example baking buns, making their own Christmas cards and decorations, role play in Santa's Grotto, watching a film or competing on the play station. During holidays they have trips to the cinema, go bowling or visit local parks and play areas.
- Children's behaviour is very good. They show respect for staff and one another, demonstrate good manners and accept the clubs rules and expectations. Staff have very good relationships with the children and promote good behaviour through positive praise and encouragement.
- The premises are very child-orientated and welcoming. Children art work is valued and displayed effectively to enhance the setting. The three play rooms are organised effectively to provide areas for creativity, quiet and relaxation and group activities.

**What needs to be improved?**

- the organisation, with regards to staff qualifications and the ages of children on site
- documentation, with regards to the medication and child protection procedures.

**PREVIOUS COMPLAINTS (This section applies only to inspections carried out from September 2004. The complaint record relates to complaints from the last inspection or 1st April 2004 whichever is later.)**

There are no complaints to report.

**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	Submit an action plan to show how the staffing qualifications will be met and how the registration requirements with regards to the ages of children on site will be adhered to.	07/01/2005

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

Std	Recommendation
7	Ensure parents signatures are obtained to acknowledge the entry when medication has been administered.
13	Ensure there are procedures in place in the event of an allegation being made against a member of staff or volunteer.

## **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.*